



# Agenda

## Port & Harbor Advisory Commission Regular Meeting

Wednesday, November 08, 2023 at 5:30 PM

Cowles Council Chambers In-Person & Via Zoom Webinar

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### Homer City Hall

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

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

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

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

### AGENDA APPROVAL

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

### RECONSIDERATION

### APPROVAL OF MINUTES

- [A.](#) Unapproved October 11, 2023 PHC Minutes

### VISITORS / PRESENTATIONS

- [A.](#) Amy Burnett, HDR

### STAFF & COUNCIL REPORT / COMMITTEE REPORTS

- [A.](#) Port Finance/Budget Report - FYTD Report for November 2023
- [B.](#) Port & Harbor Staff Report - November 2023
- [C.](#) Homer Marine Trades Association (HMTA) Report

### PUBLIC HEARING

### PENDING BUSINESS

- [A.](#) Terminal Tariff

### NEW BUSINESS

- [A.](#) Review of Moorage Agreement
- [B.](#) Property Leasing

### INFORMATIONAL MATERIALS

- [A.](#) Quarterly Statistics
- [B.](#) November City Newsletter
- [C.](#) October City Manager's Reports to Council
- [D.](#) 2023 Port & Harbor Commission Calendar

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **Wednesday, December 13, 2023 at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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

Session 23-09, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Crisi Matthews at 5:31 p.m. on October 11, 2023 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS FRIEND, MATTHEWS, PITZMAN, SIEKANIEC, SHAVELSON, VELSKO, ZEISET

CONSULTING: PORT DIRECTOR HAWKINS, MAYOR CASTNER

STAFF: PORT ADMINISTRATIVE SUPERVISOR WOODRUFF  
DEPUTY CITY CLERK PETTIT

**2. AGENDA APPROVAL**

SIEKANIEC/VELSKO MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

**4. RECONSIDERATION**

**5. APPROVAL OF MINUTES**

5.A. Unapproved September 27, 2023 PHC Minutes

SIEKANIEC/PITZMAN MOVED TO APPROVE THE SEPTEMBER 27, 2023 MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**6. VISITORS/PRESENTATIONS**

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

7.A. Port & Harbor Staff Report – October 2023

Port Supervisor Administrator Woodruff began the staff report by noting that it would be a brief report since the Commission just met two weeks ago. She added that she hadn't included any financial data for the same reason. Ms. Woodruff informed the Commission that Amy Burnett from HDR is going to revisit the communications plan that HDR developed based on the feedback she received at the September 27<sup>th</sup> meeting. She stated that there are plans for Ms. Burnett to be in attendance for the Commission's November 8<sup>th</sup> meeting. Chair Matthews suggested that it might be smart to have her meet with the Commission after City Council makes any decisions regarding the Port Expansion Project and Communications Plan.

Chair Matthews asked for some clarification on a comparison that Ms. Woodruff had made in the packet regarding total revenue generated per acre. Ms. Woodruff pointed out that she had made a mistake during her calculations, and that she would bring an updated number to the Commission's work session the following day.

Chair Matthews said she dug up some numbers based on what Anchor Point and Deep Creek charge in terms of single launches and annual passes. Her reasoning for doing so was that many people in those areas will launch from Homer as well. She discovered that Anchor Point charges \$80 per launch, and Deep Creek charges \$75 per launch or you can obtain their annual pass for \$750. She noted that neither charge for trailer parking to her knowledge.

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

Commissioner Zeiset reminded everyone that the HMTA will be attending the Pacific Marine Expo in November. He noted that there is still booth space available for any businesses that are interested. He also said they are still looking for someone to teach Focus on Learning classes at the high school.

**8. PUBLIC HEARING(S)**

**9. PENDING BUSINESS**

9.A. Harbor Expansion

Port Director Hawkins began the discussion by providing the reasoning as to why the Corps was requesting more money for the project, stating that geophysical work that needs to be done in the area is going to be the bulk of the expenses. Instead of the original \$3 million that the project was estimated to cost, the Corps has now assessed that it will cost about \$4.15 million. Mr. Hawkins said that staff and HDR has recommended that the project be broken down into two places: first would be to do the sub-bottom profile, and then next would be to take that data to the Corps and work together to decide exactly how many holes need to be drilled. He expects the cost for the drilling to come down after doing the sub-bottom profile. Commissioner Shavelson asked how the Corps got to the benefit cost ratio without the sub-bottom profiling previously. Mr. Hawkins explained that they had provided the Corps with some data from a previous project, but that the Corps believed they needed more data based on prior projects that they have been burned on after making false assumptions.

PITZMAN/SIEKANIEC MOVED TO SUBMIT A RECOMMENDATION TO CITY COUNCIL OUTLINING THE FOLLOWING:

1. SUPPORT CITY COUNCIL CONCURRENCE WITH THE UNITED STATES ARMY CORPS OF ENGINEERS ON A \$1.15 MILLION COST INCREASE OF THE GENERAL INVESTIGATION STUDY DUE TO THE ADDITION OF GEOTECHNICAL SURVEY/SAMPLING AND SHIP SIMULATION TO THE GENERAL INVESTIGATION.
2. RECOMMEND CITY COUNCIL PASS AN ORDINANCE COMMITTING ADDITIONAL GENERAL INVESTIGATION MATCHING FUNDS IN THE AMOUNT OF \$287,500.
3. RECOMMEND CITY COUNCIL PASS A RESOLUTION IN SUPPORT OF ADDITIONAL STATE OF ALASKA FY25 CAPITAL FUNDS IN THE AMOUNT OF \$287,500 TO COMPLETE THE FEDERAL MATCH.

Commissioner Pitzman shared his thoughts, stating that he was surprised that they're already being asked for more money this early into the project. He added that it's unfortunate, but we're moving ahead with the geophysical data that we need, and we need some entity to step up and get it started. Commissioner Siekaniec agreed with what Mr. Pitzman said, stating that it was unfortunate needing to ask for more money, but on the other hand it's something that needs to be done if they're serious about expanding the harbor.

Commissioner Shavelson asked if it would make sense to condition the City's support on the State's support in order to help leverage the money from the State, similar to a matching fund. Port Director Hawkins added that he wasn't sure whether that would help or not, but suggested that the Commission make it a priority of the legislative season that it's heading into. Chair Matthews referenced a call that the Commission was on with the Governor where he seemed very supportive of the project. She noted that the Commission is now at a hinging point, where if they don't stay vested in the process while working to secure funding, she fears the project will quickly die moving forward.

Mr. Hawkins advised them that Randy Bowker and the Colonel with the Army Corps of Engineers were in state two weeks ago, and they are aware of the project, and aware of the need to find funding to put into the work plan to continue the project. Mr. Shavelson said he'd like to see the money tightly earmarked, and stated that if the additional money isn't raised he doesn't want to see the money rolled into the general harbor expansion fund. He questioned that if the state's money doesn't kick in, where does that leave the geophysical work? Mr. Hawkins responded by saying that the work would still need to be done, so the City would have to come up with the additional funding locally. He outlined the parameters of the 50/50 matching programs, explaining that the federal government comes up with 50% and 50% is funded locally. The 50% that's funded locally is split between the City and the State of Alaska. Chair Matthews asked what a likely timeline is that those funds would need to be utilized by. Mr. Hawkins said that his guess would be sometime before spring.

SHAVELSON/SIEKANIEC MOVED TO AMEND THE MOTION BY ADDING THAT THE COMMISSION CONDITION THE CITY'S SUPPORT ON THE STATE'S SUPPORT.

Commissioner Siekaniec questioned if adopting the amendment would throw the timing a year further down the road if the Commission can't know about state support until the state budget gets approved. Mr. Shavelson reiterated that was why he asked the question that if the City can move quicker than the State and we appropriate the money, then where does that leave us in terms of having that money spent on the geophysical work versus if the state money is still dangling out there. Mr. Hawkins responded that the State's budget doesn't come into play until July 1. He added that the first phase of the geophysical work is estimated to be about \$200,000. Mr. Pitzman shared some concerns about tying the City's money, stating that this is a Homer Harbor, and if we aren't willing to be the one that leads and gets things started it makes it look like we aren't as invested as we should be. He urged Commissioners to understand the need to meet start-up funds before everybody else is in line. He concluded his thoughts by stating that he believes the City should advance its share and count

on its partners to match. Mr. Shavelson added that he wasn't aware of the phased approach, and further requested to withdraw his amendment to the motion.

There was consensus among the commissioners to allow Mr. Shavelson to withdraw his motion.

VOTE (Main Motion): YES: PITZMAN, VELSKO, ZEISET, SIEKANIEC, SHAVELSON, MATTHEWS

Motion carried.

## **10. NEW BUSINESS**

### 10.A. Review of Base Lease

Chair Matthews began the discussions, noting that this was a request from almost a year ago that the Commission looked at. The City's base lease document has since been revised by administration and staff. She turned the floor over to Commissioner Shavelson who stated that he felt the base lease document needs some sort of reopener clause. He used a hypothetical example of an ordinance that's passed through City Council that would affect the conditions of a leased property. He also pointed out that the wording pertaining to Lease Ordinance in City Code is confusing and has a lot of wiggle room. Mayor Castner explained that at renewal time, a lease is treated as a new lease and it has to comply with the law as it is then, not as it was. He added that the City Council can't write things that are retroactive, but they can change rules so that when it comes up for renewal it meets the new rules. He also said that he thinks the lease should contain language pertinent to violating the lease.

Chair Matthews said that her main concern when looking at the base lease is that it doesn't allow for the Commission to make recommendations to City Council or the City Manager specific to the use that may occur after the lease has been offered. She added that there doesn't seem to be enough specificity put into the different types of uses. Lastly, she said that her recommendation might be that leases specific to Spit property come through this Commission prior to being approved. Commissioners Pitzman and Zeiset added that they both have leases on the Spit, and both leases have standards which they must meet. Mr. Zeiset inquired about what the role of Commissioners is in regards to leases. Mr. Shavelson gave his opinion, saying that Commissioner's roles should be to ensure the highest and best use of the City's assets on the Spit.

The Commissioners reached a general consensus that Chair Matthews will meet with Port Administrative Supervisor Woodruff to draft a memo addressed to City Council that outlines the Commission's requests.

### 10.B. Approve 2024 Meeting Schedule

Chair Matthews directed the Commissioners to the meeting schedule in the packet and asked if anyone had any issues with the schedule. The Commission noted that their originally scheduled meeting date for November falls on the same week as Thanksgiving.

SIEKANIEC/PITZMAN MOVED TO AMEND THE 2024 MEETING SCHEDULE BY MOVING THE NOVEMBER 2024 MEETING TO NOVEMBER 20<sup>TH</sup>, 2024 AND SUBMIT THE AMENDED SCHEDULE TO COUNCIL FOR APPROVAL.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**11. INFORMATIONAL MATERIALS**

- 11.A. Port Operations Report
- 11.B. September City Newsletters
- 11.C. September City Manager’s Reports to Council
- 11.D. 2023 Commission Calendar
- 11.E. Public Comment Received on Port Expansion

Port Administrative Supervisor Woodruff noted that the informational materials were pretty light due to the short interval between meetings. She highlighted the reports from the staff members who traveled to the Alaska Association of Harbormasters and Port Administrators Conference in Ketchikan. Commissioner Pitzman noted that the Conference is coming to the Homer Harbor, which he feels is great.

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

Dave Mastolier, city resident, thanked the Commission for what they’re doing. He said that he is a strong supporter of the Harbor Expansion and that his business can’t grow without it. He stated that it’s extremely important to the community, and further that it shouldn’t be short-sighted. He was adamant that we’re going to see growth in Homer whether we like it or not.

Laurie Daniel of the Kachemak Bay Research Reserve asked for some clarity regarding the portion of the September meeting minutes that pertained to Amy Burnett’s presentation. Port Administrative Supervisor Woodruff was able to clarify for Ms. Daniel. Chair Matthews noted that the audio is online as well.

Jared Bradshaw, city resident, expressed his gratitude to the Commission. He reiterated what Mr. Mastolier had said earlier in terms of needing the harbor to expand for his business to grow. He added that he understands the importance of the additional geophysical work.

**13. COMMENTS OF THE CITY STAFF**

Port Director Hawkins and Port Administrative Supervisor Woodruff thanked the Commissioners for a good meeting.

**14. COMMENTS OF THE MAYOR**

Mayor Castner noted the joint meeting between City Council and the Planning Commission this upcoming Monday. He stated that he's still not sure if the Harbor Expansion is a listed project in Washington, D.C. He added that he wants to stick with the project, but he doesn't want to lie to anybody.

**15. COMMENTS OF THE COMMISSION**

Commissioner Velsko thanked the Commission for a good meeting and added that she felt the geophysical work is very important.

Commissioner Pitzman thanked the staff for a quick presentation on the short turnaround and thanked the public for their participation.

Commissioner Shavelson thanked the folks from the public for commenting.

Commissioner Friend apologized to the Commission for not attending in person. He thanked the Commissioners for the decisions they made today, and expressed his gratitude to the public for coming to the meeting and sharing their opinions.

**16. ADJOURNMENT**

There being no further business to come before the Commission Chair Matthews adjourned the meeting at 6:35 p.m. The next Regular Meeting is Wednesday, November 8, 2023 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

\_\_\_\_\_  
Zach Pettit, Deputy City Clerk

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





# Communications Plan

## HOMER HARBOR EXPANSION

*Draft*

September 27, 2023





# City of Homer

## Communications Plan - DRAFT

### Introduction and Overview

The US Army Corps of Engineers (USACE) has launched a study for the Homer Harbor Expansion (HHE) to assess the feasibility of building a new harbor basin for large vessels adjacent to the existing small boat harbor. The feasibility study (the Study) will address environmental considerations in addition to economics and engineering feasibility. The City of Homer (the City) will simultaneously identify and evaluate additional criteria needed to support an expansion of the harbor, if an expansion is recommended by the Study. The goal is to identify a realistic, and right-sized solution to meet the needs of the large vessel industry in Alaska and thoughtfully plan for future flexibility.

The communications plan (the Plan) is drafted in a manner relative to the needs of the Study and the public. The Plan is a living document and will be modified as the Study advances. The Plan helps to ensure that effective public outreach considers potential barriers to participation by stakeholders and residents who may not traditionally participate in community planning activities, especially those who have Limited English Proficiency (LEP), or who are considered economically and socially vulnerable. It will also adhere to federal requirements including Title VI of the Civil Rights Act of 1964, Environmental Justice (EJ), Americans with Disabilities Act (ADA).

The Communications Team will collaborate to manage delivery of the strategies, tools, and tactics outlined in this Plan. Successful delivery will require collaboration and support of the remainder of the project team, Port & Harbor Advisory Commission members, members of the Homer City Council, and other key stakeholders.

### Goals

This section lists the Study's overarching external communication goals. The Homer City Council and Port & Harbor Advisory Commission have drafted a [Charter Document](#) that defines a shared vision, collective goals and objectives, and success factors for the City's role in the HHE. As follows, communication plays a key role in many of the Charter's identified "success factors" for the Study:

- Proactively collaborate with the community and port and harbor stakeholders to provide meaningful community and stakeholder engagement opportunities
- Provide transparency of the decision-making process and design development
- Promote strong, sustained support and leadership from the City Staff, City Council, and associated Commissions

Stakeholder expectations are managed through an open and transparent outreach process. To support the above success factors, the communications plan will focus on delivering strategies and tactics that:

- Foster collaborative and supportive relationship with and between various governing, advisory, and managing bodies for the Homer Harbor
- Create community understanding and appreciation for port and harbor and how integral it is to the health and wellbeing of Homer.
- Raise awareness, build support, and gain trust for the Homer Harbor Expansion study, and subsequently for a Harbor expansion should expansion be recommended by the study
- Educate about the goals of and need for the harbor expansion study as well as an expanded harbor in Homer (economy, safety, and connectivity); focus on facts such as data supporting expansion, jobs, shipping, safety, etc.
- Maintain transparency for the Homer Harbor expansion study, concurrent and subsequent efforts
- Generate community engagement and feedback, to help ensure:
  - The community members know they are being heard regarding the expansion efforts



# City of Homer

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- Community feedback is generated with intent to deliver an outcome that reflects the overall sentiment and needs of the community

### Messaging

This section includes core messages for the overarching Study. **Talking points, Messaging Document, and FAQs** have been developed to support advances and changes, and will be updated regularly to reflect changes to and the status of the Study. Some key messages that will support delivery of our communication goals include:

- The key goals of the study are to relieve existing transportation congestion and improve safety and efficiency within the harbor.
- The City has considered a harbor expansion for many years as an expanded harbor will stimulate regional economic growth by meeting today's needs while expanding for future commerce.
  - Without it, the harbor in Homer will be overlooked for maritime trade opportunities and shippers will turn to other ports to accommodate their needs — taking with them jobs and business opportunities.
- We are committed to coordinating robust opportunities for the public to engage and provide input during the Study.
  - The public will have the opportunity to share their input throughout the process to help us determine the needs and help ensure that community input helps to inform the Study.
  - We want your input to help advance the Study in a way that best serves the entire Homer community.
  - Visit [www.homerharborexansion.com](http://www.homerharborexansion.com) to sign up for email communications, leave comments, and learn about the Study.
- The City shares the community's strong commitment to protecting the environment and preserving the area's natural beauty.
  - With a commitment to preserving the natural beauty of Kachemak Bay and fostering a sustainable environment for future generations, we can work together to assess the opportunity to right-size and modernize our harbor while minimizing environmental impacts.
  - We need to plan today for Homer's future.
  - We are all vested in allowing Homer to remain a thriving, economically viable, and eco conscious community.
- The National Environmental Policy Act (NEPA) is a key regulatory driver in the Study. NEPA requires that planning for studies like the HHE Study consider the potential impacts to the social and natural environments.
  - You can learn more about NEPA and the environmental process by typing "a citizen's guide to NEPA" in your favorite search engine.

### Key Audiences/Stakeholders

This section includes important information regarding the Study's audiences. Stakeholders are identified as any person or group that may be interested in the Study and the proposed alternatives. Within this broadly defined category are target groups made up of individuals and organizations that are directly impacted by the potential recommendations, those who are indirectly affected, and those with a related special interest such as environmental groups.

Stakeholders will play an integral role in informing the Study. The Communications Team will seek feedback as it relates to the following topics, understanding some items that the community may object to are non-negotiable:



# City of Homer Communications Plan - DRAFT

- Identify Port and Harbor Needs
- Identify key economic impacts and potential barriers
- Identify key social concerns (impact on overall community)
- Identify major environmental concerns
- Identify potential solutions

Primary and secondary audiences have been identified. City of Homer officials, and the USACE are among the primary audiences due to their influence on study funding and progress. Likely champions, undecideds, and key government officials are also among primary audiences due to their influence on harbor demand and development, and their potential to generate and perpetuate project support.

## City of Homer Port and Harbor Advisory Commission (PHC)

The PHC operates to act in an advisory capacity to the City Manager and the City Council on problems and development of City port and harbor facilities, directs operation and maintenance recommendations to the City Manager, and considered specific proposals, problems, or studies. This commission consists of twelve members: seven voting members (commissioners), one staff member, one student representative, and three consulting members.

NOTE: Members of the Port and Harbor Advisory Commission will play a key role in helping to successfully deliver this Plan, with a particular focus on the Ambassador Program and Speakers' Bureau detailed in the Communication Approach and Activities section below.

## Likely Study Champions

These stakeholders may serve as key partners in our communications efforts. They may serve as Study ambassadors, helping to maximize our communication efforts through their collaboration. These groups and individuals speak from personal experiences and can connect with other community members.

1. Alaska Marine Lines
2. Alaska Shellfish Growers Association
3. Amak
4. Aleutian Pribilof Island Community Development Association (APICDA)
5. Brice
6. Catcher/Processor Vessels
7. Coastal Villages Region Fund (and other CDQ organizations?)
8. Cook Inlet Aquaculture Association
9. Cook Inlet Spill Prevention & Response Incorporated (CISPRI)
10. Cook Inlet Tug & Barge
11. Dibble Creek Rock – owners of Alaska Marine Excavation
12. English Bay Corporation
13. Local Fish Processors
  - a. Copper River Seafood
  - b. Fish Factory
  - c. Icicle
  - d. Pacific Star Seafood
  - e. Others Alike
14. Homer Bed & Breakfast Association



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15. Homer Chamber of Commerce
16. Homer Charter Association / Commercial Fishing
17. Homer Harbor Association
18. Homer Marine Trades Association
19. Kar-A-Van Transfer
20. Kachemak Gear Sheds
21. Kenai Peninsula Economic Development District
22. Kirby Offshore
23. City of Homer Economic Development Advisory Commission
24. Luxury travel vessels for hire
25. Lynden
26. National Estuarine Research Reserve System
27. Northern Enterprises
28. Northern Pacific Fisheries Association (NPFA)
29. Ocean Marine Services
30. Safeway
31. Seldovia Bay Ferry
32. Span Alaska Transportation
33. Spenard Builders Supply
34. Tote Maritime
35. Tug Bob Franco / Harley Marine
36. US Coast Guard
37. US Military
38. Zech Bennett – owner of Alaska Industrial Services
39. Others?

## Elected, Appointed and other Gov't Officials

This section includes a short list of government officials who play a key role in the Study and may offer an authoritative voice to the Homer community. The communications and project teams will actively inform and engage these individuals and/or their offices. The Ambassador Program (detailed in section Communication Approach & Activities) and/or other identified project champions will also support these endeavors.

- Mayor Ken Castner
- Homer City Council
- Homer Port and Harbor Commission
- Alaska Governor Mike Dunleavy
- Alaska Senator Gary Stevens
- U.S. Senator Lisa Murkowski
- U.S. Senator Dan Sullivan
- Alaska House Representative Sarah Vance
- U.S. State Representative Mary Peltola
- Borough Staff Borough Manager Rob Nymick
- Borough Assembly Member Lane Chesley
- Borough Assembly Member Mike Tupper
- James Saucedo, Chief of Engineering, Construction, and Operations Division, USACE, Alaska District
- John Budnik, Public Affairs, USACE, Alaska District



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- Others?

### Unknown/Undecided

These stakeholders may not have made up their minds yet about the study and/or harbor expansion. Some could become champions.

1. Cook Inlet keeper
2. Cook Inlet Regional Citizen's Advisory Council
3. SERVS Alyeska
4. Chouest
5. Kachemak Bay National Estuarine Research Reserve
6. Indigenous Communities
7. State legislators from interior, Mat-Su, and Anchorage
8. US Fish & Wildlife
9. Individuals motivated by potential for reduced carbon emissions
10. Others identified as Study progresses

11. Others?

### Homer Residents & Residents of Surrounding Communities

This group includes not only individual residents but also residential "groups" such as:

- Multi-family units (apartments, condos)
- Homeowners' associations (HOAs)
- Neighborhood associations
- Seldovia
- Halibut Cove
- Rural communities that do or may rely on Homer as a base for delivery of key supplies
  - Nanwalek
  - Port Graham
  - Lake Iliamna communities

### General Public & Special Interests

This group includes:

- Individuals more indirectly affected by the potential alternatives, for example, those who may travel in and out of Homer for work but would not be directly impacted by an expansion of the harbor.
- Tourists (with an in-State focus)
- People with a general interest in the Study and the overall process.
- People concerned about
  - The environmental impacts (birders, sport fishermen, environmentalists)
  - The cost of the Study and who will pay (financial conservatives)
  - Traffic and right of way impact, etc.

### Project Opponents

These organizations are or may actively work to stop the study and/or harbor expansion.

1. Kachemak Bay Conservation Society
2. Kachemak Heritage Land Trust



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3. “Concerned Citizens”— issues associated with: traffic impacts, ‘right size’ Homer, sport fishing, birding, the environment, City budget and cost to citizens (fiscal conservatives concerned about higher prices in harbor to support new infrastructure/inability to maintain new infrastructure).
4. Others identified as Study progresses

### News Media Outlets

In addition to sharing Study milestones through emails, news releases, and PSAs, the team will work with key local radio personalities to deliver interviews and participate in talk radio in which the public can engage.

- HomerNews.com
- NBC
- ABC
- CBS
- FOX
- Radio: Mix 98.2
- Chris Story, On Top of the World Radio Show
- KBBI AM 890
- Social Media (see complete Social Media Plan in [Appendix X](#))

Media inquiries will be handled by the City with HDR support as requested.

### Stakeholder Database & Comment Management (SOAR)

The team has created and will maintain a stakeholder contact list that includes a diverse group of regional and local stakeholders, including government officials, business owners, local environmental organizations, and study partners. The list will be updated as needed throughout the lifecycle of the Study and will be maintained within a database and comment management system called Strategic Outreach and Reporting (SOAR), which is specifically designed to capture all interactions with stakeholders and synthesis levels of interactions.

The SOAR tool was developed to track all public comments and stakeholders as well as document key stakeholder engagements during the life of a project. This strategic engagement tool allows the project team to enter, manage, and track comments, identify comments that need attention, and communicate follow-up required by team members. SOAR is integrated with the project email and phone number to automatically collect comments in a single database.

The stakeholder list and SOAR database is a living tool that will be actively managed over the life of the project.

#### Comment Protocol

- A protocol has been developed to streamline tracking, integration, and response to comments received from the public. This protocol will be managed by the HDR outreach team and implemented by all Study team representatives. Compliance will be monitored, and the protocol can be adjusted as necessary throughout the Study.
- The City will be responsible for identifying comments that require immediate responses and for soliciting information and feedback from Study team members to prepare responses. HDR is available to support this effort and collaborate to develop and deliver responses.

#### Webpage and Email Inquiries

- The web comment form and email system will be programmed to submit directly to the SOAR database.



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### Written Comments

Inquiries mailed and delivered to the City will be date stamped, scanned, and emailed to the Study email for entry into the SOAR database.

- Comment forms mailed to the City will be date stamped, scanned, and forwarded to the Study email to be collected in the SOAR database. HDR will enter forms collected at public meetings into the SOAR database.

### Project Hotline

- The project email address will automatically enter calls into the SOAR database. In the case of calls received directly by an individual, the call receiver will summarize the call and email the summary to the Study email.

### Face-to-Face Conversations

- Comments received in face-to-face conversations will be summarized on a comment form, on the website contact log, or within an message to the Study email.

### Standard Responses

- Standard responses to anticipated or frequently asked questions will be drafted to help facilitate the ease and consistency of responses to standard inquiries. Email queries will receive an automated generic response and will be assessed for additional follow-up per the procedures. It is not the intent to respond directly to every single query; the FAQ will be updated to address themes.

### Social Media Comments and Direct Messages

- Comments and questions submitted via social media will not be responded to or included in the comment tracking spreadsheet. They may be directed to our website for official comment submissions.

All comments received from various methods will be documented and captured in the comment tracking log and considered in the Study.

## Roles and Responsibilities

This section identifies key members of the communications team and specifies Study-specific contact information to be provided on outreach materials so that the public has multiple ways to engage and submit feedback. This team includes representatives of the City of Homer, the Port and Harbor Office, and HDR, whereas HDR serves as a strategic advisor to both the City of Homer and Port and Harbor Office:

- Jenny Carroll, Special Studies & Communications Coordinator  
City of Homer
- Amy Woodruff, Port Admin Supervisor  
Port & Harbor, City of Homer
- Amy Burnett, Strategic Communications Business Class Lead, HDR
- Pearl-Grace Pantaleone, Senior Communications Strategist, HDR

Contact information for general inquiries:

- Study Email: [Info@HomerHarborExpansion.com](mailto:Info@HomerHarborExpansion.com)
- Study Hotline: (907) 268-2909
- USPS Mailing Address: 4311 Freight Dock Road, Homer, AK 99603





# City of Homer Communications Plan - DRAFT

- ADA Disclaimer: Reasonable requests to receive study information in a printed format, a different language, larger print, or any other accessible format, by contacting the study email above.

Task	HDR Role	City of Homer Role	Contact
Media Request Correspondence	Develop informational materials	Coordinate and facilitate media interviews and questions	City of Homer: Jenny Carroll
Social Media and Advertisement Management	Develop social media plan, advise on content calendar and advertisement, assist with content development as requested	Create, monitor, and manage all social platforms including coordination with advertisers	City of Homer & HDR: Jenny Carroll/Pearl-Grace Pantaleone
Meeting and Event Management (not including regular City Council and/or Port and Harbor Advisory Commission meetings)	Develop information materials and coordinate and facilitate meeting/event	Help staff meeting/event and lead presentation/discussions	City of Homer: Amy Woodruff
Website Maintenance	Develop information materials, update, and manage	Review and provide feedback	HDR: Amy Burnett/Pearl Grace Pantaleone

## Communication Approach & Activities

Regular, consistent Study updates will be communicated via multiple platforms. This section will define the tools and tactics used to address the diversity of the communities and their needs and combine traditional media with newer digital technologies to ensure a broad reach. As appropriate to the platform and community needs, outreach will take into account:

- Using visual and hearing-impaired accessible materials and methods
- Advertising the public meetings in a manner that encourages broad participation
- Achieving inclusivity on the mailing list (i.e., using outreach methods that are likely to engage people who are traditionally underrepresented)
- Verifying that Study outreach is exhaustive and inclusive in part by requesting that the Port and Harbor Commission members and Community Advisory Committee members assist with outreach to improve connections
- Holding public meetings at convenient and accessible locations and times

## Public Outreach According to Study Phases

1. **Education** – This stage is expected to happen early in the process to help dispel rumors and to provide data-driven materials and facts to the community. At this stage, the team will conduct scoping meetings to provide the public an opportunity to hear from the project team, learn about the process and history of the study, and allow for public questions and comments.



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2. **Discovery** – At this stage, the team will continue to engage the public both in-person and virtually to explain the study, why it is being conducted, what the community can expect, and what type of feedback we are seeking. We will use multiple tools and tactics to support the study and continue to educate stakeholders regarding the need for and benefits from the study and harbor expansion in general.
3. **Recommendations** – This stage is expected to happen once the preferred alternatives have been identified. The Outreach Team will facilitate feedback on the proposed alternatives. At this stage, we will request additional feedback to inform the study and finalize the recommendations.

Each outreach phase is paired with an associated technical deliverable as appropriate. Example: at the Study Alternative’s milestone (Date TBD), planned communications has focused on creating awareness and encouraging community input, with the recognition that depending on the time of year, virtual review and feedback enables more participation.

The following table summarizes proposed outreach. Additional details for each tool/tactic are provided after the table. “Delivery” identifies stakeholder groups who may be able to present and/or syndicate information.

Tool/Tactic	Delivery	Description	Timing
Hosted Public Meetings	<ul style="list-style-type: none"> <li>• Outreach Team</li> <li>• Technical Team</li> <li>• City Staff</li> <li>• PHC</li> </ul>	Virtual and In-person. Cover Study Scope, alternatives, findings, data, converse with technical team.	Study launch Initial alternatives Refined Alternatives Draft Report Other TBD
Community Meetings (either attend existing meetings or coordinate)	<ul style="list-style-type: none"> <li>• Outreach Team</li> <li>• City Staff</li> <li>• Technical Team</li> <li>• PHC</li> <li>• Homer Residents</li> <li>• Study Champions</li> </ul>	Visioning for community to understand objectives and benefits, establish reciprocal communication and gather feedback. Can meet technical team as requested.	Monthly
City Council Meetings	<ul style="list-style-type: none"> <li>• Technical Team</li> <li>• PHC</li> <li>• Elected/Appointed Officials</li> <li>• Study Champions</li> </ul>	Added to scheduled council meetings when appropriate. Presentations on select topics.	Quarterly
Pop-Up Events/Listening Posts	<ul style="list-style-type: none"> <li>• Outreach Team</li> <li>• Study Champions</li> <li>• Homer Residents</li> </ul>	Added to existing local events and advertised on appropriate channels. Meeting materials may include interactive map, survey, and handouts.	Bi-Annual / as-needed



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Tool/Tactic	Delivery	Description	Timing
Digital Survey	<ul style="list-style-type: none"> <li>• Outreach Team</li> <li>• Elected/Appointed Officials</li> <li>• Study Champions</li> </ul>	Can be designed to gather any relevant set of information depending on Study progress.	
Hotline	<ul style="list-style-type: none"> <li>• Outreach Team</li> <li>• City Staff</li> </ul>	The number will be listed on all collateral materials and website. All calls will be added to a database for tracking and responding, outreach team hosts and city manages responses and coordinates with technical team as needed.	Daily
E-Blasts	<ul style="list-style-type: none"> <li>• Email alias</li> <li>• PHC</li> <li>• Elected/Appointed Officials</li> <li>• Study Champions</li> <li>• Homer Residents</li> </ul>	Study updates and meeting information to mailing lists.	Monthly; Weekly if events
Speakers Bureau	<ul style="list-style-type: none"> <li>• City Council</li> <li>• PHC</li> <li>• Technical Team</li> </ul>	Prepared presentations on selected topics. Organized by HDR and presented to local organizations, community groups, religious institutions, schools.	Monthly
Ambassador Program	<ul style="list-style-type: none"> <li>• PHC</li> <li>• City Council</li> <li>• Other Elected/Appointed Officials</li> <li>• Study Champions</li> <li>•</li> </ul>	Primary goal is to serve as positive public representatives for the Study and educate about/advocate for the project. A specific communication task includes set editorial calendar for identified Study advocates to write op ed articles and/or technical studies syndicated through media, social media, newsletters, website. Ambassadors may also outreach and educate stakeholders through one-one one conversations, information circulation to organizations with which they are affiliated, and other communications	Monthly
City Newsletter	<ul style="list-style-type: none"> <li>• City Staff</li> </ul>	Dedicated Study section within the City monthly newsletter with strong testimonials from business owners and residents.	Monthly



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Tool/Tactic	Delivery	Description	Timing
Social Media	<ul style="list-style-type: none"> <li>City Staff</li> <li>Study Champions</li> <li>Homer Residents</li> <li>General Public</li> </ul>	HDR prepares social media calendar and collaborates with City on content for syndication. <i>*See Social Media Plan Appendix A for more details.</i>	Weekly
Media	<ul style="list-style-type: none"> <li>City Staff</li> </ul>	HDR prepares announcements as related to Study Milestones and Public events like Public Meetings, Community Meetings, Pop-Ups.	As-needed
Advertising	<ul style="list-style-type: none"> <li>City Staff</li> <li>HDR</li> </ul>	Promotional information for meetings, community events, pop ups.	As-needed
Study Website	<ul style="list-style-type: none"> <li>Homerharborexansion.com</li> </ul>	Main hub for all Study related public information: environmental resources and documentation, collateral materials, email alias, advertise events, comment form also helpful to capture opposition opinion and coordinate response. Hosted and maintained by HDR.	Monthly and/or As-needed
Visual Simulations & Mapping	<ul style="list-style-type: none"> <li>City Council</li> <li>PHC</li> <li>May not have adopted position</li> <li>Study Champions</li> </ul>	Prepared by Technical Team, can be housed on study website and print versions can be shown during meetings, speakers bureau, pop ups.	As-needed
Email Alias		Listed on all collateral materials and webpage. Enables two-way communications All communications will be maintained in a database.	Daily
Print & Digital Collateral <ul style="list-style-type: none"> <li>Fact Sheets</li> <li>FAQs</li> <li>Talking Points/Key Messages</li> <li>Presentations</li> <li>Poster Boards</li> <li>Flyers</li> <li>Handouts</li> <li>QR Codes</li> </ul>	<ul style="list-style-type: none"> <li>PHC</li> <li>City Council</li> <li>Study Champions</li> <li>Homer Residents</li> <li>General Public</li> </ul>	Used to communicate Study updates, milestones, Study specific information, answer community questions, provide easy access to webpage with all Study information.	Monthly



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## Public Meetings

Public Meetings were previously held at the time this Plan was created. One future meeting for review of advanced alternative designs is tentatively scheduled to support review of refined alternatives (as early as January 2024). Other Public Meetings will be scheduled as the Study progresses through phases.

## Community Meetings

1-hour one-on-one or group meetings (in person, telephonic, or virtual) with the following groups to foster collaboration at the request of organizations and at certain milestones within the Study:

- 1:1 or group meetings with key communities could be warranted to help garner support
- 1:1 meetings are recommended as part of the plan to help build awareness

Targeted community groups include, but are not limited to:

- Cook Inlet Keeper
- Cook Inlet Regional Citizen’s Advisory Council
- Homer Charter Association
- Homer Theatre Center
- Kachemak Bay Conservation Society
- Kachemak Bay National Estuarine Research Reserve
- Kachemak Heritage Land Trust
- North Pacific Fisheries Association
- Northern Enterprises Board Yard
- Span Alaska Transportation
- Spenard Builder Supply
- US Coast Guard
- Others identified as the Study progresses

## City Council

The Homer City Council is a body of six elected officials empowered by State Statute and Homer City Code to represent the citizenry in decisions on their behalf, whereas four members constitute a majority for a quorum and voting purposes. The City Council meets twice a month, on the second and fourth Mondays of the month in two consecutive meetings: City Council Committee of the Whole at 5:00 pm and City Council Regular Meeting at 6:00 pm. HDR and the City will participate in these meetings for study updates as necessary.

## Pop-Up Events/Listening Posts

The team will plan and coordinate (two to four) pop-up events at highly trafficked locations within the Study area. The goal of the pop-up events is to connect face-to-face with the Homer community as this method is well-received in communities like Homer. The goal will be to target those in the marine trades and related fields to ensure we reach this major stakeholder in the outreach process. The dates for these events may align with other outreach events such as Design Charettes, alternatives updates, etc. or they may reinforce the goal of ensuring the Study collects meaningful public feedback and that community members understand the Study’s commitment to keeping them informed. These pop-up events will be used to share information about the study and answer questions. Data may be collected using an optional digital survey. Below is a list of a few community events to consider having a presence in 2024:

- Kachemak Bay Wooden Boat Festival (Kachemak Bay Wooden Boat Society), Annual in September
- Kachemak Bay Shorebird Festival (Alaska Maritime National Wildlife Refuge Island & Oceans Visitor Center and Friends of Alaska National Wildlife Refuge), Annual in May



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- Homer Spit Run Half Marathon (Kachemak Bay Running Club), Annual in June
- Homer Farmers Market, May – September, Saturdays 10am-3pm; Wednesdays 2pm-5pm

### Digital Survey

Surveying will be a highly recommended component in the public involvement process to be promoted at in-person events, through social media, and possibly other mediums. The primary goal of a survey is to engage with stakeholders. The secondary goal is to obtain information from the public such as input on alternatives, to gather open-ended feedback, to solicit communication preferences, and to obtain other data. Surveys provide an efficient way to collect and report quantitative data. Example survey questions might include:

1. Are you a current Homer resident?
2. Are you a Homer Business owner, or employed near or around Homer?
3. How are you impacted by the Homer Harbor Expansion?
4. What are you most concerned about with the Homer Harbor Expansion?
5. Describe what success looks like for the Homer Harbor Expansion?
6. What is your level of satisfaction with the information given about the study?

### Study Hotline

The hotline number will be printed on all materials and website and will provide an avenue for stakeholders and any interested party to leave a message. Responses will be managed by the project team and logged in the SOAR database managed by the Outreach team. More details in the Comment Management section.

### E-Blasts

In addition to direct stakeholder and community engagement, HDR can provide content for up to six email updates on the progress and status of the study that can be created by HDR and can be delivered by HDR, with approval of the City, through the City's MailChimp account. We recommend e-blasts to be sent in the weeks leading up to each outreach phase to garner high participation rates. E-blasts can additionally provide stand-alone updates and point recipients to engage with the project website.

### Speaker's Bureau

The Outreach Team will facilitate a speaker's bureau calendar of meetings. These meetings include presentations to local clubs and organizations, neighborhood associations, industry groups and other civic groups and organizations that would benefit from receiving accurate up-to-date information about the Study. When requests for speaker's bureaus arise, the Outreach Team will coordinate with the technical team.

### Ambassador Program

As the Study progresses and the outreach messaging has been solidified for each phase, individuals from various stakeholder groups can be identified as ambassadors of Study information. Ambassador's primary duty is to serve as a positive public representative outside of the project team to advocate for the Study. This includes attending regular scoping meetings, public meetings, community events, and assisting relationships with legislators, other political figures and other stakeholders. In addition, these individuals would be asked to write opinion pieces in support of the Study that will be included in the City monthly newsletter, op-eds, emails, etc.

### City Newsletter

The monthly City of Homer Newsletter includes a section dedicated to the Study progress called the "Homer Harbor Expansion." Three features will be portrayed within this section: (1) a summary from the latest activities



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within the last month; (2) a Study update; and (3) quotes from local business owners and residents on their thoughts and experiences about the Study.

### Social Media

A social media plan has been developed by HDR's Outreach Team in partnership with the City. The plan focuses on posts geared at promotion of outreach events, sharing relevant media (FAQs, infographics, timelines, etc.) and providing updates. Social media will create a digital space for open communication and comments. A full Social Media Strategy can be reviewed in Appendix A.

### Media

Prior to key public outreach opportunities, a media advisory may be disseminated to local media to deliver earned media. HDR may draft the releases/advisories; the City will distribute.

### Advertising

Limited advertising will be implemented to help raise awareness of key public meetings and/or public comment periods. An advertising plan may be developed based on the City budget.

### Study-Specific Interactive Website

A study-specific website has been created as the main repository of information for the public to boost education and awareness. The website will be updated regularly to reflect public outreach opportunities and updates as the study progresses. Key pages include:

- About
- The Environment
- Resources
- News
- Get Involved
- Contact Us

### Visual Simulation and Mapping

Once the Study has suitably progressed, HDR will create a digital model to showcase proposed design(s), therefore encouraging accurate public visualization to change. This model will be publicized to maximize awareness and engagement.

### Email Alias

Like the hotline number, the email alias [Info@HomerHarborExpansion.com](mailto:Info@HomerHarborExpansion.com) will be listed on all collateral materials and website and is a venue for stakeholders and public to ask questions.

### Print and Digital Collateral

The HDR team has already created a brand for the study including a Study logo that will be incorporated on all study-related materials. Additional graphics may be created to help convey technical information in a way that is easy to understand. Materials will be posted on the website and can be emailed to key stakeholder groups to facilitate discussion. Our visuals may include:

- Facts sheets and FAQs
- Presentations
- Flyers and handouts
- Newspaper Advertisements (for print and digital purposes)



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- Social media graphics
- Timelines, maps, and other elements

## Metrics

The following are potential metrics the Outreach Team can utilize to measure the success of this plan and the associated communication efforts:

- Public comments: tone
- Media coverage/mentions
- Social media engagement and sentiment
- Website views, especially viewers by geography (corresponds with targeted outreach locations), average visit duration (two to three minutes indicates effective presentation of information), and device type (i.e., mobile usage)
- Email open rates, click-through rates, etc.
- Event attendance by location
- Optional: Exit surveys distributed to attendees of meetings/events



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

10/27/2023

**REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE**

**32.3% of FY elapsed**

A/C Num.	Revenue Categories & Descriptions	FY22	FY23	FY24 YTD ACTUAL		FY24
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	\$	%	7/1/23 - 6/30/24
		ACTUAL	ACTUAL			BUDGET
<b>0600</b>	<b>HARBOR ADMINISTRATION</b>					
4515	Ferry Lease	18,000	18,000	18,000	100.0%	18,000
4650	Rents & Leases	449,731	467,523	199,000	39.8%	500,000
	<b>Operating Revenue - Admin</b>	<b>467,731</b>	<b>485,523</b>	<b>217,000</b>	<b>41.9%</b>	<b>518,000</b>
4527	PERS Revenue	92,383	-	-	0.0%	-
4634	Port Storage Fee	119,992	207,662	36,371	37.8%	96,164
4635	Port Impound Fee	204	816	-	0.0%	-
4705	Business Licenses	10	20	-	0.0%	-
4801	Interest On Investments	(62,000)	73,468	20,072	0.0%	-
4901	Surplus Property	26,078	2,187	-	0.0%	-
4902	Other Revenue	-	124,146	-	0.0%	-
	<b>Non-Operating Revenue - Admin</b>	<b>176,666</b>	<b>408,298</b>	<b>56,442</b>	<b>58.7%</b>	<b>96,164</b>
<b>0601</b>	<b>HARBOR</b>					
4245	Waste Oil Disp	603	1,079	-		-
4249	Oil Spill Recovery	(100)	-	-		-
4318	Parking Revenue	180,789	173,746	97,879	43.5%	225,000
4319	Electrical Supplies	2,275	1,449	541	22.5%	2,403
4402	Non Moving Fine	-	100	9,178		-
4624	Berth Transient Monthly	649,848	717,030	278,431	39.9%	698,295
4625	Berth Reserved	1,533,906	1,656,284	1,668,474	94.2%	1,771,547
4626	Berth Transient Annual	315,591	325,799	187,206	58.1%	322,486
4627	Berth Transient Semi Annual	130,453	132,878	8,805	5.8%	151,515
4628	Berth Transient Daily	152,145	159,492	74,091	49.5%	149,805
4629	Metered Energy	186,689	140,783	14,169	15.3%	92,677
4644	Pumping	-	-	-	0.0%	-
4645	Wooden Grid	5,006	4,089	1,265	22.2%	5,697
4646	Commerical Ramp	54,913	49,562	23,598	42.9%	55,000
4647	Berth Wait List	15,211	15,110	1,773	14.3%	12,394
4648	Steel Grid Fees	7,900	6,969	1,040	13.0%	8,000
4654	Spit Camping	-	54,678	134,140	0.0%	-
4663	Trans Energy 110v	47,616	35,525	22,713	53.1%	42,746
4664	Trans Energy 220v	16,186	21,252	11,560	40.2%	28,744
4665	Trans Energy 208v	205,197	204,723	20,314	12.8%	159,228
4666	Commerical Ramp Wharfage	38,422	41,055	18,835	11.9%	158,000
	<b>Operating Revenue - Harbor</b>	<b>3,542,651</b>	<b>3,741,602</b>	<b>2,574,013</b>	<b>66.3%</b>	<b>3,883,536</b>
4802	Penalty/Int	6,101	7,797	3,977	61.2%	6,500
4902	Other Revenue	68,633	66,928	23,828	33.4%	71,325
	<b>Non-Operating Revenue - Harbor</b>	<b>74,735</b>	<b>74,725</b>	<b>27,805</b>	<b>35.7%</b>	<b>77,825</b>

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

10/27/2023  
 32.3% of FY elapsed

A/C Num.	Revenue Categories & Descriptions	FY22	FY23	FY24 YTD ACTUAL		FY24
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	\$	%	7/1/23 - 6/30/24
		ACTUAL	ACTUAL			BUDGET
<b>0602</b>	<b>PIONEER DOCK</b>					
4631	USCG Leases	35,067	38,976	13,399	36.7%	36,494
4637	Seafood Wharfage-PD	-	-	-		-
4638	PD Fuel Wharfage	207,277	198,654	98,402	45.8%	214,809
4639	Pioneer Dock - Wharfage	-	-	-		-
4641	PD Water Sales	11,338	9,291	3,009	28.7%	10,500
4642	PD Docking	41,079	39,991	13,428	29.2%	46,000
	<b>Operating Revenue - Pioneer Dock</b>	<b>294,761</b>	<b>286,911</b>	<b>128,238</b>	<b>41.7%</b>	<b>307,804</b>
<b>0603</b>	<b>FISH DOCK</b>					
4620	Ice Sales	272,257	238,493	190,590	71.7%	265,742
4621	Cold Storage	27,398	22,319	335	1.3%	25,000
4622	Crane Rental	193,965	197,790	86,493	45.4%	190,306
4623	Card Access Fees	5,780	16,210	1,508	26.5%	5,700
4637	Seafood Wharfage	17,200	20,530	4,736	27.3%	17,324
4700	Other Wharfage Fish Dock	6,694	9,945	-	0.0%	9,843
	<b>Operating Revenue - Fish Dock</b>	<b>523,294</b>	<b>505,288</b>	<b>283,662</b>	<b>55.2%</b>	<b>513,915</b>
4206	<b>Fish Tax</b>	<b>66,865</b>	<b>116,236</b>	<b>78,327</b>	<b>121.3%</b>	<b>64,562</b>
<b>0604</b>	<b>DEEP WATER DOCK</b>					
4633	Stevedoring	8,882	49,565	4,774	39.8%	12,000
4637	Seafood Wharfage	-	-	-	0.0%	-
4640	Deep Water Dock Wharfage	-	152,709	-	0.0%	40,426
4643	Deep Water Dock Docking	116,132	121,387	23,440	23.4%	100,000
4668	Dwd Water Sales	32,419	41,651	4,190	14.0%	30,000
4672	Port Security Revenues	-	-	-	0.0%	-
	<b>Operating Revenue - DW Dock</b>	<b>157,434</b>	<b>365,311</b>	<b>32,404</b>	<b>17.8%</b>	<b>182,426</b>
<b>0605</b>	<b>OUTFALL LINE</b>					
4704	<b>Outfall Line</b>	<b>4,626</b>	<b>4,800</b>	<b>0</b>	<b>0.0%</b>	<b>4,800</b>
<b>0606</b>	<b>FISH GRINDER</b>					
4706	<b>Fish Grinder</b>	<b>7,018</b>	<b>6,803</b>	<b>8,403</b>	<b>113.7%</b>	<b>7,390</b>
<b>0615</b>	<b>LOAD AND LAUNCH RAMP</b>					
4653	L & L Ramp Revenue	132,446	111,468	57,063	43.9%	130,000
	<b>Operating Revenue - L &amp; L Ramp</b>	<b>132,446</b>	<b>119,843</b>	<b>57,063</b>	<b>43.9%</b>	<b>130,000</b>
	<b>Total Revenues</b>	<b>5,448,227</b>	<b>6,115,340</b>	<b>3,463,357</b>	<b>60%</b>	<b>5,786,422</b>
	<b>Net Surplus (Deficit)</b>	<b>333,391</b>	<b>2,330,506</b>	<b>2,092,732</b>		<b>(0)</b>

**FUND 400 - PORT & HARBOR ENTERPRISE FUND** 10/27/2023  
**COMBINED EXPENDITURES** 32.3% of FY elapsed

A/C Num.	Expenditure Categories & Descriptions	FY22	FY23	FY24 YTD ACTUAL		FY24
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	\$	%	7/1/23 - 6/30/24
		ACTUAL	ACTUAL			BUDGET
<b>Salaries and Benefits</b>						
5101	Salary and Wages	1,128,870	1,195,402	406,011	27.7%	1,464,034
5102	Fringe Benefits	634,397	742,528	294,267	32.2%	914,743
5103	Part-time Wages	107,259	164,248	78,336	47.4%	165,371
5104	Part-time Benefits	12,256	19,005	9,108	47.7%	19,086
5105	Overtime	31,929	29,403	7,437	18.9%	39,439
5107	Part-time Overtime	855	212	131	3.4%	3,879
5108	Unemployment Benefits	348	-	-	0.0%	-
5112	PERS Relief	92,383	-	-	0.0%	-
	<b>Total Salaries and Benefits</b>	<b>2,008,297</b>	<b>2,150,797</b>	<b>795,291</b>	<b>30.5%</b>	<b>2,606,550</b>
<b>Maintenance and Operations</b>						
5201	Office Supplies	5,322	6,042	778	16.6%	4,700
5202	Operating Supplies	20,623	16,691	7,099	27.3%	26,000
5203	Fuel and Lube	40,700	43,481	10,029	27.6%	36,300
5204	Chemicals	6,410	-	-	0.0%	6,000
5207	Vehicle and Boat Maintenance	21,532	17,749	2,479	9.9%	25,000
5208	Equipment Maintenance	68,340	73,195	13,051	20.4%	64,000
5209	Building & Grounds Maintenance	24,264	54,883	5,708	8.5%	67,000
5210	Professional Services	16,176	38,011	16,667	77.5%	21,500
5211	Audit Services	37,510	16,196	13,064	32.3%	40,446
5213	Survey and Appraisal	24,000	-	-	0.0%	12,500
5214	Rents & Leases	4,280	3,716	1,749	25.0%	7,000
5215	Communications	17,310	8,489	857	10.7%	8,000
5216	Freight and Postage	2,619	1,492	-	0.0%	5,500
5217	Electricity	664,046	649,413	130,158	17.8%	730,450
5218	Water	75,643	85,913	73,330	88.1%	83,208
5219	Sewer	13,157	11,977	7,834	54.1%	14,472
5220	Refuse and Disposal	40,694	52,883	21,214	33.5%	63,300
5221	Property Insurance	64,722	88,108	106,791	110.2%	96,919
5222	Auto Insurance	10,007	9,740	10,158	94.8%	10,714
5223	Liability Insurance	86,649	62,742	29,870	43.3%	69,016
5226	Testing and Analysis	-	-	1,810	25.9%	7,000
5227	Advertising	6,076	4,345	798	11.4%	7,000
5228	Books and Subscriptions	26	107	-	-	-
5231	Tools and Equipment	9,471	16,885	475	2.8%	16,700
5234	Record and Permits	-	-	-	0.0%	2,000
5235	Membership Dues	6,088	7,435	-	0.0%	7,000
5236	Transportation	6,641	12,041	112	2.8%	4,000
5237	Subsistence	6,837	8,719	15	0.4%	4,000
5238	Printing and Binding	1,482	-	-	0.0%	3,500
5248	Lobbying	21,000	21,245	5,250	15.0%	35,000
5249	Oil Spill Response	2,833	-	-	0.0%	1,000
5250	Camera Area Network	214	1,296	-	0.0%	18,000
5252	Credit Card Expenses	104,946	89,206	1	0.0%	104,000

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

10/27/2023  
 32.3% of FY elapsed

A/C Num.	Expenditure Categories & Descriptions	FY22	FY23	FY24 YTD		FY24
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	ACTUAL		7/1/23 - 6/30/24
		ACTUAL	ACTUAL	\$	%	BUDGET
5256	Waste Oil Disposal	45,458	19,303	19,360	43.0%	45,000
5258	Float and Ramp Repairs	8,545	43,986	2,147	8.6%	25,000
5287	Electrical Supplies	2,326	1,010	-	0.0%	2,100
5601	Uniform	8,785	5,986	73	0.8%	9,500
5602	Safety Equipment	10,601	5,992	2,396	16.0%	15,000
5603	Employee Training	7,918	5,681	7,897	20.5%	38,500
5606	Bad Debt Expenses	5,230	34,574	317	1.1%	30,000
5608	Debt Payment-Interest	4,665	16,800	-		-
5624	Legal Services	-	-	4,388	4.4%	100,000
5627	Port Security	-	-	-	0.0%	2,500
5635	Software	938	-	-	0.0%	4,000
5637	Diving Services	4,350	16,045	-	0.0%	8,500
5638	Signage Parking Delineation	12,243	17,295	14,094	45.5%	31,000
	<b>Total Maint. and Operations</b>	<b>1,520,676</b>	<b>1,568,674</b>	<b>509,970</b>	<b>26.7%</b>	<b>1,912,325</b>
	<b>C/O and Transfers</b>					
5106	Leave Cash Out	66,243	-	-	0.0%	73,867
5241	GF Admin Fees	-	-	-		-
5990	Transfers To	1,519,620	65,364	65,364	5.5%	1,193,680
	<b>Total Others</b>	<b>1,585,862</b>	<b>65,364</b>	<b>65,364</b>	<b>5.2%</b>	<b>1,267,546</b>
	<b>Total</b>	<b>5,114,836</b>	<b>3,784,834</b>	<b>1,370,625</b>	<b>23.7%</b>	<b>5,786,422</b>



## Memorandum

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Date:** November 1, 2023  
**Subject:** November Staff Report

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*Hello Commissioners! I will not be attending this month's meeting. Matt Clarke is attending as Staff Liaison and presenting a season recap on parking and camping. The commission might consider forwarding Matt's report to the Parks, Art, Recreation and Culture Advisory Commission (PARCAC) in support of ongoing goal 4(b). Matt will pass on his impressions from the meeting to me, but if there is something you specifically want me to know please include it in the Comments of the Commission section at the end of this meeting. See you in December!*

### **December Agenda Items so far:**

- Near Term Goal 7: "Continue identifying underutilized assets and additional sources of revenue," Staff will provide memorandum to start the discussion.
- 2024 Council Meetings: After Council approves the resolution with the meeting schedule, commissioners will sign up to report at Council meetings that follow each commission meeting. **Question: do commissioners also want to sign up to attend the off-cycle meetings as we did this year?**
  - Scheduling of next year's work session with Council (**Ongoing Goal 4(a)**) will be initiated by City Clerk Melissa Jacobsen via a resolution to Council. I've requested April.

**Comprehensive Plan update (Near Term Goal 8):** Homer City Council passed Resolution 23-119 awarding the contract for the Comprehensive Plan Rewrite to Agnew :: Beck. I'll share information about public meetings for the Comprehensive Plan as it becomes available.

### **Attachments:**

Project update form

Statistics from parking and Camping on the Homer Spit

Qualitative analysis of parking on Homer Spit

2023 Campground Business Analysis



# City of Homer

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

## Port and Harbor

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## Port & Harbor Special Project Status Updates

November 2023

Fish Grinder Building Replacement	<b>Design in progress</b> <b>Project Funded</b>	We have received grant funding from ADF&G in the amount of 250,000.
Fish Grinder Building Drainage	<b>Design in progress</b> <b>Seeking project funding</b>	Pursuing additional ADF&G Funding for drainage project; notification June 2024
Parking Lot Improvements	<b>Project on Hold</b>	No further progress expected until permitting complete.
Paid Parking Program Planning & Permitting	<b>Project Funded</b>	Planned for fall/winter 2023
Harbor Office ADA Entry Door Improvements	<b>Project Funded</b>	Not scheduled at this time.
Float End Replacement, K-Q	<b>Project Complete</b>	6/6 refurbished
Outfall Line Pump Controls	<b>Project Funded</b>	Public Works will complete project using PH reserves fund
Ice Metering System	<b>Project Funded</b>	Scheduled to install during winter ice plant maintenance season.
Harbor Bottom Survey	<b>Project Funded</b>	Preparing RFP for the survey
Tank 1 Sludge Removal	<b>Project Funded</b>	Not scheduled at this time.

### Status Categories:

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

**2023 Ramp 1 - 4 Parking Revenue**

Marina Account #17770

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

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

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

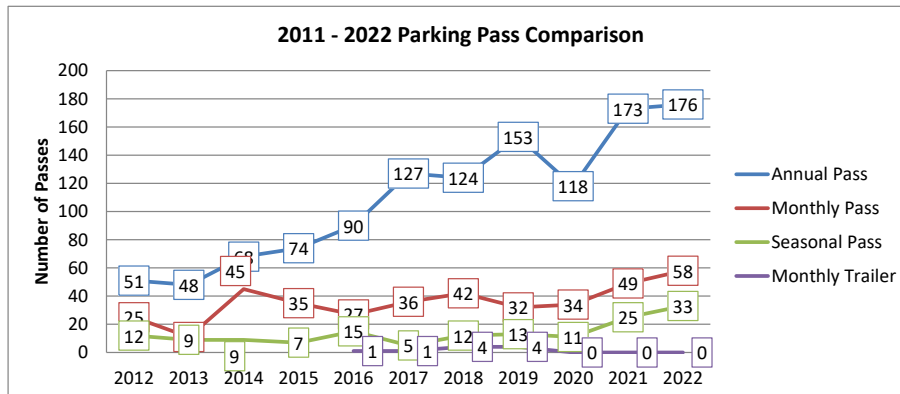
**2023 Parking Pass Revenues**

Marina Account #17770

\* Weekly Pass offered starting 6/15/19

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

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





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

### *Introduction*

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

### *Parking Technology Improvements*

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

### *Enforcement and Compliance*

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

### *Parking Options and User Groups*

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

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

### *Challenges and Inefficiencies*

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

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

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

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

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

### *Revenue Generation and Budget Considerations*

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

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

### *Future Trends and Diversification*

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

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

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

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

### *Conclusion*

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

# Business Analysis: Homer Spit Campground Operations

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

## Staffing Requirements:

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

## Equipment Requirements:

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

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

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

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

### **Challenges and Concerns:**

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

### **Budget:**

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

### **Capital Improvements:**

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

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

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

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

### **Bottom Line Analysis:**

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

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



## Homer Spit Campground Renovations

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

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

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

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

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

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

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

**Schedule:** 2025-2026

**Priority Level:** 2



Mariner Campground at the base of the Homer Spit.

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

**Homer Marine Trades Association  
Regular Business Meeting  
September 13, 2023  
Harbormaster's Office**

**MINUTES**

Call to Order: The meeting was called to order by President Pro-tem, Mark Zieset at 6:10 p.m.

Officers/Directors present/quorum: Cinda Martin, Mark Zieset, Kate Mitchell, Bruce Friend, Adam Smude and Jen Hakala (telephonically). Claire Neaton, Aaron Fleenor, Eric Engebretsen, Josh Hankin-Foley were absent/excused. A quorum was established.

Guest Presentations:

- Harbormaster Bryan reported that the expansion study is progressing and they have been told by the Army Corps that several cost overruns have been identified and they anticipate the total cost to be in excess of \$3 million. The City intends to seek out additional funding from the State, Feds and City budgets. They have been actively meeting with Army Corps headquarters and Senator Murkowski about options. They are talking about taking a 6 – 16 month pause to get additional funds appropriated. HDR is working on identifying the fleet to gage the size of the expansion. The next public meeting is set for 9/23 at the College and will include some breakout sessions. Bryan also reported that the Harbor has requested proof of insurance on all vessels this year and they are finding a lot of vessels in all size classes that are uninsured. He'll be attending the Alaska Harbormasters Conference in two weeks in Ketchikan.

Approval of Agenda – Motion by Bruce Friend to approve the Agenda as presented, 2<sup>nd</sup> and carried.

Approval of Minutes of August 9, 2023 meeting: Motion by Adam Smude to approve the minutes as written, 2<sup>nd</sup> and carried.

Treasurer's Report –Jen Hakala prepared current financials for review including the Statement of Financial Position, Trial Balance and A/R Aging, attached for the record. There is \$26,844 in the checking account. Amy reported that an email was sent out to all existing members to ask if they wanted to renew prior to invoicing to avoid outstanding invoices and chasing down renewals all year. The A/R amount reflects only those renewals that have been invoiced to date.

Communication Director's Report – Amy reported on the following:

- Membership – focusing on renewal and reaching out to some new potential members, UCITA and Lane Chesley have expressed interest. She is targeting some other organizations and businesses.
- Website – she has been working on new listings and recognizes that there is an issue with alphabetizing; she will be checking in with Grady to see what is happening. She will clean up categories and make sure members are appropriately placed before the brochure deadline.

Committee Reports:

- Advertising – Kate
  - Tide Book – deadline 9/15 to submit to Pioneer Printing; Amy noted that all advertisers have been renewed and they are ready to submit



- Print – Fisherman’s News and Pacific Fishing need to be decided upon by December to print in the January issues. Typically the cost comes out of the Harbor’s advertising budget.
- Committee – recommendation by Mark to re-form the committee to generate new ideas and formulate a yearly plan and budget; several board members are interested; meeting date to be scheduled by Mark
- Website/Social Media – Josh/Amy will get back on Social Media after the Annual Meeting and membership renewals are done
- Radio – Mark (re-visit February agenda)
- Podcast options – Amy suggested including the topic in Advertising Committee for future discussions and also recommends Spotify
- Workforce Development - Aaron
  - FOLs – Cinda communicated with Darmara at the HHS who will coordinate with us for space and advertising within the school.
  - KPC courses – no response from Jill to date
- Scholarship – Cinda had no report
- Membership – Amy covered in her report

Old Business:

- Annual To-Do List – Mark review/action items
  - Trade Show Banner - will need to get ads solidified soon as the PME is early this year 11/8-10/23. Amy plans to send out emails to past advertisers, Mark will work with Danny at NW Signs.
- PME 2023 – status of booth space commitments/availability; we have 1 space left but have had no response yet. Amy will contact a couple of members that had expressed interest earlier in the year. Bryan suggested that we have a drawing to bring people into the booth suggested a brailer bag filled with member schwag – guess the value of the contents; will put together after the Annual Meeting.
- Annual Meeting planning – Saturday, 9/30 5pm
  - Bylaw Revisions – notices out by 9/20 – Motion by Kate Mitchell to recommend the addition of Reciprocal Member to our Bylaws as written to the membership at the annual meeting, 2<sup>nd</sup> and carried.

**ARTICLE II – MEMBERSHIP**

**AMEND TO ADD:**

**Section 4. Reciprocal Member. For organizations with which the Board of Directors agree to trade annual non-voting membership. Reciprocal memberships will include a listing on HMT website and brochures, and be given opportunity in cooperative advertising offered to the general membership.**

**Renumber remainder of Article II.**

- Agenda – see attached draft; include PME drawing and FOL’s presenters; add Amy’s report to Marketing segment
- Refreshments – Amy/Jen reported that she inquired about the cost of refreshments to stay within our \$400 budget; he emailed back that the budget was on the low side based on 45 people but they could work with it. Motion by Kate to add another \$100 to the budget for a total of \$500 for refreshments, 2<sup>nd</sup> and carried.

- Ballots – 3 board seats open at this point; George Hall would like to be considered. Cinda will create the ballot, reach out to last 3 members who have not responded; send recruits to her to be listed.
- Chalkboard TV update – Amy reported that they did come to Homer and went on a fishing charter but didn't contact anyone we connected them to

New Business:

- None

Action Items: Amy

- Advertise Annual Meeting include notice regarding Bylaw revision
- Continue invoicing renewals
- Continue building out the membership
- Work with Cinda on FOL schedule, email blast

Next Meeting: Tentatively Wednesday, October 11<sup>th</sup> at 6pm, space TBD

Adjournment: There being no further business to come before the board of directors, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Cinda Martin  
HMTA Secretary



# ACTION ITEM REPORT

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## Tariff Review

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff  
**Meeting Date:** November 8, 2023

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### Summary Statement:

We are continuing our review of the harbor tariff. This draft incorporates proposals by commissioners as well as staff.

### Staff Recommendation:

Review the summary of proposed changes and make a motion to council indicating the commission's support of the changes supported by staff.

### Attachments:

Presentation on boat trailer fee parking  
Summary of proposed tariff changes  
2024 tariff working draft with changes highlighted

## 2023 Boat Trailer Fee Parking Proposal

- **Yellow Parking Area** designates Day Use Only (no overnight parking) for vehicle boat/trailer parking, parking is included with a \$25 daily L&L ramp fee, or with vehicles/trailers registered under an annual moorage payment.
- **Red Parking Area** designates \$20/day vehicle, boat/trailer parking. First day of parking is included with a \$25 daily L&L ramp fee or with vehicles/trailers registered under an annual moorage payment.



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Google Earth

# 2023 Vehicle, Boat & Trailer Parking Proposal

- Load & launch ramp daily fee increases to \$25/Day.
- Load & Launch Ramp season pass is discontinued.
- Annual moorage & reserved stall moorage payments include vehicle/boat/trailer use of L&L ramp and day-use parking lots only (no overnight parking) and not in boat trailer fee parking lot.
- Homer Harbor uplands provide sufficient parking for approximately 175 truck & trailer tandems.
  - Day use parking lots provide approximately 55 spaces.
  - Boat/trailer \$20/day fee parking lot provides approximately 120 spaces.
- Day use (no overnight) parking dedicated to truck & trailer tandems only and is included with L&L ramp daily pass or vehicles/trailers registered under an annual moorage payment.
- Boat/Trailer parking lots require \$20/calendar day payment for truck & trailer tandem, single vehicle, or boat trailer.
  - The first day of parking is included only with a L&L ramp daily pass or vehicles/trailers registered under an annual moorage payment.
  - Each additional day of parking requires a \$20/calendar day purchase.
  - Boaters are required to register both a vehicle and trailer license plate at the time of the purchase of L&L ramp daily pass or when purchasing additional parking.
  - Pay kiosks located at the L&L ramp and boat/trailer parking lot would be programmed to require both vehicle and trailer license plates (not sure if they can do that yet). Mobile text-to-park would need to be programmed the same.
  - Vehicles purchasing parking in the boat/trailer lot would be 45 ple in other fee pay lots on the same day.

# Fee Parking

## \$20/Calendar Day

Vehicles, Boats & Trailers

First Day of Parking Included only

with Load & Launch Daily Pass

Or for vehicles & trailers registered

under annual moorage payment.

Purchase Parking at Pay Kiosk

Or via Mobile Pay Text-to-Park

Violators Subject to Fine or Impound

## Parking Signage Example & Cost Estimate

- Approximately 25 signs posted at entry points and throughout the \$20/day vehicle, boat/trailer fee parking lot conveying parking rules, supporting sufficient public awareness, payment methods and enforcement action.
- Estimated signage cost is approximately \$8,000



# Fee parking Payment Options

## Luke II Pay Station Kiosk

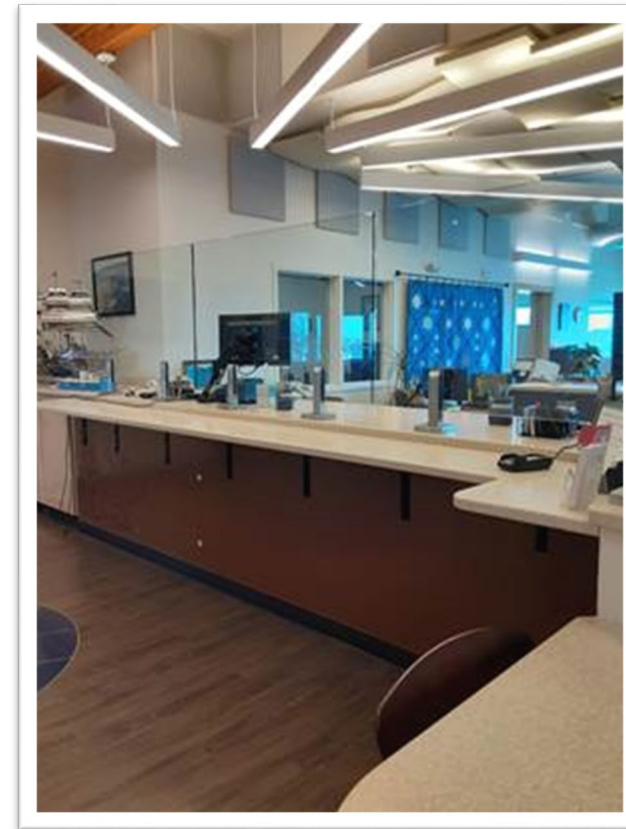


## Mobile Pay Text-to-Park



Customers can pay using the in-field pay kiosks or from the convenience of their cell phones. Mobile pay text-to-park offers the flexibility of parking for additional time to park from remote locations.

# Parking Information & Launch Passes & Permits



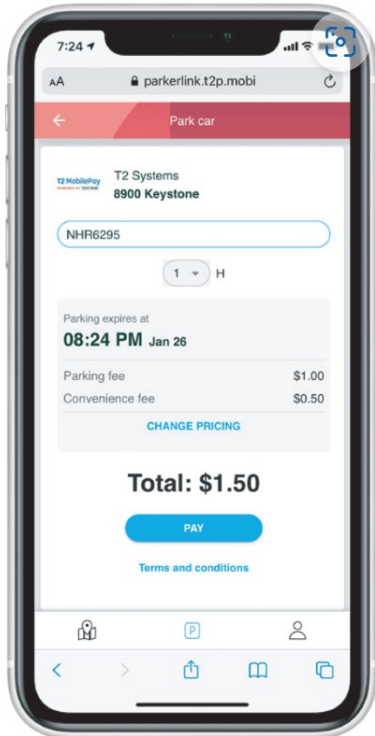
Customers can receive parking information, purchase daily load & launch passes at the L&L ramp fee collection booth. Parking Information, parking permits, and vehicle/trailer registration under annual moorage payment is available at the harbormaster's office.



# How Do We Enforce It?



T2 MobilePay



Mobile Pay Text To Park



X2 Digital Enforcement Citation Device



Luke II Pay Station Kiosk



## Memorandum

TO: THE PORT & HARBOR ADVISORY COMMISSION  
FROM: BRYAN HAWKINS, PORT DIRECTOR  
DATE: OCTOBER 27 2023  
SUBJECT: ANNUAL PORT TARIFF NO. 1 PROPOSED CHANGES AND RECOMMENDATIONS

---

### Fees

- Insufficient funds check fee \$50- adding fee- A bounced check causes a significant amount of city finance and port finance staff time to reconcile. We do not currently have a penalty fee for an insufficient funds check. **(Staff Supports)**
- Electric metered connect/disconnect fee for Reserved stalls- removal of fee- For reserved stalls with electric meters, currently the rate for electric use is \$23.95/month + electrical usage charge per kilowatt. If lessees are going to be gone from the harbor for extended periods of time they can freeze the \$23.95 flat rate monthly charge by putting in a notice of vacancy and paying a \$28.80 connect/disconnect fee. This fee is often confusing for customers, but also makes it not worth it to file a notice of vacancy unless a tenant boat is going to be gone for more than 2 months. In our currently crowded harbor conditions we would like to promote an easy, high level of communication on when stalls might be vacant to best utilize limited resources. Removing the fee for putting in a notice of vacancy encourages, by financial incentive, a stall lessee to let us know when they plan to not use their reserved stall for even just 30 days. **(Staff Supports)**
- Ice Rates- standardize fee- Currently we have a discounted rate scale for companies that purchase large volumes of ice with discounts starting at 101 tons in a single season. In practice, this only applies to one to two customers per year. Our software for managing ice and crane had to be updated this year, and with that update we lost the ability to track graduated ice rates. In addition, ice rates haven't been raised or adjusted since 2009. Even at the standard rate, it is most likely set too low for the current inflation adjustment and market. A detailed review of ice production costs and rates is on the staff's winter task list with changes to the ice rate possible for the 24/25 season in about a year based on today's market. **(Staff Supports)**
- Ice Rates increase- Commissioner Siekaniec recommended a 10% increase to ice rates in addition to the proposal above **(Staff Supports)**

- Tow/ Harbor Labor- increase fee - The fee for harbor labor has not been increased in about a decade. Updated payroll numbers provided from City Hall lead staff to recommend an increase to \$200 per hour to better represent what it truly costs the port to provide those services. **(Staff Supports)**
- Skiff rate - increase fee - Commissioners proposed increasing the skiff rate above and beyond the Harbor Labor rate. **(Staff Supports)**
- Rate for hazardous material/oil disposal- increase fee rates- Processing costs for hazardous waste have increased in recent years and an adjustment needs to be made. Providing safe disposal options for these materials is part of our clean harbor initiative and rates are set at the costs billed to the harbor and labor. **(Staff does not support, see below)**
- Rate for hazardous material/oil disposal- \$100/barrel- Commissioner Pitzman suggested that we impose a flat rate fee for disposal of oil, per 55 gallon drum, since the current fee structure incentivizes behavior that increases the risk of contamination, including decanting oil into 5 gallon buckets and carrying them up the ramp by hand. **Staff supports IF vessels take responsibility for delivering drums to the designated area at the harbor maintenance facility, by appointment only.)**
- Parking, annual and seasonal passes- The current system for annual long term and seasonal fee pay passes is open to abuse. Two vehicles can be added to one pass with the understanding that the pass will only cover one vehicle at a time, but there is no way to ensure compliance with the rule. The new proposed method simplifies the process to one pass for one vehicle and lowers the cost of each pass from \$200 & \$250 respectively to \$150 for either. **(Staff Supports)**
- Trailer Parking- Restructure trailer parking rates as outlined by the presentation at today's meeting: first day of parking included in Launch Ramp Fee, subsequent days available at a cost of \$20/day, with no upper limit on the number of days. **(Staff Supports)**
- Launch Ramp Daily rate- Increase single launch rate to \$25 **(Staff Supports)**
- Launch Ramp Passes- Remove the \$200 annual launch ramp pass **(Staff Supports)**
- Commercial Boat Hauler Launch Ramp Use- Allow commercial boat haulers to pay an annual fee of \$200 per vehicle for launch ramp use associated with their business. **(Staff Supports)**
- Increase parking violation fine amount to \$30- Commissioner Matthews proposed raising the fine amount to \$30. AS 12.55.039 (A)(4) specifies that any fine of \$30 or more must be assessed a State surcharge of \$20. **(Staff does not support)**
- Double rate for wood grid- Commissioner Velsko suggested that we look at whether we could raise wood grid rates, the commission suggested doubling the rates for the use of the grids. **(Staff Supports)**
- Moorage Rate Increase and CPI adjustment- Noted for your reference, **no action needed.**

## **Policies**

- Work Skiffs [RULE 28.2]- removal- Currently there is an exception regarding seine skiffs that results in an unfair application of our rate structure which, as a public entity, we need to correct. Additionally, it actually costs us money not to charge them money, because it's extra staff time and work to track and remove the standard automatically generated billing charges that are part of our built in moorage rate structure. We provide the same services to all boats moored within the harbor, including seine skiffs, and we need to be charging use within the harbor equably for all users. **(Staff Supports)**
  
- Marine Haul Out Facility [RULE 38]- additional wording- To operate a facility like the large vessel marine haul out facility the City must hold several permits and follow DEC and safety regulations or risk getting shut down. Staff have noticed an increase in the need for compliance enforcement/assurance in regards to facility users. The added language to the tariff reiterate current best management practices for the facility. Moving forward, if a vessel/user of the facility is found to be out of compliance (i.e. not filing/having an approved work plan ahead of time, or not following the required environmental or safety best management practices needed, etc.) it will mean a full work stoppage, enforced by port staff, with no one allowed to access the vessel until the deficiency has been corrected. **(Staff Supports)**
  
- Marine Liability Insurance [RULE 5.05 & 5.06]-All boaters are required to carry liability insurance with a minimum of \$100,000 coverage and a waiver of subrogation for the Harbor. Transient moorage users who do not provide proof of liability insurance will only be permitted to purchase moorage at the daily rate. Reserved moorage users who do not provide proof of liability insurance will not be permitted to renew their stall. Commercial boats—defined as vessels that are operated as part of a business, including commercial fishing, charter fishing, vessel-for-hire, freight, tow, and construction)are required to carry at a minimum \$1,000,000 of liability insurance, and to add the City as additional insured with waiver of subrogation. All reserved stall holders are required to add the city as a **certificate holder**. Human-powered vessels are exempted from the insurance requirements. **(Exact tariff language to be refined with legal counsel, Staff Supports)**



**PORT OF HOMER ALASKA  
TERMINAL TARIFF NO. 1  
RATES, CHARGES, RULES, & REGULATIONS  
-AT-  
MARINE TERMINAL**

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**SECTION I: ALL FACILITIES  
SECTION II: PIONEER DOCK & DEEP WATER  
DOCK SECTION III: FISH DOCK  
SECTION IV: SMALL BOAT HARBOR**

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**Issued by City of Homer**  
**4311 Freight Dock Road, Homer, Alaska 99603**  
Phone 907.235.3160 Fax 907.235.3152  
<http://www.Cityofhomer-ak.gov/port>  
**Bryan Hawkins, Port Director and Port Director**  
[bhawkins@ci.homer.ak.us](mailto:bhawkins@ci.homer.ak.us)

FMC Organization #011879

**EFFECTIVE June 26, 2017 AS AMENDED**

Last Updated 02/12/23 -eh



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**AMENDMENTS**

<u>DATE</u>	<u>PAGE</u>	<u>RULE</u>
June 26, 2017		Original Issued
June 1, 2018		28
June 20, 2018		12 and 34
January 1 2020		9, 12,13,26,27, 34 and 37
June 30 2021		12, 26, 35, 39



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**SECTION I**  
**All Facilities**  
**Rules & Regulations**

**RULE 1 – SCOPE AND APPLICABILITY**

1.01. SCOPE – The Port of Homer is operated by the City of Homer; a municipal entity of the State of Alaska. The intent of the Tariff is to specify rates, charges, rules and regulations for users of the facilities owned by the City of Homer. The Tariff specifies charges and associated requirements for authorized parties using or accessing the marine terminal facility.

1.02. APPLICABILITY – The rules, regulations, conditions commodity rates and/or charges set forth in this schedule apply to or from the following facilities:

- a. Port of Homer Docks – Deep Water Dock and Pioneer Dock
- b. Homer Harbor Fish Dock
- c. Homer Small Boat Harbor

1.03. COMPLIANCE – Use of the City docks and Terminal facilities shall be deemed acceptance of this Tariff and the terms and conditions named herein. The Port reserves the right to revoke or deny access to the Port of Homer, or any other facility operated by the Port, or any person or company who violates these Rules and Regulations. Use of City docks and Terminal facilities and the acceptance of services shall comply with any additional Conditions of Berthing set forth in any subsection contained herein.

1.04. FMC COMPLIANCE – This Tariff is published and compliant with the Federal Maritime Commission Tariff Requirements as required by law and is therefore notice to the public, shippers, consignees and carriers, that the rates, rules and charges apply to all traffic for which contract rates have not been arranged.

1.05. MUNICIPAL ORDINANCES – In addition to the Port and Harbor Tariff, the public, shippers, consignees and carriers using City of Homer facilities should consult and be aware that the City of Homer Code of Ordinances, including but not limited to Chapter 5 (Health and Public Safety), Chapter 21 (Zoning and Planning) and Chapter 10 (Port and Harbor), all as amended, apply and govern where not specifically provided otherwise in this Tariff.

1.06. AREA OF OPERATIONAL APPLICABILITY – Rates, charges, rules and regulations provided in this Tariff shall apply to persons and vessels for the use of designated terminal facilities under jurisdictional control of the City of Homer and located within the Harbor bounded by the City of Homer with the Small Boat Harbor entrance located at latitude 59 36'15" N and longitude 151 24'48" W, and specifically to docks, appurtenant structures thereto, and waterways managed and owned by the City of Homer. Special terms and conditions exist for the dock operations by the State of Alaska, Marine Highway System, and the US Coast Guard for operations on the Pioneer Dock.



1.07. FACILITY APPLICABILITY – Rates, charges, rules and regulations named in this Tariff and any additions, revisions, or supplements thereto shall apply to all vessels or users and to all freight received at facilities subject to the Tariff on and after the effective date of revisions, or supplements thereto. Unless otherwise specified, all transit freight received at the Terminal and undelivered prior to effective dates of Tariff, revisions, or supplements thereto shall be charged the rates in effect on the date such freight was received until entire lot or shipment has been withdrawn.

1.08. CONTACT AND COMPLAINTS – Contact, requests and complaints may be made by any shipper, user, vessel, or vessel agent or other interested parties through the Port Director, 4311 Freight Dock Road, Homer, Alaska, 99603, or by facsimile, number (907) 235-3152 or by email port@ci.homer.ak.us. Requests and complaints must be in writing.

**RULE 2 – AUTHORITY TO ESTABLISH SUPPLEMENTAL RULES AND CONTRACTS**

2.01. SUPPLEMENTAL RULES AND REGULATIONS – The provisions, rules and regulations in this Tariff may be supplemented by other rules and regulations in conformance with Federal, State and City of Homer requirements under a separate document. Such Rules and Regulations shall constitute an agreement by terminal users to comply with all Rules and Regulations of the Port as specified and shall apply to all terminal(s) users in the same manner as the Tariff. Authority is granted under this Tariff to the Port Director to establish and revise those rules as appropriate.

2.02. SEPARATE CONTRACTS – The Port reserves the right to execute supplemental or separate contracts outside of this Tariff, as approved by the City Council and subject to Federal Maritime Commission Rules, Regulations and Administrative procedures as well as Alaska Statutes and local law. Such contracts shall be consistent with the provisions of this Tariff. However, where provisions of a separate contract differ, the terms and conditions of the contract shall supersede this Tariff to the extent permitted by law. 10.04.055 (b) HCC

2.03. RESERVATION OF AGREEMENT RIGHTS – Right is reserved by the City of Homer to enter into agreement with carriers, shippers, consignees, and/or their agents concerning rates and services providing such agreements are consistent with existing Local, State and Federal law governing the civil and business relations of all parties concerned.

**RULE 3 – ABBREVIATIONS AND DEFINITIONS**

The following abbreviations and definitions shall apply in this Tariff.

- 3.01. ABBREVIATIONS
  - \$ U.S. Currency
  - % Per Cent
  - A.M. Before Noon
  - Bbl. Barrel
  - C.T. Cubic Ton
  - Cu. Ft. Cubic Feet



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F	Degrees Fahrenheit
FMC	Federal Maritime Commission
Gals.	U.S. Gallons
GRT	Gross Register Ton
LCL	Less than container load
LBS	Pounds
LOA	Length over all
M.B.M.	1,000 feet Board Measure
N.O.S.	Not otherwise specified
NRT	Net Registered Ton
P.M.	After Noon
S.T.	Weight by short ton (2,000 lbs)
Sq. Ft.	Square foot/feet
U.S.	United States of America
W/M	Weight ton (2,000 lbs)

3.02. DEFINITIONS

- a. BARREL – For the purposes of this Tariff, quantity measure for a barrel shall be 42 gallons per barrel of bulk petroleum products corrected to 60 F. net or 376 lbs. per barrel of bulk cement.
- b. BEAM – For the purpose of this Tariff, “beam” means greatest width of the vessel, including booms, spars, gins, or any affixed extensions.
- c. BOARD MEASURE – A board foot is equal to a piece of wood 12 inches long x 12 inches wide and 1 inch thick, or 144 cubic inches. Board measure shall be calculated as per 1,000 feet of lumber, rough or processed.
- d. CARGO – Merchandise or goods accepted for transportation, including commodities that are transported in commercial enterprise, either domestic or international trade, by a common carrier.
- e. CURRENCY – all rates shall be in United States Dollars (\$USD).
- f. DEMURRAGE – A fee assessed to cargo stored or remaining on site after it has been discharged or beyond free period by a vessel which is applied to cargo not covered under ground leases.
- g. DERELICT – For the purpose of this Tariff, and to the extent consistent with State of Alaska law, “derelict” means any vessel moored or otherwise located within the boundaries of the Port of Homer Terminal facilities including all City owned tidelands and uplands which is forsaken, abandoned, deserted or cast away, or which by appearance gives perception of being in an unsound or unseaworthy condition as determined by Port Director.



- h. DOCKAGE – The term dockage refers to the charge assessed against a vessel for berthing at the facility or for mooring to a vessel so berthed.
- i. DOCKS – The Homer City docks include the Deep Water Dock, the Pioneer Dock and the Fish Dock.
- j. FLOAT; FLOAT SYSTEM – Those portions of the Homer small boat harbor that rise and fall with the tide including the stalls, transient moorings, pilings, ramps, gangways, ladders, and utility connections.
- k. FREE TIME – The specific period during which cargo may occupy space assigned to it on terminal property free of wharfage, demurrage or terminal storage charges immediately prior to the movement of such cargo on or off the vessel.
- l. LIGHTERING FEE- A fee charged to a ship using small boats to transport passengers from the ship into the harbor and or from the harbor to the ship.
- m. PORT DIRECTOR – The senior manager, or his/her representative/designee, as designated by the City of Homer, to manage the marine terminal Port and Harbor facilities under the control of the City of Homer.
- n. PORT OF HOMER/HOMER HARBOR – For the purpose of this Tariff, “Port of Homer” and “Homer Harbor” shall mean all salt water or tide water lying within the boundaries of the City, including that area known as the Small Boat Harbor.
- o. LENGTH – For the purpose of this Tariff, “length” means the longest overall length (LOA) as measured from the furthestmost forward position including booms, spars, gins or any fixed extensions, to the further most after portion of the vessel including the booms, spars, gins or any fixed extensions.
- p. MEASUREMENT TON/TONNAGE (US) – The measurement of one (1) ton of water is 32.1 cubic feet (CFT). The value one (1) ton shall be 2,000 pounds (LBS) of weight.
- q. OPERATOR – For the purpose of this Tariff, “operator” means any lessee of a vessel, and Master or Captain who has actual physical use, control and/or possession of a vessel and who is in the employ of, or who has a contractual relationship with the owner.
- r. OWNER – For the purpose of this Tariff, “owner” means the individual, LLC, or legal partnership or corporation holding legal title to the vessel and the individual, LLC, legal partnership or corporation representing or holding his, her, or itself out to be the owner of the vessel when there is a dispute regarding title.
- s. PASSENGER WHARFAGE FEE (Non Regulated) – A Non-regulated passenger wharfage fee shall be defined as a fee charged for a passenger embarking, disembarking or landing aboard a passenger vessel for hire at the Port of Homer.



Port of Homer Terminal Tariff No. 1

Section I: All Facilities

- t. PASSENGER WHARFAGE FEE (Regulated) – A regulated passenger wharfage fee shall be defined as a fee charged for a passenger embarking, disembarking, disembarking or landing aboard a passenger vessel for hire that is subject to Coast Guard CFR 33 104 regulations and located at the Port of Homer.
  
- u. POINT OF REST STAGING AREA – “Point of Rest Staging Area” is defined as that area on the Terminal facility which is assigned for the receipt of inbound cargo from the vessel and which inbound cargo may be delivered to the consignee, and that area which is assigned for the receipt of outbound cargo from shippers for vessel loading.
  
- v. PORT OF HOMER – The Port of Homer or Port shall mean all marine facilities including controlled berths and associated waterways, as well as associated facilities under the control of the City of Homer, Alaska.
  
- w. REGISTRATION – “Registration” means completing a moorage or use agreement with all necessary information concerning the vessel and vessel owner.
  
- x. RESERVED MOORING – “Reserved Mooring” means having a specific assigned stall the use of which, after payment of reserved mooring fees, takes precedence over the use of the stall by any other vessel.
  
- y. RESERVED STALL PERMITTEE – “Reserved stall permittee” is an individual or corporation that has entered into an annual priority use agreement for a city assigned stall, to be used to moor one vessel that meets the length and beam requirement of the assigned stall and is owned by the permittee.
  
- z. SMALL BOAT HARBOR – “Small Boat Harbor” means that area of water protected by breakwaters constructed by the Federal government and the Harbor basin created within, including docks, floats, berths, tidal grids and other mooring facilities owned and operated by the City.
  
- aa. STALL – Berthing location within the float system of the Homer Small Boat Harbor. A stall does not include the float or finger of the float; only the mooring space between or adjacent to it.
  
- bb. TERMINAL FACILITIES – Include the Deep Water Dock and the Pioneer (Ferry) Dock, Fish dock and small boat harbor, commercial barge ramps, recreational load and launch ramp, wood and steel tidal grids, wharves, piers, bulkheads, sea walls, associated equipment, offices, warehouses, storage space, roads, paved areas, uplands, beaches and shorelines under the management, ownership and control of the City of Homer, Port and Harbor including the tidelands within the boundaries of the City of Homer.
  
- cc. TRANSIENT – “Transient” means any vessel using the mooring space on a temporary basis or which does not have a specific reserved mooring space.



- dd. VESSEL – Whenever reference is made to a “vessel” in the Tariff, the term shall mean any boat, motor boat, ship, aircraft when waterborne, boathouse, floats, scows, rafts, pile drivers, or any floating structure or object used for recreational, commercial or any other purpose upon waterways.
- ee. WATERWAY – “Waterway” means any water, waterway, lake, river, tributary or lagoon within the boundaries of the City.
- ff. WHARFAGE, INBOUND OR OUTBOUND- All wharfage is calculated in short Tons U/S/ (1 ton=2000 pounds). A charge assessed against all cargo and other materials such as fuel, stores or equipment, passing or conveyed over, onto, or under piers or between vessels (to or from barge, lighter, or water) when berthed in a pier or when moored in a slip adjacent to the pier. Wharfage is solely the charge for use of pier for the purpose of moving cargo or materials and does not include charges for any other service such as dockage or demurrage.

**RULE 4 – HOURS OF OPERATION AND HOLIDAYS**

- 4.01. HOURS OF OPERATION – The Port of Homer marine facilities are available for use 24 hours a day, 7 days per week and are open all year. Homer harbor officers are on duty 24 hours a day, 7 days per week. They can be contacted by phone 907 235-3160 or hailed on Channel 16 on VHF radio.
- 4.02. HOLIDAYS – Whenever in this Tariff reference is made to holidays the following are included:
 

New Year’s Day	Washington’s Birthday (President’s Day)
Seward’s Day	Memorial Day
Independence Day	Labor Day
Alaska Day	Veteran’s Day
Thanksgiving Day	Christmas Day
Day after Thanksgiving	

**RULE 5 – LIABILITY, INDEMNITY, INSURANCE**

- 5.01. LIABILITY – The City of Homer, its Port personnel, its employees and agents, are not responsible for loss or damage caused by fire, frost, heat, dampness leakage, weather damage, evaporation, natural shrinkage, waste, insects, decayed and live animals, leakage or discharge from fire protection systems, collapse of buildings or structures, breakdown of plant protection systems, breakage of plant or machinery or equipment, or by floats, logs, piling or camel logs required in breasting vessels away from wharf.
- 5.02. LABOR ACTIONS OF CIVIL UNREST – The City of Homer is not responsible for any loss, damage, delays, costs or from any consequences as a result of civil unrest, shortage of or action by labor, riots or strikes of any persons in their employ or in the service of others.
- 5.03. INDEMNITY – Users of the City of Homer’s Port facilities including vessels and crews, vessel owners and its agents or instruments, shippers or consignees, and shore personnel shall indemnify and hold harmless the City against any and all claims arising from any breach or default in performance of any obligation to such parties to be performed under the terms of this Tariff or arising from any act or



omission of said parties for all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims, action or proceeding brought against the City of Homer except for those caused by the City's own negligence.

5.04. LIMITS OF LIABILITY – No provisions contained in this Tariff shall limit or relieve the Port of Homer from liability for its own negligence nor require any person, vessel or lessee to indemnify or hold harmless the Port of Homer from liability for its own negligence.

5.05. INSURANCE – Rates named in the Tariff do not include insurance of any kind. The City of Homer shall be under no obligation to provide any insurance of any type for any vessel, cargo, or liability arising out of use of the City docks or Terminal facilities. Terminal facility users shall comply with any applicable insurance requirements included in the Homer City Code or Alaska Statutes.

5.06. ADDITIONAL INSURANCE – The City reserves the right to request additional insurance coverage by users of the Port's facilities or to be named additional insured at the discretion of the City. The City may request any additional insurance as deemed appropriate for port activities. For vessels that may be hazardous or become a menace to other vessels, their occupants, City facilities, the Port Director or City Manager may require an operator or owner of a vessel to furnish evidence that there is currently in effect liability insurance in an amount satisfactory to the City. The vessel's owner or agent shall file a certificate of insurance or other satisfactory evidence signed by an agent or officer of the insurance company and stating the effectiveness and expiration date.



**RULE 6 – RIGHTS OF THE CITY AND USE OF FACILITIES**

6.01. NO LIMITS TO CITY AUTHORITY – Nothing in this Tariff shall limit the general authority of the City of Homer.

6.02. NON-CONFORMANCE – Persons found NOT in full conformance with state, federal, and local laws and regulations can be barred from the Terminal facility.

6.03. CAPACITY OF FACILITIES – The Port does not obligate itself to provide vessel berthing, storage, equipment, labor, or other form of service beyond the reasonable capacity of its facilities.

6.04. ARRANGEMENTS FOR USE OF FACILITIES – Arrangements must be made in advance for the handling or storage of cargo or equipment; otherwise the Port retains the right to decline such business.

6.05. CONSENT OF USERS – The entry upon or use of the facilities under the jurisdiction of the Port shall constitute a consent to the terms and conditions of this Tariff, as well as an agreement on the part of all vessels, their owners or agents and other users of such facilities to pay all charges specified in the Tariff and be governed by all rules and regulations of the Port.

6.06. COOPERATION – All authorized representatives or agents of businesses or organizations shall so conduct and carry on their business at the Port as to maintain a cooperative relationship with others engaged in authorized business at the Port. Said persons shall not engage in open and public disputes, disagreements, or conflicts tending to deteriorate the quality of service or be incompatible to the best interest of the Port, the workers at the Terminal or the Port’s customers.

6.07. REVIEW AND APPEAL – Reviews of violations under these Rules and Regulations shall take place within one (1) week of the violation with the Port Director and the party committing the violation or as otherwise provided in the Homer City Code. Repeated violations will result in the loss of privilege to provide services in any Terminal facility. This loss of privilege, and the duration, will be determined by the Port Director whose decision shall be final.

6.08. RIGHT OF REMOVAL – The Port Director shall at all times have the right to move or rearrange any vessel or cargo from its present location to any other location in order to reduce congestion within or on the terminal, the docks or the harbor to prevent disruption of customary services to the public.

6.09. RIGHT OF REFUSAL – The City shall at all times have the right to refuse the use of any City dock, terminal or harbor facility by any person, equipment, materials or vessel and may remove any vessel, person or cargo at any time from any City dock, terminal, harbor facility, or City property. This right shall be reserved at all times to the City without responsibility for demurrage, loss or damage when:

- a. Previous arrangements for berthing, space, receiving or unloading have not been made with the Port Director; or
- b. The vessel is unsafe or hazardous and may pose risk to life or property; or
- c. The value of the vessel, in the opinion of the Port Director is less than the probable service charges and other charges to its use of the City dock or terminal, or harbor facility; or
- d. During periods of congestion, or in cases of emergency, when, in the judgment of the Port Director, the circumstances, prevailing or likely to occur, will prevent the City docks or





terminal, or harbor facilities, or any portion of them from providing customary services to the public. The decision of the Port Director in the event of dispute shall be final.

- 6.10. VESSELS POSING A HAZARD – The City of Homer reserves the right to deny use of its Port facilities to any vessel that may prove to be, or may potentially be, a hazard to the City’s property or users. The City reserves the right to order a vessel to move, or remove any such vessels that may pose a hazard to its property or other users at its discretion and at the cost of the owner or operator. If in such removal, a vessel causes damage to any Port facilities, the vessel shall be held fully responsible for repair of such damages.
- 6.11. RIGHT TO SCHEDULE VESSELS AND CARGO – The Port Director shall at all times have the right to schedule access to any harbor or port facility by any person or vessel but may manage any harbor or port facility on a first come, first serve basis.
- 6.12. VESSEL REQUIRED TO USE ASSIGNED BERTH– All vessels are required to use the berth or mooring assigned. Assignments of berth are not transferable. In the event of failure to use berths as and when assigned, the Port reserves the right to use such unoccupied berth for other purposes.
- 6.13. DAMAGE – Users are held liable for all claims, losses, costs or expenses by reason of property damage, personal injury or death which may occur, directly or indirectly as the result of improper handling of cargo on site or overweight or improperly stowed cargo, without regard as to whether such omissions are intentional or accidental.
- 6.14. VESSELS TRANSITING TO/FROM BERTHS – Vessels approaching or departing from berths when passing in and out of Federal channels, over submerged lands outside of terminal berths, and in periods of extreme tides and weather do so at their own risk and shall not hold the Port responsible for any vessel casualty during such transit.
- 6.15. PERSONAL RISK – Persons entering upon or using Port Terminal facilities do so at their own risk.
- 6.16. OWNER’S RISK – All of the following shall be at the owner’s risk except for those damages caused by the City’s own negligence:
- a. Glass, liquids and fragile articles will be accepted only at owner’s risk for breakage, leakage or chafing;
  - b. Freight on open ground is at owner’s risk for loss or damage;
  - c. Freight subject to freezing will be accepted only at owner’s risk;
  - d. All water craft, moored in the Harbor or berthed at Port facilities, or on beach or uplands are at owner’s risk for loss or damage. This includes vessels, if and when permitted by the Port Director or his authorized agent, moored alongside of vessels;
  - e. Property of any kind including vehicles not owned by the City but on City property is at owner’s risk for loss or damage.
- 6.17. RIGHT TO REMOVE AND DISPOSE OF NUISANCES – The City retains the right to abate and remove nuisances including vessels which are derelicts, unfit, unseaworthy or which are maintained in such manner as to make them liable to sinking for lack of being pumped or other maintenance. The provisions of Homer City Code 10.04.130, governs the declaration and abatement of nuisances including vessels, refuse and debris.



6.18. IMPOUNDMENT OF VESSELS FOR VIOLATIONS – The Port Director is authorized to impound any vessel in Homer Harbor, or at the terminal and dock facilities whose owner or operator is not aboard and which is not properly identified by name and/or number; or any vessel in violation of any provisions of this Tariff. The Port Director may also impound a vessel whose owner or operator has not paid harbor fees or any vessel which is unsafe and whose owner or operator has failed to remove it after notice. The Port Director may impound a vessel by immobilizing it or removing or having it removed from the water and placed in City or commercial storage with all expenses and risk of haul- out and storage to be borne by the owner of such vessel. The owner or operator of any vessel impounded by the City shall be subject to and liable for storage charge and shall be subject to and liable for all costs incurred by the City by reason of impounding or removal. The procedure for impoundment, including notice and pre-impoundment hearing are set forth in 10.04.120 of the Homer City Code.

#### **RULE 7 – CARGO**

7.01. LAY-DOWN AREAS – Cargo may not be placed on City docks or Terminal facilities except in designated laydown areas. All cargo is expected to vacate City docks, and piers as soon upon arrival as possible. Cargo is not to be stored on City piers awaiting pick up by vessels unless prior arrangements are made with the Port Director.

7.02. DESIGNATED LAY-DOWN AREAS – The Port Director shall designate laydown areas for cargo and shall have the discretion to refuse all cargo activities and/or laydown, either in-bound or out- bound.

7.03. REMOVAL OF CARGO OR OTHER EQUIPMENT OR GEAR NOT PLACED IN LAY-DOWN AREAS – Cargo, freight, equipment or other gear not placed in designated laydown area must be immediately removed from a City dock or Terminal facility upon order of the Port Director. A vessel, shipper or consignee who refuses to move any material on demand will be assessed wharf demurrage at five times its applicable rate, starting at the time the vessel, shipper or consignee is notified to move the cargo. In addition, the Port Director may, in his discretion move cargo or freight. Any expense or damages, including damage to cargo, freight, equipment or gear during such movement, are the responsibility of the vessel, shipper or consignee.

7.04. RIGHT TO REFUSE CARGO – In his discretion the Port Director shall at all times have the right to refuse to accept, receive or unload, or to permit a vessel to discharge:

- a. Cargo for which previous arrangements for space, receiving, unloading or handling have not been made with the Port Director by shipper, consignee or vessel.
- b. Cargo not suitably packed for safe transportation.
- c. Cargo deemed by the Port Director in the reasonable exercise of his discretion to be offensive, perishable or hazardous. Hazardous cargo must have been prepared for shipment in accordance with the applicable Department of Transportation regulations (including 49 C.F.R. Parts 171-179).
- d. Cargo, deemed by the Port Director in the reasonable exercise of his discretion to be less in value than the probable service charges and other charges related to it.
- e. Cargo during periods of congestion, or in cases of emergency, when, in the judgment of the Port Director, the circumstances prevailing or likely to occur will prevent the City docks or terminal, or harbor facilities, or any portion of them from providing customary service to the public.



7.05. CARGO BEYOND FREE TIME – Any cargo remaining on City dock, terminal, or harbor facilities after expiration of any free time, may be removed to public warehouses, and all expenses of removal and risk of loss or damage shall be charged to the account of the owner, shipper, consignee or vessel as responsibility may appear on shipping documents, manifests or other sources.

7.06. UNPAID FREIGHT CHARGES – Freight on which unpaid terminal, dock or harbor charges have accrued may be sold to satisfy such charges and costs; provided, such sale has been publicly advertised. Freight of a perishable nature or of a nature liable to damage other freight may be sold at public or private sale without advertising; provided owner has been given proper notice to pay charges and to remove said freight and has neglected or failed to do so within a prescribed and reasonable time.



**RULE 8 – HAZARDOUS AND DANGEROUS CARGOES**

8.01. HAZMAT OR DANGEROUS SHIPMENTS – Shipments of dangerous and hazardous cargoes moving via marine terminals of the Port must be accompanied by all required information including handling instructions. Shipments must be documented, marked, labeled, and/or placarded according to the US Department of Transportation (DOT) and other applicable Federal, State and City Regulations, as well as the International HAZCOM regulations. Shippers of dangerous articles are required to comply with all of the above and must present necessary permits from proper authorities, as well as obtain permission from the Port Director before such cargo shall be received on or transferred at the Terminal.

8.02. PERMIT REQUIRED – It shall be unlawful for any person, vessel, or firm, to handle, transport, load, discharge or store any hazardous materials or dangerous cargo, on any vessel, lighter, barge or other conveyance at any dock, wharf, bulkhead area or in any shed or storage area on Port property unless a permit has been obtained from the Coast Guard Marine Safety Division and also signed by the Port Director. Such materials are handled, stored, or transported according to Federal, State, and Local governmental law.

8.03. EXPLOSIVES – The Port Director upon pre-approval by the City of an approved location shall allow the acceptance, handling or storage of explosives within the confines of the Port but not in the Homer Small Boat Harbor. Class 1 (explosive) hazardous cargoes may not remain on the Port property beyond what is necessary to transfer the cargo to or from the vessel unless preapproved by the Port Director.

8.04. RIGHT TO REMOVE, TRANSFER OR WAREHOUSE HAZARDOUS OR DANGEROUS CARGO – The Port Director shall at all times have the right to remove hazardous or offensive cargo, which by its nature, is liable to damage other cargo or City docks, terminal or harbor facilities. The cargo may be removed from its present location on City property with all expenses, including labor, and risk of loss or damage to be charged to the account of the owner, shipper, or consignee.

8.05. HAZARDOUS VESSELS OR VESSELS WITH HAZARDOUS CARGO – The Port Director shall at all times have the right to immediately remove or direct to be removed any hazardous or offensive vessel, any vessel containing hazardous cargo, any vessel containing cargo, which by its nature, is liable to damage other vessels from the Harbor or Port facilities. The vessel may be removed from its present location to any other location at the expense and liability of the owner, shipper, vessel or consignee.

8.06. HAZARDOUS MATERIAL, NOTICE OF HAZARDOUS CARGO AND PERMIT – Hazardous materials, as established by the Department of Transportation Hazardous Materials Commodity List, will not be permitted without the express consent of the Port Director and previous arrangement (at least 12



hours prior to landing) and receipt of all appropriate manifests and U.S. Coast Guard Permits, and only at those locations designated by U.S. Coast Guard Permit.

8.07. HAZMAT SHIPMENTS – Hazardous and dangerous cargoes which are permitted to enter Port of Homer facilities must be prepared for shipment in accordance with the applicable US Department of Transportation regulations contained within 49 CFR 100-199. All shipping documents required by 49 CFR for the shipment of hazardous and dangerous cargoes must be submitted to the Port Director prior to the cargo's arrival.

8.08. HAZMAT STORAGE – Temporary storage and/or shipment through the Port of Homer of quantities of hazardous waste in excess of 400 pounds of acutely hazardous material requires a minimum 14 day advance request for a permit, in compliance with the "Interim Policy for the Port and City of Homer concerning notification by hazardous waste carriers and/or generators, municipal review and public notification."

8.09. DISCHARGE PROHIBITED – No person shall throw or discharge any gasoline, oil, hazardous waste or petroleum contaminated refuse nor pump bilge waters containing petroleum products into the water or uplands of the Homer Harbor and/or on Terminal facilities.

8.10. STORAGE – All hazardous and dangerous cargoes stored at Port of Homer facilities must be placed in designated areas which conform to regulations as prescribed in "Handling of Explosives or other Dangerous Cargoes within or Contiguous to Waterfront Facilities" (33 CFR 126) and the applicable Uniform Fire Code.

8.11. STORAGE DRUMS – Drums or any other type of container (full, partly full or empty) which has been used for the storage or transportation of hazardous materials, dangerous cargo or petroleum products shall not be allowed to remain within the Port area after sunset of the day received without securing permission from the Port Director. Storage on water or land of such materials must be secured in approved containers, properly labeled, and stored in a manner to preclude any accidental or intentional release into the waters of the Harbor. Storage of such materials must comply with Federal, State, Port and Local governmental rules and regulations.

8.12. WATCHMEN – Vessels may be required to employ special watchmen at their expense to keep vigil over any dangerous cargo on the Terminal facility in order to protect property against fire or other hazards until the condition is eliminated. Furthermore, vessels on docks with said cargo will not be left unattended.

8.13. RIGHT OF REFUSAL – The Port Director is authorized to refuse permission to any person, vessel or firm transporting hazardous materials or other dangerous cargo to berth at any dock, wharf, bulkhead area or alongside any transit shed; or to store such materials at any dock, wharf, bulkhead area or in any transit shed on Port property.



8.14. MOVEMENT OF HAZMAT CARGO BY DIRECTION – The Port Director may, at any time, cause any hazardous materials or dangerous cargoes to be removed at the sole expense of the vessel, cargo owner or assignee.

**RULE 9 – ANCHORING**

9.01. UNAUTHORIZED ANCHORING – Unauthorized anchoring in open areas in or adjacent to the City of Homer’s Port and Harbor facilities (Terminal) is prohibited.

9.02. ANCHORAGE MANNING REQUIREMENT – Any vessel anchoring on city property (tidelands) outside the city of Homer’s Port and Harbor (terminal) must be manned at all times and the vessel’s position monitored on a regular basis to insure that vessel anchors are not dragging and must comply with Coast Guard lighting requirements.

9.03. LIGHTERING (PASSENGER) – Any cruise ship either at anchor or adrift off shore of the Port of Homer for the purpose of transferring passengers to or from shore using the vessel’s small boats. All lightering operations require advance notice and must be approved by the Port of Homer. Associated lightering fees shall be assessed to the mothership for passengers that are lightered into and out of the port by way of the ship’s small boats. The passenger count used to determine the fee amount shall be based on the ship’s passenger manifest, not the actual number of persons that come ashore. Fee amounts are listed in Appendix A fee schedule.

**RULE 10 – SANITATION, HOT WORK AND VESSEL MAINTENANCE**

10.01. GENERAL PROVISIONS – All users of City docks, Terminal and Harbor facilities shall exercise due care for the protection of life, property and the public from injury or damage. Additional safety and sanitation rules applicable to docks and terminals should be consulted including the Ordinances of the City of Homer stated in Homer City Code, Chapter 5.06, (Nuclear Free Zone Which Includes Harbor Facilities), Chapter 5.08 (Garbage and Solid Waste Disposal), Chapter 5.16 (Public Nuisances), Chapter 5.20 (Fire Prevention and Explosives), and Title 10 (Port and Harbor).

10.02. SANITATION – All sanitation laws, regulations and policies of the City of Homer, Homer Harbor’s Facility Security Plan, the Kenai Peninsula Borough, the State of Alaska, the United States Coast Guard and the United States Department of Homeland Security, including those adopted by international treaty, apply to City docks, Terminal or Harbor facilities. All users, including shippers, vessels, and consignees are hereby warned that the party or parties responsible for infractions of such laws, regulations or policies will be subject to and responsible for any penalties that may result from their violation of those laws, regulations and policies.

10.03. RESPONSIBILITY FOR HOUSEKEEPING – Users of docks and other terminal and harbor facilities will be required to maintain same in an orderly manner as directed by the Port Director. It is unlawful for any person to dump or otherwise dispose of refuse, sewage, garbage, rocks, and/or debris of any kind or type whatever into the water under the jurisdiction of the City of Homer Port and Harbor. Deposit of fish carcasses, including heads, bones or viscera from fishing activities is authorized only at designated locations.

10.04. MATERIAL IN WATER – Persons using City facilities shall not permit material of any type to enter the water. All persons are subject to the provisions of Homer City code and the Federal Clean Water Act.



10.05. DISCHARGE OF OIL OR REFUSE – It shall be unlawful for any person to pump, discharge, deposit or allow any oil, spirits, inflammable liquids, coal tar, refuse, residuary product of coal, petroleum, asphalt, bitumen, carbonaceous material or substance, any related product or compound, any bilge water containing any of these materials or substances into the waters of the Harbor.

10.06. USED OIL AND PETROLEUM PRODUCTS DISPOSAL – All used oil and petroleum products must be properly disposed of by the vessel/owner. The City of Homer provides disposal for used oil, antifreeze, oil filters, batteries, and oil absorbents at two locations at the harbor, Ramp 2 and 8. The disposal containers are for vessels that are currently moored in the small boat harbor and for small quantities of fluids. Twenty five (25) gallons or less for oil and twenty five (25) gallons or less for antifreeze. Vessels stored in any privately owned storage yards are not allowed to dispose of their waste materials at the Homer harbor. Likewise for home owners, area businesses or other related vessel industry.

Harbor patrons who have quantities larger than twenty five (25) gallons of used oil to dispose of should contact the harbor office for options. Clean used oil (meaning not contaminated with water, solvents, soaps, or other) is of value to local businesses that burn it for heating large buildings. Contact the harbor office for a list of businesses that may be willing to accept the clean oil for free.

Disposal of more than twenty five (25) gallons of used oil or antifreeze or any amount of oily water in one calendar day may be done by appointment with Port Maintenance. Fee for disposal is listed in Appendix A fee schedule.

Ships moored at either the Pioneer or Deep Water Dock need to contact the harbor office and make arrangements for disposal of used oil or other hazardous materials.

There shall be no storage, even of a temporary nature, of used oil or petroleum products on City docks, wharves, piers, or finger floats. Any vessel/owner/agent storing or disposing of used oil in an inappropriate or illegal manner may be barred from further use of the Homer Port and Harbor and/or penalized according to the provisions of Federal, State and Local law.

10.07. OVERBOARD DISCHARGE – Pumping untreated sewage into the waters of the Harbor is strictly prohibited by Federal and State law. The discharge of gray water, dirty ballast or other fluids deemed inappropriate by the Port Director while berthed at Port facilities is prohibited. Discharges by vessels utilizing treatment equipment approved under US Federal Standards is permitted under the authority of the Port Director whose determination shall be final. Discharge of fluids overboard does not apply to cooling water but does apply to the cleaning of decks and anchors/chain when in the sole discretion of the Port Director, it impacts Terminal property.



10.08. TRASH – The disposal of trash into the water is prohibited.

10.09. CLEANING OF OPERATIONAL AREAS – All authorized cargo handling entities and permit holders are responsible to clean up wharves, docks, and assigned premises used by them, in their operation, within twenty-four (24) hours after completion of a cargo operation, and within six (6) hours after completion of a cruise ship operation

10.10. TRASH AND OTHER MATERIALS – Trash, rubbish, refuse or other material must be removed from any property controlled by the Port. This includes floats in the harbor. Storing materials on the floats is prohibited due to public access. Materials may be removed by the Port Director at any time with all expenses of removal and liability assigned to the person or the vessel that last used the facility. This includes the owner, shipper, consignee or other responsible party as may appear on moorage agreements, shipping documents, manifests, or other sources. Material removed by the Port will be removed at the expense of the party responsible.

10.11. ABANDONED CARGO – The vessel shall bear the expense of removing from piers abandoned cargo, such as damaged or unaccepted goods, and shall be responsible for payment of wharfage, storage and other accrued charges on such cargo.

10.12. UTILITY SERVICES – No person shall tap, connect, disconnect, or interfere with any water outlet, water pipe, water connection, telephone equipment, as well as electrical devices of any kind on docks or in stalls maintained or operated by the City in the Homer Port or Small Boat Harbor without first having obtained the permission of the Port Director; or interfere with or tamper with any wharf, float, gangway, ramp, or any other facility operated by the City.

10.13. HARBOR EQUIPMENT – No person shall use or disturb any port or harbor equipment or facilities; except fire extinguishers in a fire emergency and harbor carts. City provided harbor carts are for use on the floats carts should be returned to floats after each use.

10.14. HOT WORK – Hot work is any operation involving oxyacetylene or electric welding, burning, cutting, open flame or other heat producing activities. Hot work is prohibited on any Marine Terminal or vessel moored thereto unless it is approved by the Port Director and it is in compliance with all Federal, State, Port and Local governmental rules and regulations.

10.15. HOTWORK PERMIT – Hot Work permit must be completed and approved by the Port Director prior to the start of any approved hot work. This Hot Work –permit shall include the location of hotwork within the harbor or port facilities, the expected start date, time and expected duration of the hot work.

10.16. PROHIBITION – Hot work is prohibited at any time, on the marine facilities, during the movement or transfer of dangerous cargoes or petroleum products.





10.17. COMPLIANCE – All hot work shall be conducted in accordance with the Rules and Regulations established by the Port and fire safety standards.

10.18. FIRE EXTINGUISHER REQUIREMENTS – Fire extinguishers in operating condition must be readily available on or immediately adjacent to all welding, cutting, or open flame equipment being used on vessels. Fire extinguishers in operating condition must be readily available on all machines, cranes, and welders used on the docks or within the Terminal.

**RULE 11 – SAFETY**

11.01. COMPLIANCE – All safety regulations as established by the Port Director, City of Homer, State of Alaska and Federal agencies shall be complied with at all times.

11.02. PERSONAL SAFETY EQUIPMENT – Personal safety equipment is required to be used at all times by Terminal staff, contract labor, truck drivers and vessel crews in open Terminal areas. This shall include an appropriate floatation work vests or coats, hard hats, hearing protection, steel toed shoes, high visibility safety vests, life jackets, and clothing offering full body coverage, respirators, gloves or other equipment.

11.03. DEFECTIVE OR UNSAFE PROPERTY – Whenever any wharf, wharf premise, property or any portion located in the Port of Homer is in such defective or damaged condition as to be unsafe or dangerous to persons or property, it shall be the duty of the owner, agent or person in charge to immediately advise the Port Director of said damage or dangerous condition. No person shall interfere with, remove or disturb in any manner any warnings, fences or other barriers which have been erected or set in place as protection or warnings against a dangerous condition.

11.04. FIRE EXTINGUISHERS – Hand held fire extinguishers are provided by the City and are located on all harbor floats, docks, laydown demurrage yards, barge ramp and the load and launch ramp. Any use of City fire extinguishers must immediately be reported to the Port Director.

11.05. STOVES, FIRES & EQUIPMENT – No person shall leave a stove or other heating equipment in unattended operation on a vessel moored or docked on the harbor facilities unless such equipment has been certified as safe for such unattended use. No person shall leave any vessel unattended while fire or open flame is burning or is present.

**RULE 12 – VEHICLE PARKING**

12.01. VEHICLE ACCESS LIMITED ON DOCKS (Pioneer dock, Deep Water Dock, Fish Dock) – It shall be unlawful for any person to operate any vehicle on the dock facilities except while engaged in the performance of necessary duties which require the presence of such vehicle on a dock facility or while loading or discharging freight or passengers. Any vehicle shall be under the constant attendance of the operator and subject to the rules in this Tariff. It shall be the duty of such operator to immediately remove such vehicle from the



wharf or pier upon the completion of the transaction of necessary business. The Port Director has the authority to remove any vehicle in violation of this rule at the sole expense of the owner and may be refused further access to any Port property at the discretion of the Port Director.

12.02. STORAGE OF VEHICLES – It shall be unlawful for any motor vehicle to be stored on any wharf unless such vehicle shall first have been drained of all gasoline or other liquid petroleum products, except at such places as the Port Director may designate.

12.03. VEHICLE WARNING LIGHTS/ALARMS – Maintenance or vehicles working on piers or in Terminal yards, when moving or stationary, in working areas shall display an operating overhead amber warning light. All maintenance vehicles shall be equipped with backup alarms.

12.04. VEHICLE ACCESS TO VESSEL – Access to a berthed vessel by taxi, van, bus or other vehicle shall not be granted by the vessel without permission of the Port Director or designee.

12.05. SPEED LIMIT ON PORT PROPERTY – Any person operating a vehicle on any wharf area, within any transit shed, warehouse, marine terminal area, or in any other area where cargo is handled, shall not operate at a greater rate of speed than ten (10) miles per hour, unless otherwise posted. During cargo handling or other operations, no person shall operate a vehicle at such speed or in any manner so as to endanger life, limb or property.

12.06. PARKING OF VEHICLES – It shall be unlawful for any person to leave or park a vehicle upon any portion of any City property outside of designated parking areas or without the permission of the Port Director. The Port Director shall erect and maintain appropriate signage giving notice that no parking is allowed in restricted areas. Parking of motor vehicles, other than motor vehicles that are cargo, shall be permitted only in those areas designated for such parking. Vehicles are only permitted on wharf areas with the permission of the Port Director.

12.07. PARKING LIMITS – Parking of motor vehicles in areas designated for parking shall be for the time limits specified and posted for those areas. The parking of motor vehicles in areas in which parking is prohibited or the parking of motor vehicles in areas designated for parking beyond the time limits specified are subject to ticketing and towing or impound in accordance with applicable law.

12.08. PARKING FEES (SHORT TERM) – Parking fees are to be collected on the port terminal facility. Locations and times will be clearly marked with the appropriate signage, enforced by Port parking enforcement officers, and authorized in title 7 of Homer City Code.

12.09 PARKING FEES – VEHICLES WITH BOAT TRAILERS (7 DAYS) – The City owns and provides access to 7 day public use parking for vehicles with boat trailers. Persons with vehicles and boat trailers using the load and launch ramp are obligated to pay a levied parking impact fee at the time of load and launch pass purchase. Persons purchasing a season Load and Launch pass are similarly obligated to pay a seasonal levied parking impact fee. Levied Parking impact fee costs can be found in Appendix A fee schedule.



12.10. PARKING PERMITS – Vehicles over 20’ are not eligible for long term parking permits. Listed below are the types of permits that are available for purchase and the rules associated with them. Parking permit fees/costs can be found in Appendix A fee schedule.

**TYPES OF PERMITS**

- a. Seasonal permits for day use parking
- b. Monthly permits for day use parking
  
- c. Long Term parking annual permit for vessel owners paying annual moorage in the Homer Harbor
- d. Long Term parking annual permit (January 1st through December 31st)
- e. Long Term Monthly parking permit for vehicles less than 20’ (for 30 consecutive days).
- f. Long Term Monthly parking permit for non-commercial vehicles over 20’
- g. Long Term Weekly parking permit for vehicles less than 20’ (for 7 consecutive days)
- h. Long Term Weekly parking permit for non-commercial vehicles over 20’ (for 7 consecutive days)

**RULES**

- a. Long Term parking permits required for vehicles 20’ or less parked in excess of seven (7) consecutive 24-hour days.
- b. Long term parking will be enforced year-round.
- c. Fee Pay Daily Parking requirements active from Memorial Day to Labor Day
- d. Existing code definitions for restricted parking, vehicles, junk vehicles, and fines for violations apply.
- e. Failure to pay violations will result in an additional fee per month and any other legal or collection fee authorized by law.

**RULE 13 – WHARFAGE, DEMURRAGE AND FREE TIME**

**13.01. WHARFAGE**

- a. APPLICATION – Wharfage is the charge assessed against any freight or merchandise placed in transit sheds, on a wharf, passing through, over or under a wharf, transferred between vessels, loaded to or unloaded from a vessel at a wharf, regardless of whether or not a wharf is used. Wharfage is solely the charge for use of wharf and does not include handling, sorting, piling of freight or charges for any other services. Wharfage rates named in the Tariff will be charged for all merchandise or cargoes received inbound or shipped outbound over the City docks, barge ramp or barge beaching site, and will be in addition to all other charges made under provisions of this Tariff. Wharfage is applied to all inbound and outbound cargo.
  
- b. WHARFAGE REPORTS – Wharfage from all docks, ramps and beaches is self-reported. Report and payment are due to the Homer harbor office by date stated on the Wharfage report. Report forms are available at the harbor office and on the City of Homer Port and Harbor website.



- c. EXCEPTIONS – No wharfage shall be charged to ship's gear, such as strong-backs, lines, hatch covers, walking boards, etc., placed on wharf during unloading operations. This shall also exclude cargo moving to or from alongside a vessel for loading or unloading, or cargo between any place on the Terminal which are handled on trucks, lighter, barges or any other means of conveyance to and from the terminal facility. No wharfage shall be charged to gear used in commercial fishing operations, such as nets, reels, tendering equipment, or deck shelters. This shall also exclude cargo destined for direct use in a fishing operation.
- d. FUEL WHARFAGE – Fuel handled over wharf will not be considered as ship stores and will be subject to wharfage and other charges that may be incurred.
- e. LOG WHARFAGE – Logs that are unloaded at Port of Homer barge beaching site will be charged 50% of the wharfage rate applicable to outbound (export) shipment. However, if these cargoes are not exported over Deep Water Dock with full payment of outbound wharfage within 60 days of unloading at the barge beaching site, then the additional 50% of wharfage will be owed and paid for the inbound product. Log quantities will be reported by manifest to the Port Office for subsequent billing. The basis for measuring 1,000 board feet (M.B.M.) log scale shall be the Scribner Rule or Scribner Dec. C Log Rule. All log scales will be performed by an independent log scaling bureau. Certified copies of log scale tickets and/or log scale books shall be provided to the Port for all logs shipped. The basis for the Tariff payment to the City will be computed on a net log scale, with a maximum of a twenty five percent (25% deduct factor for defects and taper; that is gross scale minus 25% total deduct.
- f. OVERSIDE WHARFAGE – One-half of wharfage named herein will be charged to merchandise or cargo discharged or loaded over the side of vessels directly to or from another vessel or to the water when vessel is berthed at wharf.
- g. PASSENGER WHARFAGE (REGULATED) – A fee charged for a passenger embarking, disembarking or landing aboard a passenger vessel for hire that is subject to Coast Guard CFR 33 104 regulations and located at the Port of Homer.
- h. PASSENGER WHARFAGE (NON-REGULATED) – A fee charged for a passenger embarking, disembarking or landing aboard a passenger vessel for hire at the Port of Homer
- i. RESTOWED CARGO WHARFAGE – Restowed cargo destined for discharging at another port will be exempt of wharfage charges, provided such cargo is not removed from the wharf prior to re-loading to the vessel.
- j. BONE DRY UNITS – A Bone Dry Unit (BDU) is defined as 1.2 bone-dry tons of wood chips. A bone dry ton is that quantity of wood chips which would weigh 2,000 lbs. when dry.
- k. APPLICATION – Rates provided for commodities herein are specific and may not be applied by analogy. If rates are not provided for specific commodities, rates to be applied are those established for "Freight N.O.S."



l. RATE VALUES – Except as otherwise provided herein, rates apply per short ton which is 2,000 lbs., or per 32 cu.ft. as rated by ocean carriers, or per 1,000 feet board measure, or 42 gallons per barrel of bulk petroleum products corrected to 60 degrees Fahrenheit net, or 376 lbs. per barrel of bulk cement, or per bone dry wood chips as rated by ocean carrier

m. SCHEDULE OF WHARFAGE RATES – Except as otherwise specifically provided, rates are in U.S. dollars (USD) per short ton of 2000 lbs. or per 32 cubic foot. Specific rate table can be found in Appendix A fee schedule. Short ton = 0.907185 metric tons

(1) Finished lumber per MBM (Note: Industry standard conversion formulas shall be used in converting pounds to board feet measure.)

(2) In absence of board feet measure on bill of lading, a load-out rate will be assessed by converting the weight of logs to board foot measure, for the average diameter of logs (small end diameter) in accordance with the following table for white spruce logs:

Scaling Diameter of Logs-Inches	Weight per Board Feet-Pounds
8"	14.5
12"	11.5
16"	9.5
20"	8.5
24"	7.8

Kiln dried lumber: Three pounds will equal one board foot measure.

13.02. DEMURRAGE

a. APPLICATION – Demurrage shall be assessed against cargo remaining in or on terminal facilities after the expiration of free time, unless arrangements have been made for storage.

b. RATE – Demurrage will be assessed at a set rate per square foot per day, based on the “foot print” occupied by cargo in the laydown area. For cargo with overhangs, the footprint plus the area under the overhang that is unusable for other storage will be assessed. Demurrage rate can be found in Appendix A fee schedule.

13.03. FREE TIME

a. APPLICATION – Free time is the specified period during which cargo may occupy space assigned to it on terminal property free of demurrage or terminal storage charges, immediately prior to the loading, or subsequent to the discharge, of such cargo from the vessel. Free time periods may be adjusted or changed at any time by the Port Director.



- b. FREE TIME PERIODS – Free time is calculated inclusive of Saturdays, Sundays or holidays. Free time starts the first 7 A.M. after freight is received or unloaded onto the Terminal from car, truck, or, in the case of freight received from a vessel, the first 7 A.M. after completion of vessel’s discharge. When freight is transshipped between deep sea vessels and involves application of a long and short free time period, the longer period shall be used, but not the aggregate of any two free time periods. Free time of 3 days will be allowed on all inbound traffic. Free time of 3 days will be allowed on all outbound traffic.

**RULE 14 – MISCELLANEOUS RULES: Smoking, Property Damage, Defacement, Animals**

14.01. SMOKING PROHIBITED – No smoking shall be allowed on any wharf, pier or in any port or harbor facility during fueling operations or at any time on any fuel station. Persons violating this rule may be barred, at the discretion of the Port Director, from the further use of any wharf or facility and, in addition, shall be subject to prosecution under applicable Federal, State and Municipal laws.

14.02. DAMAGE TO PROPERTY – Users damaging City docks, floats, ramps, or other property of the City of Homer will be responsible for cost of repairs. User will be billed for repairs to damaged property at cost, including materials, labor and administration.

14.03. NO POSTING OR DEFACEMENT – No person shall write or post any written or printed matter in any place within or on any Homer Port or Harbor facilities, except upon bulletin boards constructed for the purpose only after having obtained permission from the Port Director. No person or organization shall install permanent signage on the Port facilities without permission from the Port Director and a signed Memorandum of Agreement (MOA). No person shall disregard, deface, remove, tamper with or damage any sign or notice posted or installed by the Port Director.

14.04. ANIMALS – All dogs or other animals will at all times be under the physical control of the owner or person in charge of the animal in accordance with 20.08.020 of the City Code.

**RULE 15 – CHARGES: Applications, Rules & Regulations**

15.01. SALES TAXES – All rates in this Tariff will have a combined Borough and City sales tax applied. Exceptions: The load and launch ramp daily fee, seasonal launch ramp fee, and vehicle parking permits fees all have the Borough and City sales taxes included in the fee for ease of collection.

15.02. SERVICE CHARGES – A service charge is assessed, in addition to other charges set forth in this Tariff, for specific services provided by the City of Homer or its agents.



15.03. RESPONSIBILITY FOR CHARGES – The vessel, its owner or agents, shippers or consignees, and the owner of cargo on the vessel shall be jointly and severally responsible for payment of charges named herein. Payment responsibility applies without regard to the provisions of bills of lading, charter party agreements, contracts or other conflicting provisions.

15.04. PREPAYMENT, TIME OF PREPAYMENT, ACCEPTABLE SECURITY – All charges for services rendered by the Port or for the use of terminal, dock and harbor facilities are due and payable in United States currency as they accrue upon completion of such services or uses. Failure to pay an invoice when due shall render the account delinquent and subject to legal collection efforts. The Port Director may require payment in advance of any or all charges prior to rendering services or granting use of terminal, dock or harbor service.

15.05. CHARGES ON DELINQUENT ACCOUNTS – All invoices, except for damages to City of Homer property will be declared delinquent 45 days after billing date (Statement date) and will be charged interest at the rate of 10.5% per annum (.875% per month).

15.06. DELAYS AT BERTH – Delays occasionally associated with loading, unloading, receiving or delivering freight, or the berthing of vessels as a result of harbor, terminal or dock congestion, equipment failure or breakdown, or combinations of issues will not excuse the owners, shippers, consignees or carriers of the freight or vessel from full wharfage, demurrage, berthing, terminal, dock or harbor charges or expenses which may be incurred as a result of such actions.

15.07. COSTS RELATED TO STRIKES OR CIVIL ACTIONS – Strikes of any persons in the employ of the City of Homer or other parties, arising from any other cause not reasonably within the control of the City of Homer, will not excuse the owners, shippers, consignees or carriers of the freight or vessel from full wharfage, demurrage, berthing, terminal, dock or harbor charges or expenses which may be incurred as a result of such actions.

**RULE 16 – RATES: Labor, Towing, Pumping, Equipment, Special Services, Sewage, Third Party Billing, Search & Rescue**

16.01. LABOR/PERSONNEL

- a. City Labor-When labor is furnished by the City at the request of a user it is expressly stipulated that the City acts as agent of the user. The City shall charge for labor provided by the City for the following services not specifically described in this Tariff:
  - i. Rates Not Specified-Services for loading, unloading, or transferring cargo for which no specific commodity rates are provided and which cannot be performed at the rates named N.O.S. as well as cargo in packages or units of such unusual bulk, size, shape or weight as to preclude performing such services at rates named under individual items of this Tariff.
  - ii. Services for which no specific commodity rates are provided and any other services for which specific rates are named in this Tariff because of unusual conditions or requirements of shippers not normally incidental to such services preclude the performance.



- iii. Services of cleaning City docks or terminal facilities of dunnage, stevedore gear, and other equipment or material when the shipper, vessel owner or consignee fails to promptly clear the facility as requested by the Port Director.
- b. Application Period-When a user notifies the Port Director for labor for a specific time and labor is on the job ready for work at that time, labor costs shall be charged from the time the labor is ready for work until the work is concluded even if the work is delayed through no fault of the City.
- c. Rates-All labor provided by City personnel shall be charged at a rate per hour. (½ hour minimum). Work requiring call-outs shall be charged at a minimum of two hours. Rate for labor can be found in Appendix A fee schedule.

16.02. TOWING SERVICES – Towing inside of the Small Boat Harbor shall be assessed by using the following criteria:

- a. Skiff with operator ½ hour
- b. Skiff with operator 1 man hour
- ⊖ Any additional personnel required will be charged additionally at the skiff with operator 1 man hour rate

Towing services fees/rates can be found in Appendix A fee schedule.

16.03. PUMPING VESSELS – Use of an electric pump is billed at a rate per day or portion of day. Use of gas pump is billed at a rate per hour, minimum charge of one hour, which includes attendant time. Fee rates for use of pumps can be found in Appendix A fee schedule.

16.04. EQUIPMENT – City Equipment-When the City utilizes their equipment to provide services; it will charge users for the cost of that equipment on an hourly basis.

16.05. SPECIAL SERVICES – Special services including waste, bulk oil, or garbage disposal shall be billed at the City’s actual cost, including City labor costs, plus 125% of City costs for services. This includes the costs for outside services arranged and paid for by the City. Except where otherwise required by law, the Port Director has the authority to provide, arrange for or refuse the provision of services in addition to those set out in this Tariff.

16.06. SEWAGE – Special services shall not include the taking or handling of sewage of any kind. Sewage disposal must be accomplished by the vessel owner or his agent pursuant to Federal, State and Municipal laws, codes and ordinances.

16.07. THIRD PARTY BILLING ADMINISTRATIVE FEE – The City requires charges be billed to the vessel receiving the services. If arrangements are made with the Port Director for third party billing, a 5% Administrative Fee will be assessed to the vessel receiving services.

16.08. SEARCH AND RESCUE/EQUIPMENT & PERSONNEL – In addition to other Tariff provisions, when the City utilizes City equipment and personnel to provide search and rescue assistance to vessels including towing, outside of the Homer’s Port and Harbor, the Port Director may charge users of those services per hour for skiff or tug and operator for the first hour or any part, and for additional





search and rescue assistance beyond one hour. When skiff AND tug are used each will be charged at the hourly rate independently.



**SECTION II**  
**Pioneer Dock and Deep Water Dock**  
**Rules, Regulations, & Rates**

**RULE 17 – DOCKS: RULES AND REGULATIONS**

17.01. RESPONSIBILITY LIMITED – No person other than employees of the holders of authorized Terminal Use Permits or Special Use Permits shall be permitted to perform any services on the Pioneer Dock or the Deep Water Dock except on written authorization of the Port Director. The City of Homer, its employees and agents, shall not be liable for the injury of persons or any loss, damage or theft caused by their presence on the City docks or terminal facilities. The City of Homer shall be liable for any portion of loss or damage that is directly caused by its own negligence.

17.02. TERMINAL USE PERMITS – Handling, loading and unloading services are provided by independent agents at all terminal facilities covered by this Tariff. A Terminal Use Permit is required for any qualified agent desiring to provide longshoring services for hire at the terminal facilities. Terminal Use Permit holders only shall report and pay monthly to the City a permit fee equal to five percent (5%) of Permit charges invoiced to a customer for all handling, loading and unloading services.

17.03. APPLICATION FOR BERTHING – All vessels, or their owners or berthing agents, desiring a berth at the Deep Water Dock and Pioneer Dock shall, within a minimum time of twenty-four (24) hours, make advance application for berthing (namely a Berth Scheduling Request Form). Priority is given to dock use when reserved in advance. Reservation of dock use must specify the dock requested, arrival and departure dates, billing information, email address and the nature and quantity of the freight to be loaded or discharged.

- a. Preferential berthing rights may be accorded by contract.
- b. Berth Requests may require the timely filing of financial responsibility information in accordance with, and otherwise governed by, the terms and conditions set forth in this section.
- c. The berthing agent shall be held personally liable to the City of Homer as a result of the agent's failure to accurately report the information submitted on the Berth Request.
- d. Should any information change after submission of an application, the owner or berthing agent shall promptly file an amended Vessel Berthing Application with the Port Director before such berthing takes place.

17.04. TUG REQUIREMENT AND SPEED LIMITATIONS – Vessels berthing or departing docks subject to the Tariff must use sufficient tugs so vessel can be berthed or removed in a safe manner. Berthing speed



shall not exceed the maximum speed allowable for the tonnage or displacement of the vessel by the design of the facility.

17.05. MOORING AT PIERS – Tying to piling is prohibited. All vessels using the Deep Water Dock and Pioneer Dock will use bits and bollards provided.

17.06. DEEP WATER DOCK MAXIMUM CAPACITY – The Deep Water Dock (DWD) has the following maximum fender capacity:

<b>Homer Deep Water Dock Fender Capacity</b>									
<b>Berthing Contact at Interior Fenders</b>									
Vessel Weight (displacement)		Max forward velocity @ 15 degrees				Max velocity perpendicular to dock			
Short Ton	Metric Ton	ft/s	ft/min	m/s	knot	ft/s	ft/min	m/s	knot
8000	7500	3.4	200	1	2	0.88	53	0.27	0.5
44000	40000	1.3	78	0.4	0.77	0.38	23	0.12	0.2
72000	65000	0.9	54	0.27	0.53	0.26	16	0.08	0.2
<b>Berthing Contact at Corner Fender</b>									
Vessel Weight (displacement)		Max forward velocity @ 15 degrees				Max velocity perpendicular to dock			
Short Ton	Metric Ton	ft/s	ft/min	m/s	knot	ft/s	ft/min	m/s	knot
17000	15000	8.4	500	2.6	5	1.5	90	0.46	0.9
44000	40000	3.5	210	1.1	2	0.9	54	0.27	0.5
72000	65000	2.5	150	0.8	1.5	0.7	42	0.21	0.4
<b>Berthing Contact with Foam Camel Fenders Deployed</b>									
Vessel Weight (displacement)		Max forward velocity @ 10 degrees				Max velocity perpendicular to dock			
Short Ton	Metric Ton	ft/s	ft/min	m/s	knot	ft/s	ft/min	m/s	knot
107000	97000	0.67	40	0.2	0.4	0.12	7.2	0.04	0.07

17.07. PIONEER DOCK MAXIMUM CAPACITY – The Pioneer Dock has the following maximum fender capacity:

<b>Homer Pioneer Dock Fender Capacity</b>									
Vessel Weight (Displacement)		Max forward velocity @ 20 degrees				Max velocity perpendicular to dock			
Short Ton	Metric Ton	ft/s	ft/min	m/s	knot	ft/s	ft/min	m/s	knot
20000	18000	1.20	72.00	0.37	0.71	0.41	24.62	0.13	0.24
40000	36000	0.87	52.20	0.27	0.52	0.30	17.85	0.09	0.18
60000	55000	0.68	40.80	0.21	0.40	0.23	13.95	0.07	0.14
80000	73000	0.60	36.00	0.18	0.36	0.21	12.31	0.06	0.12

(Note: Vessel weight or displacement is the total weight of the vessel including hull, machinery, and all contents at the dock.)



17.08. NON-CITY EQUIPMENT – Non-City owned mobile cranes or boom trucks may not be brought onto the Deep Water Dock or Pioneer Dock for use in loading/unloading without advance Port Director approval.

17.09. RAT GUARDS – The vessel shall deploy, properly affix and maintain rat guards on all mooring lines after berthing and when alongside piers as required.

17.10. VESSELS ALONGSIDE – The vessel is responsible, at all times, for keeping mooring lines of vessels alongside, tightly secured whenever supply vessels, bunker barges, or other vessels are tied up alongside.

17.11. WINCHES – The vessel is responsible, at all times, for tending mooring winches to insure that the vessel is adequately moored alongside the berth. This shall include the frequent inspection of constant tension winches.

17.12. ADEQUATE CREW ABOARD – All vessels berthed at piers controlled by the Port shall at all times have sufficient crew to comply with orders issued by the Port and to tend to mooring lines or move the vessel at all times.

17.13. WEATHER AND TRAFFIC – The vessel shall, at all times, pay strict attention to weather conditions, water levels, currents, condition of mooring or other circumstances while at facilities. In the event of surge, operations as well as access to/from the vessel may be suspended and the gangway removed until any vessel surge has abated. The Port Director may require a vessel to get underway from facility if weather dictates to avoid facility damage.

17.14. LIGHTS AT NIGHT OR IN RESTRICTED VISIBILITY – All vessels, barges, cranes and other equipment, while anchored or moored at the Port, must show lights in accordance with applicable Federal, State and Municipal laws, rules and regulations.

17.15. LINEHANDLING – Line handling services may be contracted through a permitted stevedore or other approved provider.

**RULE 18-DOCK SECURITY**

18.01. REGULATORY APPLICABILITY – The Maritime Transportation Security Act of 2002 (33 CFR Parts 101, 102, 103, 105 ET AL) applies to the Port of Homer. Those vessels subject to the Act are required to interface with the Port. The Maritime Transportation Security Act and US Coast Guard/Federal Regulations (33 CFR part 105) applies to the Port of Homer. The Port operates the terminals under a Facility Security Plan approved by the US Coast Guard. The Port by advance notification to U.S.



Customs and Border Protection is a border entry point, and all persons, effects, and vehicles are subject to search under Federal Statute 19 US Code Section 482.

18.02. DECLARATION OF SECURITY – Declaration of Security (DOS) when required under the US Code of Federal Regulations will be signed by the Vessel Security Officer and the Facility Security Officer or designee where the DOS is required. The vessel and Port will comply with all items agreed to on the DOS while in Port.

18.03. NOTIFICATIONS – Regulated vessels 33 CFR 104 rules require that the vessel will notify the Port if any crew or passengers intend to disembark and provide the names of all personnel leaving the ship. The vessel will provide advance notification of any visitors, and stores or goods to be delivered to the vessel while in the Port. The vessel must notify the Port and the US Coast Guard of any maritime incidents while in the Port.

18.04. SEARCHES – All vehicles and persons permitted to travel on piers may be searched prior to being permitted into the Terminal by security personnel.

#### **RULE 19-DOCK -CONDITIONS OF BERTHING /BERTH REQUESTS**

19.01. PAYMENT DUE – Unless otherwise arranged, the terms of payment for all applicable terminal or dockage charges shall be cash in advance. A cash deposit or acceptable security in an amount equal to 125% of the estimated applicable charges will be required to be posted with the Port Director six days prior to the vessel's scheduled arrival or at such time as may be authorized or directed by the Port Director, but in all cases in advance of actual services rendered.

19.02. CREDIT OR SECURITY – The Port Director may waive the requirement of cash in advance as to all or any category or categories of its anticipated Port charges when the party responsible for such charges has been identified by berthing agent to the satisfaction of the Port Director, and:

- a. That the party responsible has established credit worthiness acceptable to the Port Director; or
- b. Adequate security, acceptable to the Port Director in an amount equal to 125% of the applicable estimated port charges, has been posted; or
- c. The agent requesting the berth, or another entity, in each case applicable to the Port Director is credit worthy, has personally accepted financial responsibility for the applicable charges.

19.03. ESTIMATE REQUIRED-The vessel agent or other person requesting a berth shall provide an estimate of the amount of each category of port charges, as enumerated, and the party responsible there for.

19.04. APPROVAL REQUIRED – All estimates of terminal and dockage charges are subject to approval and/or adjustment by the Port Director.



19.05. ACKNOWLEDGEMENT – The Port Director shall promptly, after receipt of the berthing application form, advise the berthing agent as to its approval or provide an adjusted estimate of terminal charges. The Port Director will also advise whether posting of cash or security is required for any one or more categories of such charges and the amount due.

19.06. COMPLIANCE – In addition to the terms for berth reservation and establishment of financial responsibility as set forth herein, request for berth reservation and assignment of berths shall otherwise be in accordance with all Local rules and regulations established by the City of Homer.

19.07. TEMPORARY BERTHING – For safety or other reasons, the City of Homer in some circumstances may grant a temporary berth before the owner or agent has paid all applicable charges or otherwise complied with all applicable Tariff provisions of conditions of berthing. In such circumstances, the vessel may unload its cargo only if the Port Director determines that a regular berth is available. The owner shall pay all applicable charges and shall comply with all other Tariff provisions and conditions of berthing. If no regular berth is available, or the vessel owner or agent has not answered all financial responsibilities as required by the Port Director, the vessel may not unload its cargo and shall depart as soon as possible. The vessel shall be assessed appropriate fees as set forth in this Tariff.

**RULE 20 – DOCK BULK PETROLEUM PRODUCTS**

20.01. APPLICATION OF TARIFF – Except as otherwise provided in this section, the rates, rules and regulations published in other sections of this Tariff apply to vessels, shippers, and consignees of Bulk Petroleum Products.

20.02. CLEARING AND HEATING PETROLEUM LINES – Shippers, consignees, or vessels and persons in charge are responsible for providing steam or other heating means to assure the proper flow of asphalt and other petroleum products requiring heat. Shippers, consignees, or vessels and persons in charge will be responsible for clearing all petroleum products from lines located on or adjacent to any Terminal facility after a vessel completes loading or discharge unless otherwise authorized by the Port Director.

20.03. REGULATIONS GOVERNING PETROLEUM PRODUCTS – The transfer of bulk petroleum products shall be made in compliance with City of Homer Code provisions including Chapter 5.20 (Fire Prevention), as well as other Federal, State and Municipal laws, rules or regulations.

20.04. SPILLS AND CONNECTIONS – Flammable liquids and all hydrocarbons leaked or spilled on wharves shall be cleaned up immediately. Vessels or consignees shall remove temporary lines immediately upon completion of receipt or discharge of flammable liquids. Spillage from disconnected lines shall be cleaned up immediately by vessel or consignee.

20.05. MANIFEST REQUIREMENTS – Masters, owners, agents or operators of vessels are required to furnish the City of Homer with complete copies of vessel’s manifests showing the name of consignees or consignors and the weights or measurements of all freight loaded or discharged at the docks,



terminal or harbor facilities of the City of Homer. Such manifests must be certified as correct by an authorized official of the company and must also designate the base weight or measurement on which ocean freight was assessed. In lieu of manifests, freight bills containing all information as required above may be accepted.

20.06. BERTH OCCUPANCY – Vessels may occupy a berth, subject to charges named in this Tariff providing such vessel shall vacate the berth upon demand by the Port. Vessels refusing to vacate berth upon demand may be moved by tug or otherwise, and any expense, including damages to other vessels or to the facility during such removal, shall be charged to the vessel so moved. Vessels at berth engaged in loading or discharging cargo may be required to work overtime at the discretion of the Port. Overtime differentials shall be the responsibility of the vessel’s owners, agents or operators.

20.07. PREFERENTIAL BERTHING, PIONEER DOCK – Preferential privileges per agreements are given to the Alaska Marine Highway System ferry vessels for docking on the face of the Pioneer Dock and the U.S. Coast Guard vessel assigned for docking on the northwest trestle berth of the Pioneer Dock.

**RULE 21 – DOCK FUELING & BUNKERING AT THE PIONEER DOCK & DEEP WATER DOCK**

21.01. SPECIAL TERMINAL USE PERMIT AND REQUIREMENTS: For Petroleum Product Transfer – Fueling vessels at the Pioneer Dock and the Deep Water Dock by truck or vessel is permitted with the permission of the Port Director and the completion of a Special Terminal Use Permit. The Special Terminal Use Permit shall be completed annually with an annual permit issuance fee. F e e c o s t c a n b e f o u n d i n A p p e n d i x A f e e s c h e d u l e . In addition, the Permittee shall file timely fuel wharfage reports stating the gallons of petroleum product dispensed with the required payment.

21.02. INSURANCE – Vendors shall provide proof of liability insurance to the Port Director, naming the Port as co-insured. The level of insurance shall be determined by the Port Director whose decision shall be final.

21.03. SMOKING – Smoking shall not be allowed on vessel weather decks or the pier during fuel transfer operations.

21.04. SIGNAGE – Proper signage stating “No Smoking, No Visitors, No Open Lights” shall be posted at the head of the gangway on the pier during fueling operations in conformance with Federal Regulations. The Permittee shall observe all rules and signs posted at the Port, including “No Smoking” signs posted at the marine terminal and all U.S. Coast Guard Safety Requirements, whether or not they are posted.

21.05. FIRE FIGHTING EQUIPMENT – Prior to transfer operations, at least two ship fire hoses shall be laid out and connected to the fire main nearest the transfer station; one forward and one aft. At least two handheld dry chemical fire extinguishers shall be conveniently placed for use at the vessel’s manifold. The Permittee shall keep fire lanes clear and maintain fire control equipment in a readily accessible location.



21.06. SPILL PLAN – An oil spill response and contingency plan must be filed with the Port in advance for review by the Port Director.

21.07. CONTAINMENT – Permittee shall outfit its delivery trucks with spill containment and/or clean up equipment and materials sufficient to contain and clean up spills of petroleum products that may occur from its operations. Proper spill containment must be provided by the vessel at or near the manifold, including if necessary plugging of vessel scuppers.

21.08. COMMUNICATIONS – The vessel and vendor shall maintain direct communications with each other at all times during transfer operations.

21.09. NOTICES – The Port Director shall be notified in advance that fueling operations will take place. In the event of a spill on board or into the water it is the vessel Master’s responsibility to shut down operations, contain the spill, immediately notify the US Coast Guard, the Port Director and other required Federal, State and Local authorities.

21.10. ACCESS TO VESSEL DURING FUELING – Access to the vessel by way of the gangway will not normally be prohibited during fueling operations. The Port Director shall prohibit access to the vessel if, in his/her opinion, an unsafe situation has developed or is developing.

21.11. FLAGS AND LIGHTS – During fueling operations a “Bravo” flag shall be flown on the vessel where clearly visible. A red light shall be displayed on the mast in times of darkness or restricted visibility.

21.12. EMERGENCY SHUTDOWN – If the Port Director, vessel Master or Person in Charge (PIC) of fueling operations finds cause or suspects a cause of an unsafe condition, or the potential of a spill, the transfer operations shall immediately stop. Transfer operations shall also be stopped during thunderstorms.

**RULE 22 – DOCK RATES**

22.01. DOCKAGE RATES – Vessels are charged by their length over all and by the calendar day. For billing purposes, the LOA shall be obtained from the vessel’s Certificate of Registry or from another published reliable source, or actual measurement at the discretion of the Port Director. Dockage rate chart can be found in Appendix A fee schedule.

22.02. SUPPLEMENTAL SERVICE CHARGE IN ADDITION TO DOCKAGE

- a. A service charge per landing will be assessed to each vessel in addition to the dockage rates above.
- b. A service charge per landing will be assessed for each Cruise Ship in addition to dockage rates above.





22.03. POTABLE WATER – Potable water furnished to vessels at the Deep Water Dock and Pioneer Dock shall be assessed in the following ways:

- a. Quantity charge, per one thousand gallons (minimum five thousand gallons).
- b. Scheduled deliveries will have a minimum charge for combined connection and disconnection.

Rates for supplemental service fees can be found in Appendix A fee schedule.

22.04. CRANE – The crane at the inside of (berth No. 2) of Deep Water Dock shall be subject to the same charges and usage requirements.

22.05. REGULATED GARBAGE HANDLING

- a. APPLICATION – Regulated garbage, as per the Code of Federal Regulations, is garbage from foreign going vessels that contains, or that is suspected of containing, food scraps or food waste.
- b. REQUIRED DOCUMENTS – Foreign flagged vessels not in possession of a valid USA Customs issued “purge document” and who are requesting to dispose of regulated garbage are required to have their agent contact the Port of Homer prior to arrival for a contact list of qualified Terminal Use Permit vendors capable of providing this specialized service. Only qualified and approved vendors will be allowed to remove regulated garbage.



## **SECTION III**

### **Fish Dock**

#### **Rules, Regulations, & Rates**

##### **RULE 23 – FISH DOCK RULES AND REGULATIONS**

23.01. USE OF FISH DOCK BY COMMON CARRIERS – The use of the Fish Dock by Common Carrier Vessels is prohibited.

23.02. FISH DOCK USE – The Fish Dock is an open access dock. Use of the Fish Dock is on a first-come, first-served basis, but the loading and unloading of fish and delivery of ice at the City's ice delivery station between cranes 4 and 5 will have priority. Vessel owners are encouraged to communicate and cooperate with other Fish Dock patrons to avoid congestion.

23.03. RESPONSIBILITY LIMITED –The City of Homer, its employees and agents, shall not be liable for the injury of persons or any loss, damage or theft caused by their presence on the City docks or terminal facilities. The City of Homer shall be liable for any portion of loss or damage that is directly caused by its own negligence.

23.04. USE OF VESSEL OR MOBILE CRANES – Cranes located onboard the vessel moored at Fish Dock may be utilized for loading/unloading the vessel only with prior approval granted by the Harbor staff on duty. No non-City owned mobile cranes mounted on the back of a truck may be brought onto Fish Dock for use in loading/unloading without advance Harbor staff approval. If approved, these trucks for hire must have a Terminal Use Permit to operate on any terminal facility. Mobile cranes mounted on the back of a truck may not work over side unless they are certified and inspected for that purpose by the State of Alaska.

23.05. NO UNATTENDED VESSELS AT THE FISH DOCK – Vessels moored at Fish Dock must have sufficient crew on board to move the vessel upon request or direction of Harbor staff. A fee per hour will be assessed against the owner or operator of a vessel per hour left unattended at Fish Dock that obstructs access to the Fish Dock by other vessels. In the case that the vessel must be moved to a transient moorage location, standard tow rates apply in addition to the unattended vessel fine. Unattended vessel and tow rate fee amounts can be found in Appendix A fee schedule.

##### **RULE 24 – FISH DOCK USE PERMITS**

24.01. FISH DOCK USE PERMITS – An annual Fish Dock Use Permit is required for any qualified agent desiring to provide services (loading and unloading vessels) at the Fish Dock facilities of the City of Homer. Applied and approved Fish Dock Use Permit holders shall pay an annual permit issuance fee plus provide the required insurance and state permitting documents. For annual permit amount see Appendix A fee schedule.

24.02. WHARFAGE – Seafood wharfage, regardless of species is self-reported and paid monthly by Fish Dock Permit Holders. Freight NOS, Non-seafood wharfage at the Fish Dock is also self-reported and paid monthly. Fishing gear is free from wharfage. Ice brought onto the Fish Dock in totes or transferred



to boats at the dock shall be charged wharfage at the Ice Wharfage rate, unless said ice was purchased from the City Ice Plant. Wharfage rates are listed under Fish Dock Rates.

**RULE 25 – FISH DOCK CRANES**

25.01. CRANE ACCESS CARD-Every person or business using a crane on the Fish Dock shall first obtain an electronic crane access card from the City. All crane access card holders shall:

- a. Complete the required training,
- b. Sign an agreement(s) to comply with all crane use policies,
- c. Pay the annual access card fee as well as actual crane time set forth in this subsection
- d. Provide proof of insurance that meets the terms of the crane use policies

Fees associated with crane access cards can be found in Appendix A Fee Schedule.

**RULE 26 –COLD STORAGE**

Cold storage lockers are seasonally available for non-edible product/bait storage only, and are open from mid-march to the beginning of November each year, season dependent. An Invitation To Bid (ITB) shall be issued in the Fall for the following season allowing the public to bid on seasonal cold storage rental space for the next year. The ITB shall be publicly posted and advertised per City policies. Any questions regarding ITB procedures or policies can be answered at any time by contacting the City of Homer Clerk's office. Rates for cold storage rental fees can be found in Appendix A Fee Schedule.



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**SECTION IV**  
**Small Boat Harbor & Upland Facilities**  
**Rules, Regulations, & Rates**

**RULE 27 – SMALL BOAT HARBOR RULES & REGULATIONS**

27.01. MAXIMIZATION OF FACILITIES – The Homer Port and Harbor is often congested and it is the policy of the City of Homer to provide for the maximum public use of available facilities. The Port Director shall have discretion to implement that policy.

27.02. MOORAGE AGREEMENTS – As a condition to securing mooring space in the Homer small boat harbor, a signed Moorage Agreement must be on file with the Port Director’s office. There are separate forms for Reserved Stall vessels and for Transient vessels. By completing the Moorage Agreement, the applicant agrees to the terms and conditions. Providing false or misleading information on the Moorage Agreement is grounds for immediate termination of services.

27.03. UNDERWAY REQUIREMENT – On at least two days in each calendar year, separated by at least 60 days, a vessel moored in the Homer harbor shall depart under its own power from the Homer harbor and travel beyond the one-quarter-mile turning basin of the Pioneer and Deep Water Docks before returning under the vessel’s own power to the Homer harbor. The moorage charge for a vessel that fails to comply with this requirement shall be increased by 50 percent commencing at the time the vessel fails to comply and continuing during the period of noncompliance.

27.04. TRANSIENT MOORAGE SPACE – transient moorage space throughout the Homer small boat harbor is designated by a yellow painted bullrail (approximately 6,000 lineal feet). There are no transient stalls. If there is no available transient space at the bullrail, a vessel is permitted to side tie to a vessel of similar size that is already secured to the bullrail.

27.05. RENEWING RESERVE STALLS – A written renewal letter, or an e-mail for customers who have chosen paperless billing, is mailed to each Reserve Stall holder. Payment of fees, any updates to their contact information, current proof of ownership, and current proof of insurance is required each year by October 1 to renew.

27.06. SEWAGE DISCHARGE – In the small boat harbor an Eco barge is staged during the summer months to transfer sewage from small boats.

27.07. STACK EMISSIONS – The visible emission of stack gases or other emissions that contain any odors as deemed objectionable by the Port Director while berthed at the Port’s facilities is prohibited.

27.08. SMALL BOAT HARBOR RESTRICTED SPEED – All craft shall restrict their speed to two miles per hour, no wake, while inside the Small Boat Harbor entering or leaving and shall operate at a reduced speed within one quarter mile of the docks outside the Harbor. It shall be unlawful for any vessel to travel at a speed within any waterway causing a wake, wash or wave action which will damage, endanger or cause undue distress to any other boat or occupant, regardless of established speed limits.



27.09. PLACEMENT OF GEAR PROHIBITION – The placement of fishing nets in the waters of the Homer Small Boat Harbor is prohibited. The physical limits of the “Small Boat Harbor” are set forth in this Tariff, section 1.06.

27.10. MOORING LINES – The vessel is responsible, at all times, for keeping all mooring lines tightly secured. Supplemental mooring lines and/or fenders may be required by the Port Director as conditions dictate.

27.11. AUTHORITY TO CHANGE MOORING CONDITION – If, in the opinion of the Port Director, any vessel or other watercraft, arriving, anchoring, moored or fastened to any wharf, pier, bulkhead, or another vessel in the Port of Homer, is so moored or placed in an unsafe or dangerous manner or impeding the proper operation of the facility, the Port Director is hereby authorized to order and direct the vessel or other watercraft to be moved or moored in an acceptable manner to prevent damage to City facilities. The Master or any other person having charge of such vessel or other watercraft shall immediately comply with such orders or directions as may be issued by the Port Director.

27.12. LIVE ABOARDS – No live aboard situations longer than three months in any one year is permitted in the Homer small boat harbor without the Port Director’s approval in writing after an evaluation of the sanitary, service and congestion problems that may be a result of such an arrangement. No live aboard situation exceeding one year will be allowed in the Homer small boat harbor.

27.13. BUSINESSES ON VESSELS IN HOMER SMALL BOAT HARBOR – No Bed & Breakfast, Air B&Bs, lodging business, coffee shops or sandwich shops, cafes or similar types of businesses are allowed on boats in the Homer small boat harbor. Vessels that conduct their business elsewhere and only use the harbor as a point of loading and offloading are permitted (e.g. fishing vessels when selling or distributing fish, crab, or other products of the sea; charter, tour boats, and water taxis, when loading or unloading customers, supplies or gear; etc.)

#### **RULE 28 – SMALL BOAT HARBOR VESSEL MOORAGE**

APPLICABLE PERIOD – Mooring charges shall commence when a vessel is made fast to a wharf, pier, harbor float or other facility, or when a vessel is moored to another vessel so berthed (rafting). Charges shall continue until such vessel is completely free from and has vacated the Port and Harbor facilities. A vessel moored in the Harbor at any time between 12:01 A.M. and 10:00 A.M. shall be charged a full day’s moorage. Port Director may, in his sole discretion, waive a daily charge for a vessel provided that: (1) Notice is made in writing prior to mooring in the Homer Boat Harbor, (2) Vessel stay is no more than 4 hours, and (3) Port Director determines that congestion and use of the public facilities by others will not be adversely affected. The City of Homer retains the right, in its sole discretion, to determine whether a vessel berthed at any time will be charged a full day’s charge.

28.01. CALCULATION OF RATES – Mooring charges shall be calculated on the overall length of the vessel, (LOA), or in the case of a reserved stall, the length of the float stall assigned, whichever is greater. LOA shall be construed to mean the distance in feet from the most forward point at the stem to the aftermost part of the stern of the vessel, measured parallel to the base line of the vessel. The length shall include all hull attachments such as bowsprits, dinghies, davits, etc. For billing purposes, the LOA



shall be obtained from the vessel's Moorage Agreement or from another published reliable source, or actual measurement at the discretion of the Port Director.

**28.02. APPLICATION OF RATES/WORK SKIFFS**—All vessels in the Small Boat Harbor are subject to these moorage rates, except properly registered seine skiffs or work skiffs attached to the mother vessel. Work skiff is defined as a boat that is usually carried on the deck or super structure of the mother vessel and is regularly used in the commercial enterprise of the mother vessel. When work /seine skiffs are moored with the mothership, the combined length overall or beam may not exceed the allowed criteria for the size of stall. If it does exceed, the skiff must be moved to a transient area and moorage fees will apply.

#### 28.03. MOORAGE RATES

- a. The annual moorage fee for reserved moorage and transient moorage privileges is based on the overall length of the vessel (LOA), including all hull attachments such as bowsprits, davits, dinghies, swim steps, etc. and is calculated as follows:

Annual Moorage Rate = [Commodity Rate + (LOA x \$0.05)] x LOA, plus an administration fee and subject to sales tax. The (\$0.05 per foot) increase is capped at the eighty six (86) foot vessel size. For a reserved stall, the length of the finger float stall assigned, or the overall length of the vessel, whichever is greater plus an administration fee.

Commodity Rate shall be adjusted annually by the percentage of increase (between the first 6 months of the current year and the first 6 months of the previous year) in the Consumer Price Index Urban Alaska/Anchorage section. Changes in moorage rates will be effective on January 1 of each year.

- b. All reserved stall assignments are on an annual basis beginning October 1 and ending September 30 of the following year. Prepayment of a full year's moorage is due on or before October 1 of each year. Payment for reserved moorage will only be accepted from the individual assigned the reserved stall. The reserved stall payment as well as all other harbor fees owed by the reserved stall permittee shall be paid in full at the time the reserved stall/moorage agreement is executed to the satisfaction of the Port Director.
- c. A semi-annual transient rate is available on a prepaid basis only for transient vessels mooring in the Small Boat Harbor for a period of six consecutive months. The transient semiannual rate is 67% of the annual rate plus an administration fee. Vessels that do not renew will automatically be charged the monthly rate if not removed after five days.
- d. The monthly transient rate will be 17% of the annual rate plus an administration fee. Vessels that are properly registered and pay all moorage fees in advance may receive a deduction calculated-per foot per month.



- e. The daily transient rates are: 3% of the annual rate plus an administration fee. Vessels that properly register and pay all moorage fees in advance may receive a deduction calculated per day from the daily rate.
- f. Any moorage fee that expires for a registered vessel that has a Moorage Agreement on file or an unregistered vessel will, after five days, automatically be charged a monthly rate retroactive to the expiration date.
- g. Refunds for cancellations of reserved stalls and annual prepaid moorage are calculated using the number of months used times the monthly prepaid rate.
- h. Current Moorage rates and fees can be found in Appendix A Fee Schedule

**RULE 29 – RESERVE STALL ASSIGNMENTS IN HOMER PORT AND HARBOR**

29.01 PREFERENTIAL USE, NOT EXCLUSIVE USE – A Reserve stall assignment provides the reserved stall permittee the preferential use of the stall. To maximize the public’s use/benefit of existing facilities the Port Director has the authority to temporarily (hot berth) vessels to reserved stalls issued to another vessel when that vessel is out of the Harbor.

No person or entity shall sell, lease, transfer or assign a moorage agreement for the use or control of the stall to any other person or entity, or otherwise charge another person for the use of a stall. The City has the sole control of the assignment, transfer and use of the municipally owned vessel moorage slips at the Port of Homer. Upon issuance of a reserved stall in the Homer harbor the reserved stall permittee shall have one moorage year to occupy with a vessel they can document that they own or lease. In the case that a reserved stall permittee loses possession of their vessel for whatever reason, they shall have one moorage year to replace the vessel in their reserved stall with a vessel of appropriate size that they can prove they own or lease. Except as provided in 29.04 it is the policy of the Port of Homer to prohibit the transfer of a reserved moorage slip or space assignment if the assignee no longer has ownership control of the vessel occupying the slip or space.

29.02. CHANGE BOAT IN RESERVE STALL Reserve stall assignments are made by the City to a specific combination of vessel and vessel owner and are not assignable by the vessel owner. A Reserved stall permittee may exchange another vessel of qualifying/appropriate size that they own or lease in their reserved stall with permission of the Port Director and upon payment of the Change Boat fee contained in Appendix A Fee Schedule In order to change or exchange the named vessel to a reserved stall the reserved stall permittee must complete a new Moorage Agreement and submit proof of ownership (bill of sale, title, USCG Documentation, and or state of Alaska DMV registration in the reserved stall permittee’s name. A reserved stall permittee may occupy their assigned stall with a leased vessel provided that the ownership, Current USCG Documentation, or State of Alaska DMV registration, and or title are provided to the Port Director along with a legal lease document for the new vessel.

29.03. SALE OR ASSIGNMENT OF MOORAGE CONTRACT– If it is determined that the reserve stall permittee has violated the terms of the reserve stall moorage agreement contract, the Port Director shall revoke the moorage agreement after 10 days’ written notice to the reserved stall permittee



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29.04 SURVIVORSHIP - Upon the death of any reserve stall holder, the reserved moorage permit may be transferred (one time) to the surviving spouse, or child of original permittee upon written application to the Port Director. The following survivorship transfer/changes to the individual named as the-reserved stall permittee will not cause the loss of a reserve stall:

- A. A transfer, to surviving spouse, or child as listed above;
- B. For a partnership or corporation, a (One Time) change where the new assignee
  - 1. Was a partner or corporate member of the original corporation at the time the wait list application was submitted to the harbor office. OR
  - 2. Has applied for a reserved moorage and receives an assignment for the vessel in their own name. OR
  - 3. Is a privately owned and managed corporation whose sole business is fulfilling Government required pilot boat services that are critical and essential to Port and harbor operations and whose reserved stalls are specifically for the vessels that are actively engaged in providing those services.

29.05. NOTIFICATION OF DEPARTURE/ARRIVAL – A reserved stall permittee shall notify the Port Director when departing for more than 5 days. With 24 hour advance notice, reserve stall permittee shall notify the Port Director when vessel is returning to allow the harbor staff to clear the stall. If, despite reasonable efforts, the Port Director is unable to clear a stall due to congestion, high winds, or safety considerations, a reserved stall vessel may be required to temporarily use another moorage space as directed by the Port Director.

**RULE 30 – SMALL BOAT HARBOR RESERVE STALL WAITING LIST**

30.01. WAITING LIST FOR RESERVED STALL ASSIGNMENT – Reserved stall permittees will be assigned a reserved stall based on seniority position on waiting lists maintained by the Port Director’s office. Any individual, corporate entity or governmental agency may apply for a reserved stall at the Port of Homer for the purposes of mooring a vessel owned by the individual, entity or agency. All applicants (either individuals or entities), except government agencies, shall designate a single individual whose name shall appear on the waiting list and who shall be responsible for payment of all fees. Any change in the individual designated may result in the applicant’s loss of priority on the waiting list. Separate waiting lists shall be maintained for the following size stalls:

20 Feet	24 Feet	32 Feet	40 Feet	50 Feet	60 Feet	75 Feet
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30.02. APPLICANT RANKING – The Port Director shall place applicants on the waiting list on a first-come, first-serve basis only upon receipt of all requested information and payment of the annual waiting list fee. There is an annual fee per listing to remain on the stall wait list. An applicant may sign up at any time during the year and pay a prorated fee to the May 1 Stall Wait List due date. Nonpayment of the fee by the May 1 due date means automatic cancellation from the waiting list. The annual waiting list fee will be accepted only from the individual whose name appears on the waiting list. The fee is neither refundable nor creditable to stall applicant. An applicant or existing reserved stall assignee may be placed on one or more of these lists. An applicant need not own or operate a vessel to be placed on the waiting list.

30.03. NEW RESERVED STALL ISSUES – In mid-October of each year, after all Reserve stalls are





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renewed and any SWAP requests have been satisfied, new stall offers to those on the stall wait lists are issued in the order they were received. New reserved stall permittees must complete and sign a Reserve Stall Moorage Agreement, pay the annual moorage, provide proof of insurance, and provide proof of ownership or a written lease agreement for the vessel. New reserved stall permittees have one year to occupy the stall.

30.04. DECLINING STALL OFFER – If applicant does not want to accept the stall offer, it can be declined and the applicants name will be placed at the bottom of the stall wait list.

30.05 SURVIORSHIP In the case of the death of a Stall Wait List applicant, the applicant’s rank on the waiting list may be transferred to the surviving spouse or child. In the case of an entity, and the death of the entity member who was designated as the representative individual on the waitlist, a corporate member who was a partner at the time the wait list application was filed with the harbor office may request a transfer. The transfer may be allowed upon written request to the Port Director.

30.06 CHANGE OF CONTACT INFORMATION – An applicant shall notify the Port Director in writing of any change of address or telephone number(s) immediately.

#### **RULE 31-SMALL BOAT HARBOR FLOAT PLANE MOORAGE / FEES**

31.01. APPLICATION – With proper registration and specific permission from the Port Director, float planes may arrange for short-term moorage in the Homer Small Boat Harbor providing space is available. This is only allowed when ice and weather conditions prevent float planes from landing on Beluga Lake.

31.02. FEES – A fee in the amount equal to the daily rate for moorage of two (2) 24’ vessels shall be assessed on a daily basis for float planes mooring within the confines of the Homer Small Boat Harbor. A monthly rate in the amount equal to the monthly rate for two (2) 24’ vessels shall be assessed for float plane moorage for longer periods

#### **RULE 32 – SMALL BOAT HARBOR ELECTRICITY**

32.01. RESERVE STALL ELECTRICITY (per kilowatt) – Reserved stalls having a meter base at the berth shall be charged a meter availability fee.

- a. There will be a meter availability fee charged per month.
- b. There will be an electrical usage charge cost per kilowatt determined by the Local public utility.
- c. Reserve stall assignees shall notify the Port Director of any period when the assigned vessel will not occupy the stall. The Port Director, upon payment of a connect/disconnect fee, shall discontinue charging the meter availability fee until the vessel returns.
- d. Current reserve stall electric rates and fees can be found in Appendix A Fee Schedule



32.02. TRANSIENT VESSEL WINTER POWER

- a. Transient Vessel Winter Power -Subject to availability, transient vessel may buy electrical power on a metered basis from October 15 to April 15. There will be a connect/disconnect fee.
- b. Metered transient vessels will be charged a meter availability fee per month.
- c. There will be an electrical usage charge per kilowatt as determined by the Local public utility.
- d. Current transient vessel winter power rates and fees can be found in Appendix A Fee Schedule

32.03. TRANSIENT VESSEL SUMMER POWER – Transient vessels shall be charged rates as listed in Appendix A Fee Schedule.(where metered power is unavailable) from April 16 to October 14. The provided service is 110 volt, 220 volt, 208 volt 1 phase, 208 volt 3 phase & 480 volt 3 phase.

- a. Actual Consumption Charge-If a transient vessel consumes more electricity than would be covered by these flat rates, then such transient vessel shall be charged for the actual consumption.
- b. Vessels requiring conversion plugs may purchase them from at the Port Director’s office for a nominal fee.

32.04. SYSTEM 5 ELECTRICAL SERVICE – 208 volt/3 phase & 480 volt electrical power is available at System 5 on a first come-first serve basis, for which the vessel will be charged the following rates:

- a. There will be an electrical usage charge per kilowatt hour as determined by the Local public utility.
- b. Vessels will be charged a meter availability fee
- c. Vessels plugged in less than seven (7) consecutive days will be charged the daily rate.

**RULE 33 – SMALL BOAT HARBOR TIDAL GRIDS**

33.01. USE OF TIDAL GRIDS – The City of Homer operates two tidal grids. The wooden grid is for vessels less than 60 feet in length. The steel grid is generally for use by vessels 60 feet or greater in length. Vessels over 60’ may not use the wooden grid without specific approval of the Port Director. Vessels over 300 displacement tons or over 120’ may not use the steel grid without specific approval of the Port Director. Vessels that remain on either grid after their scheduled tide may be assessed a 50% surcharge for each unscheduled tide. Use of the steel grid shall be charged at the minimum rate applicable for a 60’ boat if a boat of less length is allowed to use this grid.



33.02. SANDBLASTING PROHIBITED – Sandblasting of vessel is not permitted on tidal grids; water blasting of vessel to remove barnacles or other marine growth is permitted provided that the water pressure used does not result in removal of paints onto the grid work platform or into the water of the Harbor.

33.03. RATES – Current rates and fees for use of the tidal grids can be found in Appendix A Fee Schedule

33.04. USE OF TIDAL GRIDS – Use of the tidal grids must be scheduled in advance. For Steel Grid use, upon the discretion of the Port Director, prepayment is required. Prepayment may be refunded if cancellation of reservation is at least seven days prior to scheduled use. A working tide on the Steel Grid is defined as +1 and below.

33.05. WRITTEN PERMISSION FOR USE OF GRIDS – No vessel shall be moored onto the tidal grids until permission has been granted by the Port Director and the appropriate Utilization Agreement/Waiver and Release forms completed by User.

33.06. NO UNATTENDED VESSELS ON GRID – No vessels will be unattended while on the grids.

**RULE 34 – SMALL BOAT HARBOR PUBLIC LAUNCH RAMP**

34.01. BOAT PUBLIC LAUNCH RAMP – The City owns and provides access to public launch ramps. The principal intended use of the LAUNCH RAMP is the launch and recovery of small, boats on trailers. An authorized subsidiary use is the incidental, commercial and noncommercial, loading or unloading of goods, supplies or materials. Fueling vessels (either as a private vessel owner or commercial fuel distribution company) at the Load and Launch Ramp is prohibited. Rates for use of the load and launch ramp and season passes can be found in Appendix A Fee Schedule. A season pass covers from April 1 to October 15. The person who is obligated to pay the fee for using the load and launch ramp must make the receipt verifying payment available upon request, or display the seasonal permit on the port side of the permit holder’s vessel. There is a per hour fee for vessels that are left unattended on the Launch Ramp and are blocking ramps ( per hour fee located in Appendix A Fee Schedule). Reserved stall holders and vessels paying transit annual moorage in the harbor are exempt from launch fees for the vessel assigned to and registered to the stall or has a transit annual sticker displayed on the vessel only, not for other boats owned by the same individual. At the Port Director’s discretion, reasonable restrictions may be placed on the use of the public launch ramp.



34.02. COMMERCIAL LOADING - Commercial loading shall be defined as loading any amount of materials that exceed a total weight of 500 lbs. Commercial Loading at the Load and Launch Ramp shall be subject to the same use, application of fees, and charges as the Beaches and Barge Ramp. See Rule 37 Beaches and Barge Ramp Section 37.01 Use, 37.02 Application of Fees, and Section 37.03 Charges.

To avoid congestion at the Load and Launch Ramp during peak months, load and launch activities will be prioritized and commercial loading at the load and launch ramp will be restricted to the evening hours of 6pm to 6am from Memorial Day to Labor Day. Any commercial loading, not pre-approved by the Port Director that occurs during the hours of 6am to 6pm from Memorial Day to Labor Day will be prohibited and violators will be charged a penalty per occurrence. (for fee reference Appendix A Fee Schedule)

### **RULE 35 – UPLAND STORAGE**

35.01. APPLICATION – Upland storage area is primarily for fishing related gear and cargo laydown. No vehicle or boat trailers may be placed on the upland storage area without prior permission of the Port Director.

35.02. AVAILABLE SPACE – The City of Homer may make available a limited area of land for gear storage on a first-come, first-serve basis. All storage assignments must be approved by the Port Director or their designee. Storage lots are a minimum of 1,000 square feet

35.03. RATE PERIODS – Charges shall be based on type of storage required, gear or equipment. Provided wharfage fees have been generated, No charge for storage shall be ~~generated~~ implemented for free time of 3 days or less. Storage time beyond 7 days shall generate a full, one month charge. There are no prorated daily fees for storage. A storage month shall extend from a date in one calendar month to, but not including, the same date of the next and all succeeding calendar months. Less than one month's storage will be charged for the full month. The Port Director may negotiate storage contracts for six months or longer.

35.04. RATES – Fees for general storage can be found in Appendix A Fee Schedule.

35.05. ARRANGEMENTS FOR STORAGE – Arrangements must be made in advance for the use of storage lots with the Port Director. Use of storage lots will be on a month to month basis. No prorated daily rates are allowed. Storage lot fees will be billed out to the renter until agreement is cancelled and lot is returned clean with all personal items removed. Unauthorized storage of gear is prohibited. Unauthorized stored gear or equipment may be removed by the Port Director at the owner's expense, may be subject to fines or may be billed out at the daily demurrage rate set by the Port Director.



35.06. IMPROPER ARRANGEMENTS – Equipment and materials stored without proper registration and advance payment will be charged according to storage fees or at demurrage rates at the Port Director’s discretion.

**RULE 36 – BOAT TRAILER STORAGE**

36.01. SHORT TERM STORAGE – Short term storage of boat trailers not to exceed 7 days will be provided on a space available basis at no charge.

36.02. LONG TERM STORAGE – Long term storage rates for boat trailers (8 or more days) is available in a designated lot on a per month basis. Current rates for long term trailer storage can be found in Appendix A Fee Schedule. This storage is for trailers only, no boats on trailers or attached vehicles.

**RULE 37 –**

37.01. USE – The use of beaches and barge ramp under the City ownership or control for commercial barge vessel repair, equipment loading or similar purposes, must be approved by the Port Director. At the Port Director’s discretion, reasonable restrictions may be placed on the use of the beach and barge ramp. Congestion, risk of loss of public or private property and public safety and/or response may result in restrictions. A beach use agreement will be filled out and signed by the user and Port Director prior to each use of the beach. BEACHES AND BARGE RAMP The city of Homer is the titled owner of the tidelands immediately adjacent to the Homer Spit and extending to the city boundaries.

37.01 (b) Any vessel over 50’ in length will have priority use of the small boat harbor barge ramp facility and, depending on need, may be required to schedule use in order to avoid conflicts. All other users must work around the priority vessel use and schedule.

Any vessel going dry on the barge ramp, and thereby causing blockage or restricted access to the ramp, without permission/approval of the Port Director’s office, shall be charged a penalty per tide cycle.

37.02. APPLICATION OF FEES – The Port Director shall charge a fee per foot based on length overall of the vessel, for vessels landing or parking on the beaches under City ownership or control. This same rate shall apply to vessels using the barge ramp. The rate per linear foot for all vessels is per day and can be found in Appendix A Fee Schedule. Charges for extended beach or barge ramp use may be adjusted by the Port Director under appropriate circumstance. Additionally, an annual pass covering from January 1 to December 31 of each year is available for vessels less than or equal to 50’ at the following rate:

Annual Pass for vessels  $\leq 50'$  = (single landing + wharfage) x10



37.03. CHARGES – Wharfage rates shall ~~also~~ apply for the beaches and barge ramp. Charges for extended beach or barge ramp use may be adjusted by the Port Director under appropriate circumstances. A flat rate fee of one ton wharfage per landing will be applied to vessels under or equal to 36’ using the beaches or barge ramp. Vessels from 37’ to 50’ using the beaches or barge ramp will be charged a flat rate of two tons wharfage per landing. Vessels over 50’ are required to report and pay for wharfage monthly at the tariffed rate. See Wharfage, Section I, Rule 13.

37.04. DAMAGE – The user of any beach area or barge ramp must repair any damage to the beach or ramp and remove all debris. Failure to make such repairs and removal will result in repairs and cleanup by Harbor staff. The costs incurred by the Harbor staff will be fully charged to the beach user at the current Labor rate for the Harbor staff on a per hour basis.

**RULE 38 – MARINE REPAIR FACILITY**

38.01. HOMER MARINE REPAIR FACILITY – Facility can be utilized by vessels after approval by the Port Director. **This facility is dedicated to large shallow draft vessels that, because of either overall size or displacement tonnage, are unable to utilize other local commercial haul-out facilities. No small boats, trailered boats, or unauthorized vessels are allowed at the Marine Repair facility.** A completed User Agreement, **Beach Use Agreement**, an approved Work Plan, proof of insurance and proof of ownership are all required before facility use. **The Port Director or their designee must approve all vessel haul-out and beach landings prior to arrival. Failure to comply with the rules and best management practices or the vessel’s approved haul-out plan will constitute an immediate stop work order by the Port Director. A Stop Work order means: all vessel and vendor personnel and all related work will cease until the condition for the stop work order is remedied and the Port Director or their designee has removed the Stop Work directive.**

The season for use of the Homer Marine Repair Facility is from September to May. Permission for use in June, July, or August may be granted by the Port Director under special circumstances. Complete information can be found in the City of Homer Marine Repair Facility Policies and Best Management Practices document.

38.02. FEES

- a. UPLAND DRY DOCKAGE FOOTPRINT CALCULATION – Charges are calculated as square feet, and are based on the overall length and beam of the vessel, plus a ten foot perimeter on all sides. If additional equipment is on site, it will be added to the total square footage.
- b. UPLAND DRY DOCKAGE USE FEE PER MONTH will be rated with consideration to whether annual moorage, transient moorage, or no moorage is currently in effect for the vessel being hauled out/stored.
- c. ADMINISTRATION FEE – per month of Dry Dockage uplands usage
- d. BEACH LANDING FEE – per calendar day
- e. VENDOR FEE – per calendar year
- f. HARBOR LABOR FEE per hour
- g. Current rates and fee costs can be found listed in Appendix A Fee Schedule.



**RULE 39 – FISH DISPOSAL / GRINDING AND FEES**

39.01. FISH GRINDING AND FEE – The City owns a regulated fish disposal system that grinds and flushes fish waste through an outfall line. In addition to grinding sport caught fish carcasses collected at the fish cleaning tables, the City’s fish disposal system can facilitate disposal of fish waste generated from commercial enterprises who shall self-report their fish carcasses brought to the facility.

a. The rates for commercial enterprises are calculated per tote (approximately 1,000 lbs.) and per tub (approximately 100 lbs.). Current Rates can be found listed in Appendix A Fee Schedule.

b. For off-site Fish Processers discharging effluent using the City’s Outfall Line connection directly from the fish disposal system at their processing facility there is a one-time connection fee. Processor has the option to pay the connection charge in five equal annual installments plus 7.5% interest. Additionally, there shall be an annual operation and maintenance fee. Rates and fees for connection to the outfall line can be found in Appendix A Fee Schedule.



## APPENDIX A- FEE SCHEDULE

The Port Director has authority to protect rates against inflation, raising them by a calculated percentage using the Consumer Price Index –Urban Alaska/Anchorage table, at the Port Director’s discretion and with City Council’s approval.

### **PORT & HARBOR FEES**

Effective 1/1/2023

Please add 7.85% sales tax to fees unless otherwise noted

#### **FISH DOCK**

**Note: Vessels left unattended at Fish Dock or obstructing access will be charged \$150.00 per hour**

- Fish Dock use permit: \$5.00 per issuance
- Special Terminal use permit: \$200 per issuance
- Annual Crane Card: \$52.00 w/signed Authorization Agreement
- Crane Card Replacement: \$5.00 per card replaced
- Cranes:

0 - 15 minutes	\$22.66	<u>Crane Capacity:</u>
16 - 30 minutes	\$45.32	2½ ton #1, #3, #4, #5, #6, #8
31 - 45 minutes	\$67.98	5 ton #2, #7
46 - 60 minutes	\$90.64	

- Ice:

Accumulated throughout year. Accounts reviewed each December for rate adjustment based on previous year’s actual tons of ice purchased.)

0-100 tons	\$143.99	\$130.99 per ton	501-700 tons	
				\$121.00 per ton
101-300 tons		\$128.00 per ton	701-1000 tons	\$118.00 per ton
301-500 tons		\$124.00 per ton	Over 1001 tons	\$115.00 per ton

After hours call out for Ice delivery = \$250.00 fee per call out

- Seafood Wharfage: \$4.76 per ton of seafood/fish product across the dock, regardless of species
- Ice/Non Fish Wharfage: \$14.50/ton, Includes ice not purchased from City & transferred Freight NOS over Fish Dock
- Community Fish Grinder: \$5 per tub (approx. 100lbs), \$30 per tote (approx. 1,000lbs); processing plant connection fee to outfall line \$7,000 (can be in 5 annual installments plus 7.5% interest); Annual outfall connection maintenance fee \$2,400.
- Cold Storage:
  - Lockers #2 – 8 (8’ x 10’) \$334.75 per month
  - Locker #9 (10’ x 22’) \$920.90 per month
  - Inspections \$50.00 per hour





**HARBOR**

- **Harbor Labor:** \$200 ~~102.00~~ per hour, plus equipment and direct costs (towing)  
\$100 ~~51.00~~/half hour minimum
- **Pumps:** \$40.79/day for electric pump  
\$69.97/hour for gas pump, minimum charge of one hour. Includes attendant time
- **Tow:** Skiff with operator ½ hour \$182.50 ~~68.00~~; skiff with operator 1 hour \$365 ~~102.00~~
- **Load & Launch Ramp:** (Fees are inclusive of sales tax)  
\$20 ~~25~~ per day - (\$13.00 launch fee plus a \$7 ~~12~~ parking impact levy for a total of \$20)  
\$200 per season (April 1 – Oct. 15) – (\$130.00 launch fee plus a \$70 parking impact levy ~~–\$200~~)  
Commercial Boat Hauler Launch Ramp Pass \$200 per vehicle per year  
\$20.00 per hour for unattended vessel/blocking ramps  
\$100 penalty for commercial loading @ L&L ramp during peak hours between 6am-6pm
- **Insufficient Funds:** \$50 insufficient funds check fee

**GRIDS**

Required: moorage agreement, grid utilization form, schedule, & pay in advance for first tide

- **Wood:** Max. 59 feet  
0-59 feet \$2.10 ~~1.05~~/ft/tide
- **Steel:** Max. 200 displacement tons - vessels 60 ft. to 120 ft  
60-80 feet \$5.10 ~~2.55~~/ft/tide      101-120 feet \$7.64 ~~3.82~~/ft/tide  
81-100 feet \$6.50 ~~3.25~~/ft/tide      121-140 feet \$8.48 ~~4.24~~/ft/tide

**STALL WAIT LIST**

Stalls are offered once a year, mid-October

- **Stall Wait List:** \$30.00 per year per listing; prorated fee to the May Stall Wait List due date
- **Stall Swap Request:** \$25.00 per request

**ELECTRICITY**

Billing cycle is the 16<sup>th</sup> to the 15<sup>th</sup> of each month; Kilowatt cost determined by public utility

- **Daily/Flat Rate:** 110v \$10.20/calendar day (monthly rate after 15 days)  
208v/single phase \$20.12/calendar day (monthly rate after 17 days)  
208v/3 phase \$45.20/calendar day (monthly rate after 7 consecutive days)
- **Monthly Rate:** 110v \$152.67  
208v/single phase \$341.70  
208v/3 phase & 480v \$28.80 + electrical usage charge per kilowatt
- **Metered Reserved Stalls:** \$23.95/month + electrical usage charge per kilowatt  
Vacancy notification waiver available w/ \$28.80 connect/disconnect fee
- **Winter Power:** \$28.80 connect/disconnect fee + \$28.80/month + electrical usage charge per kilowatt  
Available October 16 – April 15 with signed application



Port of Homer Terminal Tariff No. 1 Section IV: Small Boat Harbor & Upland Facilities

**Note: A transient vessel connected to power April 16 - October 15 will be charged the daily rate. If a transient vessel consumes more electricity than would be covered by these flat rates, then such transient vessel shall be charged for the actual consumption. Charges for kilowatts may be adjusted without advance notice.**

**PORT**

- Barge Ramp/Beach Use: 01' - 36' = \$1.50 per ft based on length overall of vessel + 1 ton wharfage (\$5.14)  
 37' - 49' = \$1.50 per ft based on length overall of vessel + 2 tons wharfage (\$10.28)  
 50'± = \$1.50 per ft based on length overall of vessel (+ wharfage as reported)  
 Annual Pass (Jan 1-Dec 31) for vessels ≤ 36' = (landing + 1 ton wharfage) x 10  
 Annual Pass (Jan 1-Dec 31) for vessels 37' to 49' = (landing +2 tons wharfage) x 10  
 Penalty for going dry on barge ramp/causing restricted access- \$150 per tide
- |              |            |              |            |              |            |       |
|--------------|------------|--------------|------------|--------------|------------|-------|
| 0' to 100'   | \$338.00   | 451' to 475' | \$1,604.00 | 651' to 675' | \$3,917.00 | cycle |
| 101' to 200' | \$506.00   | 476' to 500' | \$1,762.00 | 676' to 700' | \$4,420.00 | • -   |
| 201' to 300' | \$788.00   | 501' to 525' | \$1,996.00 | 701' to 725' | \$5,119.00 |       |
| 301' to 350' | \$1,005.00 | 526' to 550' | \$2,154.00 | 726' to 750' | \$5,858.00 |       |
| 351' to 375' | \$1,098.00 | 551' to 575' | \$2,334.00 | 751' to 775' | \$6,644.00 |       |
| 376' to 400' | \$1,206.00 | 576' to 600' | \$2,582.00 | 776' to 800' | \$7,459.00 |       |
| 401' to 425' | \$1,337.00 | 601' to 625' | \$2,957.00 |              |            |       |
| 426' to 450' | \$1,490.00 | 626' to 650' | \$3,443.00 |              |            |       |

Dockage:

Note: These charges are applicable to all berthing locations on the Deep Water Dock and Pioneer Dock

- \$ 963.06 Cruise Ship Service Charge
- \$52.00 Dockage Service Charge
- Lightering Fee \$1,500, plus \$6.00 per passenger
- Passenger wharfage fee (non-regulated) \$0.00 per passenger
- Passenger wharfage fee (regulated) \$0.00 per passenger

*(lightering fees and passenger wharfage fees shall be calculated by full passenger manifest regardless of how many passengers disembark)*

- Storage: Open areas, fishing gear \$.12 per square foot/month  
 Open areas, non-fishing gear \$.17 square foot/month  
 Fenced storage yard \$0.22/sq ft/month  
 Deck Shelter Storage- prearranged \$35/per month  
 Demurrage - \$.09 per sq ft per day

*(Haul- Out Facility)*

- Upland Dry Dockage for vessel w/annual moorage= \$.17 per sq ft/month
- Upland Dry Dockage for vessel w/transient moorage = \$.20 per sq ft/month
- Upland Dry Dockage for vessel w/ no moorage= \$.25 per sq ft/month
- Dry Dockage admin fee \$50
- Haul Out facility Vendor Fee \$150

- Water: \$38.81 per 1,000 gal. – minimum 5,000 gals  
 Scheduled delivery – \$102.00 connect/disconnect  
 Unscheduled delivery – \$139.32 connect/disconnect



- **Wharfage:** \$5.14/ton wharfage on N.O.S. Freight (Not Otherwise Specified) for the Barge Ramp & Beach  
 \$7.96/ton wharfage on N.O.S. Freight for the Deep Water Dock & Pioneer Dock

Except as otherwise specifically provided, rates are in U.S. dollars (USD) per short ton of 2000 lbs. or per 32 cubic foot. Short ton = 0.907185 metric tons (mt)

COMMODITY	WHARFAGE RATE (\$USD)
Aggregate (Gravel, stone, minerals)	\$1.00 per short ton/\$1.10 per mt
Agricultural Products (Grains, corn, legumes, etc.)	\$3.50 per short ton/\$3.86 per mt
Containerized Cargo	\$8.00 per short ton/\$8.82 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 1 ≥ 100 Short tons	\$7.96 per short ton/\$8.77 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 101 ≥ 1,000 Short Tons	\$6.00 per short ton/\$6.61 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 1,001 ≥ 10,000 Short Tons	\$5.00 per short ton/\$5.51 per mt
10,000 + Short Tons	\$4.50 per short ton/\$4.96 per mt
Freight N.O.S. (Barge Ramp and Beach)	\$5.14 per short ton/\$5.67 per mt
Freight N.O.S. (Fish Dock) ICE Fish Dock	\$14.50 per short ton/ 15.98 per mt \$14.50 per short ton/ 15.98 per mt
Hazardous materials, as established by Dept of Transportation materials commodity List. At location designated for loading, unloading or staging by USCG permit	\$8.00 per ton /Min. 1 ton
Livestock (horses, mules, cattle, hogs, sheep, goats, fowl)	\$10.12 per head
Petroleum	\$0.84 per barrel/\$0.02 per gallon
Poles, Logs, cant or cut	\$3.95 per thousand board feet
Seafood/Fish Products (regardless of species) (all docks)	\$4.76 per short ton/\$5.24 per mt

- **Disposal** Oil ~~\$3.35/gallon~~ \$100/barrel  
 Used Antifreeze \$8.00/gallon  
 Oily Water/Bilge Slop ~~\$5.00~~ \$6.00/gal delivered in drums

**Commented [AW1]:** Bryan can you confirm that Del supports this please?



**PARKING**

• <u>Fee pay day use parking:</u>	Day Use Fee Parking	\$10 per calendar day
	Seasonal permits for day use parking	<del>\$250</del> \$150
	Monthly permits for day use parking	<del>\$100</del>
• <u>Long term parking:</u>	Annual parking permit	<del>\$200</del> \$150
	Monthly parking permit >20ft	\$70
	Monthly parking permit <20ft	\$85
	Weekly parking permit >20ft	\$25
	Weekly parking permit <20ft	\$35
	Trailer parking after day of launch (no boat)	\$20/day \$7 per linear
<u>ft./month</u>	Parking Citation	\$25 per citation
	Failure to pay parking citation	\$25 for each month past due

Commented [AW2]: Adjust if we hear from arnet that this won't work

\* Parking permits refer to vehicles **only and do not apply to trailers unless otherwise specified as "trailer"**. Citations specific to long term parking overstay shall be limited to \$250 per calendar year, with \$200 of the fine credited toward an annual permit if applicable

**MOORAGE**

**Note: Mooring charges commence when a vessel is made fast to a wharf, pier, harbor float or other facility. A vessel moored between 12:01 a.m. and 10:00 a.m. shall be charged a full day's moorage.**

- Reserved: [~~\$63.41~~ **66.91** + (LOA x \$.05)] x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86')
  - Annual Transient: [~~\$63.41~~ **66.91** + (LOA x \$.05)] x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86')
  - Semi-Annual Transient: [~~\$42.48~~ **44.83** + (LOA x \$.05)] x LOA, plus \$33.50 administrative fee (\$.05/ft caps at 86')
  - Monthly Transient: [~~\$10.78~~ **11.37** + (LOA x \$.05)] x LOA, plus \$8.50 administrative fee (\$.05/ft caps at 86')
- \*Vessels that properly register and prepay moorage may deduct \$0.50/foot/month**
- Daily: [~~\$1.90~~ **2.01** + (LOA x \$.05)] x LOA, plus \$1.50 administrative fee (\$.05/ft caps at 86')
- \*Vessels that properly register and prepay moorage may deduct \$5.00/day**



# ACTION ITEM REPORT

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## Review of Moorage Agreement

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Meeting Date:** November 8, 2023

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### Summary Statement:

Commissioners expressed interest in seeing changes to the transient and reserved moorage agreements, the terms of which have not been modified in many years. Specific suggestions discussed included:

- Adding a code of conduct
- Removing language perceived to be redundant
- Updating insurance language to match the updated requirements also in the tariff

**Staff Recommendation:** Discuss the moorage agreement forms and any suggested changes. Staff will compile feedback and revise the documents in conjunction with legal counsel.

### Attachments:

Transient Moorage Agreement  
Reserved Moorage Agreement



# City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

## TRANSIENT

### Vessel Moorage Agreement

Vessel Name: \_\_\_\_\_ Make: \_\_\_\_\_  Power  Sail

Vessel Registration Number: *Please fill out at least one*

AK Reg. #: \_\_\_\_\_ AK Dept. Fish & Game #: \_\_\_\_\_

Coast Guard Doc #: \_\_\_\_\_ Assigned Harbor #: \_\_\_\_\_

Length Overall: \_\_\_\_\_ **Measured furthest point forward to furthest point aft**

Beam: \_\_\_\_\_ Draft: \_\_\_\_\_ Hull Material: \_\_\_\_\_  Inboard  Outboard

Hull Color: \_\_\_\_\_ House Color: \_\_\_\_\_ VHF Radio Onboard:  Yes  No

Primary Use:  Commercial Tow  Commercial Fish  Pleasure  Other: \_\_\_\_\_

Commercial Freight  Charter  Passenger

Owner: \_\_\_\_\_ Dr. Lic. #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ I want:  Mail Statements  E-mail Statements

Local Caretaker Name & Phone Number: \_\_\_\_\_

Operator Same As Owner:  Operator: \_\_\_\_\_ Dr. Lic. #: \_\_\_\_\_ State: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### \*City Use Only\*

**(Signature Required on Other Side)**

Acct #:						

CITY OF HOMER, PORT & HARBOR

4311 Freight Dock Road, Homer, Alaska 99603

907-235-3160 • (fax) 907-235-3152 • (website) <http://port.ci.homer.ak.us>

TERMS AND CONDITIONS OF **TRANSIENT** MOORAGE AGREEMENT

The City of Homer, Alaska ("City") and the vessel owner or operator identified herein ("Owner") enter into the following agreement, including the reverse side (Attachment A)

1.Moorage: City grants Owner permission only to moor the vessel identified in Attachment A (the "Vessel") in the transient moorage area designated by yellow painted bull rails in the Harbor on a first come/first served basis, subject to these terms and conditions. Owner is not assigned any space on a preferential or indefinite basis, and agrees that City has the right in its discretion to move, or to require Owner to move, the Vessel to any other space or other location in the Harbor at any time and for any purpose. Upon the departure of the Vessel from the Harbor, neither Owner nor the Vessel has any preference or priority for moorage upon returning to the Harbor.

2.Fees and Charges: Owner shall pay the transient moorage fee for the Vessel on a daily, monthly, semiannual or annual basis (each a transient moorage period), and shall pay when due all other charges, accrued interest and surcharges established by the Harbor Tariff from time to time. The transient moorage fee commences upon the Vessel's arrival in the transient moorage area. Daily or monthly moorage fees that are prepaid before the 25th day of the month before the month to which the fees apply shall be subject to a discount as provided in the Harbor Tariff. If City, in its sole discretion, provides services, repairs or salvage to the Vessel for its protection, Owner shall pay all charges therefor at the rates provided for in the Homer City Code or the Harbor Tariff. All delinquent fees and charges become a lien on the Vessel and its tackle, fixtures, equipment and furnishings. City may change moorage fees and other charges at any time during the term of this agreement, and Owner shall pay any increased fees and charges as of their effective date.

3.Compliance with Laws and Regulations: Owner shall comply with all applicable federal, state, and local laws and regulations and special instructions issued by the Harbormaster. City, its employees and agents shall have access to the Vessel to inspect for compliance with this agreement and to move the Vessel to protect against any casualty or potential hazard. City assumes no responsibility to take any such action or for any resulting damage to the Vessel, its tackle, fixtures, equipment, furnishings.

4.No Sale or Assignment of Moorage Space: Owner may not assign or transfer this agreement or the moorage space occupied by the Vessel. Owner may not use the moorage space for any vessel other than the Vessel. Owner shall notify City within fifteen (15) days after transferring title to the Vessel, and provide the name and mailing address of the transferee.

5.Termination: Either party may terminate this agreement after thirty (30) days' notice to the other. This agreement terminates upon Owner's transfer of title to the Vessel. City may terminate this agreement summarily by giving notice of any violation of this agreement, including without limitation failure to comply with applicable laws, regulations or rules. The remedy in this paragraph is in addition to any other remedies under this agreement, statute or ordinance, or otherwise. Notwithstanding such termination, Owner remains responsible for all fees and charges incurred by the Vessel until the Vessel becomes subject to a new moorage agreement.

6.City's Right to Remove or Impound: Upon termination of this agreement, and in any circumstances where authorized in the Homer City Code (including without limitation when moorage fees or other charges are more than thirty (30) days past due), City may remove the Vessel from the Harbor at Owner's risk and expense, and/or impound the Vessel, its tackle, fixtures, equipment and furnishings, and pursuant to notice, auction, sell or dispose of the same.

7.WAIVER OF RESPONSIBILITY AND INDEMNITY: (1) City is only a lessor of moorage space and not a bailee under this agreement, does not accept the Vessel or its tackle, fixtures, equipment or furnishings for storage, warehousing or safekeeping, and shall not be liable for loss or damage to the Vessel or its tackle, fixtures, equipment or furnishings. City will not be liable for death or injury to persons or damage to property suffered by Owner, its employees, agents, invitees or passengers, arising from any cause upon Harbor facilities or any premises adjacent thereto. City has no duty to provide services to the Vessel to protect it from damage. (2) Owner shall defend, indemnify and hold City, its officers, employees and agents, harmless from any claim, demand, loss, damage or expense (including without limitation claims for personal injury, death, environmental pollution or property damage) ("Claim") arising out of, resulting from or in any way connected with this agreement or the use of the Harbor or its facilities hereunder by Owner, its employees, agents, invitees or passengers; provided only this duty to defend, indemnify and hold harmless shall not apply if the Claim arises out of the sole negligence or intentional misconduct of City.

8.Term: This agreement shall become effective upon Owner's payment of the initial transient moorage fee, and shall remain in force until the earliest to occur of the following: (1) expiration of the current transient moorage period without payment for its renewal or extension; and (2) termination pursuant to paragraph 5. If the Vessel remains in the Harbor after termination or expiration of this agreement, Owner shall pay transient moorage fees on a daily or monthly basis whichever results in the lesser total charge, and no refund or credit shall be granted if Owner later executes an agreement providing for a lower rate.

9.Notice: Billings and notices to Owner are deemed delivered on the date when deposited in the United States mail with proper postage, addressed to Owner at the address for notices in Attachment A, which Owner may change by notice to the Harbormaster. The name and address provided on this agreement and on Attachment A are subject to public disclosure.

10.Insurance: Owner shall maintain in effect during the term of this agreement liability insurance covering Owner's employees, invitees and passengers, and covering damage to Harbor property and other vessels and facilities by the operation of the Vessel. If the Vessel carries passengers for hire, the liability insurance shall cover bodily injury, including death, in an amount not less than \$100,000 per person, \$300,000 combined single limit per occurrence (including property damage). All required policies of liability insurance shall name City as an additional insured with waiver of subrogation.

11.Seaworthiness-Underway Policy: Owner shall keep the Vessel seaworthy and capable of operating under its own power at all times, except for a reasonable time while undergoing repairs. On at least two days in each calendar year, separated by at least 60 days, the Vessel shall depart the Harbor, travel beyond the one quarter mile turning basin of the Pioneer and Deep Water Docks and return to the Harbor, all under its own power. If the Vessel fails to comply with this requirement, the moorage charge for the Vessel shall be increased by 50% commencing when the Vessel fails to comply and continuing during the period of non-compliance.

12.Entire Agreement-Applicable Law: This constitutes the entire agreement between the parties. No modification or amendment of this agreement shall be valid unless evidenced in writing and signed by both parties. This agreement shall be governed by the laws of the State of Alaska.

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS CONTAINED HEREIN AND CERTIFY THAT I AM AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE OWNER OR OPERATOR OF THE VESSEL DESCRIBED ON ATTACHMENT A. I CERTIFY THAT THE INFORMATION ON ATTACHMENT A IS CORRECT AND AGREE THAT I AM AUTHORIZED TO OBLIGATE THE PERSON ON WHOSE BEHALF I EXECUTE THIS AGREEMENT PERSONALLY FOR PAYMENT OF ALL FEES AND CHARGES INCURRED UNDER THIS AGREEMENT.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_





The City of Homer, Alaska ("City") and the vessel owner or operator identified herein ("Owner") enter into the following agreement, including the reverse side (Attachment A)

- Moorage:** City grants Owner preferential use of the stall that City assigns from time to time only to moor the vessel identified in Attachment A (the "Vessel"), subject to these terms and conditions. City may change the stall assignment, and permit other vessels to occupy the assigned stall whenever the Vessel is absent from the stall, without any refund or reduction in the moorage fee payable by Owner. Owner shall notify the Harbormaster in advance whenever the Vessel shall be absent from its assigned shall for more than five days, and at least 24 hours before its return.
- Ownership:** For purposes of this agreement, the owner of the Vessel and party to this Agreement is the individual or entity claiming ownership of the vessel and executing this agreement. Any individual or entity represented as the owner of the vessel in this agreement hereby concedes to his, her or its ownership of the vessel and responsibility for it. An entity must designate an agent with authority to enter into this agreement on behalf of the entity and bind the entity by the terms of this agreement. An entity Owner shall notify the City in writing of any sale, transfer, merger or any other change in ownership of the Owner no more than thirty days after the change becomes effective. Failure to notify the Harbormaster of a change of ownership as required in this section or notification of a change that alters the nature of the enterprise or the use of the stall or Vessel shall make this agreement voidable by the City.
- Fees, Charges and Renewal:** Owner shall pay the reserved stall moorage fee for the Vessel in advance for a one-year period commencing October 1 and ending September 30 of the following year, and shall provide current proof of ownership of vessel annually. Owner shall pay when due all other charges, accrued interest and surcharges established by the Harbor Tariff from time to time. If City, in its sole discretion, provides services, repairs or salvage to the Vessel for its protection, Owner shall pay all charges therefor at the rates provided for in the Homer City Code or the Harbor Tariff. All delinquent fees and charges become a lien on the Vessel and its tackle, fixtures, equipment and furnishings. City may change moorage fees and other charges at any time during the term of this agreement, and Owner shall pay any increased fees and charges as of their effective date.
- Compliance with Laws and Regulations:** Owner shall comply with all applicable federal, state, and local laws and regulations and special instructions issued by the Harbormaster. City, its employees and agents shall have access to the Vessel to inspect for compliance with this agreement and to move the Vessel to protect against any casualty or potential hazard. City assumes no responsibility to take any such action or for any resulting damage to the Vessel, its tackle, fixtures, equipment, furnishings.
- No Sale or Assignment of Moorage Space:** Owner may not assign or transfer this agreement or the moorage stall assigned to the Vessel without written consent by the Harbormaster. Transfer or assignment of this agreement may only occur after the harbormaster determines that 1) the Owner is in full compliance with this agreement; 2) there has been a change of ownership of an entity, reorganization of an agency, or death of an individual owner; and 3) the nature of the owner's business or enterprise, if applicable, and the use of the Vessel and the stall will remain substantially the same after the transfer or assignment. Owner or his, her or its successor or heir requesting an assignment or transfer must submit a written request for a transfer or assignment no more than 30 days after the change in ownership, death or reorganization occurs.
- Change in Vessel:** Owner may not use the assigned stall for any vessel other than the Vessel. Owner shall notify City within fifteen (15) days after obtaining title to and designating the new Vessel and provide the harbormaster with 1) a new signed Reserve Stall Moorage Agreement showing the vessel fits the size criteria for the stall 2) pay appropriate "change boat" fee. and 3) provide proof of ownership on the Vessel.
- No Sublease of Moorage Space:** The reserve stall may not be made available by the Owner to any individual, group or entity in exchange for money, goods, services or any other benefit.
- Termination:** Either party may terminate this agreement after thirty (30) days' notice to the other. Except as otherwise provided in this agreement, this agreement terminates upon Owner's transfer of title to the Vessel. City may terminate this agreement summarily by giving notice of any violation of this agreement, including without limitation failure to comply with applicable laws, regulations or rules. The remedy in this paragraph is in addition to any other remedies under this agreement, statute or ordinance, or otherwise. Notwithstanding such termination, Owner remains responsible for all fees and charges incurred by the Vessel until the Vessel becomes subject to a new moorage agreement.
- City's Right to Remove or Impound:** Upon termination of this agreement, and in any circumstances where authorized in the Homer City Code (including without limitation when moorage fees or other charges are more than thirty (30) days past due), City may remove the Vessel from the Harbor at Owner's risk and expense, and/or impound the Vessel, its tackle, fixtures, equipment and furnishings, and pursuant to notice, auction, sell or dispose of the same.
- WAIVER OF RESPONSIBILITY AND INDEMNITY:** (1) City is only a lessor of moorage space and not a bailee under this agreement, does not accept the Vessel or its tackle, fixtures, equipment or furnishings for storage, warehousing or safekeeping, and shall not be liable for loss or damage to the Vessel or its tackle, fixtures, equipment or furnishings. City will not be liable for death or injury to persons or damage to property suffered by Owner, its employees, agents, invitees or passengers, arising from any cause upon Harbor facilities or any premises adjacent thereto. City has no duty to provide services to the Vessel to protect it from damage. (2) Owner shall defend, indemnify and hold City, its officers, employees and agents, harmless from any claim, demand, loss, damage or expense (including without limitation claims for personal injury, death, environmental pollution or property damage) ("Claim") arising out of, resulting from or in any way connected with this agreement or the use of the Harbor or its facilities hereunder by Owner, its employees, agents, invitees or passengers; provided only this duty to defend, indemnify and hold harmless shall not apply if the Claim arises out of the sole negligence or intentional misconduct of City.
- Term:** This agreement shall become effective on October 1 of the first reserved stall year and shall remain in force until terminated pursuant to paragraph 8. If the Vessel remains in the Harbor after termination or expiration of this agreement, Owner shall pay transient moorage fees, and no refund or credit shall be granted if Owner later executes an agreement providing for a lower rate.
- Notice:** Billings and notices to Owner are deemed delivered on the date when deposited in the United States mail with proper postage, addressed to Owner at the address for notices in Attachment A, which Owner may change by notice to the Harbormaster. The name and address provided on this agreement and on Attachment A are subject to public disclosure.
- Insurance:** Owner shall maintain in effect during the term of this agreement liability insurance covering Owner's employees, invitees and passengers, and covering damage to Harbor property and other vessels and facilities by the operation of the Vessel. If the Vessel carries passengers for hire, the liability insurance shall cover bodily injury, including death, in an amount not less than \$100,000 per person, \$300,000 combined single limit per occurrence (including property damage). All required policies of liability insurance shall name City as an additional insured with waiver of subrogation.
- Seaworthiness-Underway Policy:** Owner shall keep the Vessel seaworthy and capable of operating under its own power at all times, except for a reasonable time while undergoing repairs. On at least two days in each calendar year, separated by at least 60 days, the Vessel shall depart the Harbor, travel beyond the one quarter mile turning basin of the Pioneer and Deep Water Docks and return to the Harbor, all under its own power. If the Vessel fails to comply with this requirement, the moorage charge for the Vessel shall be increased by 50% commencing when the Vessel fails to comply and continuing during the period of non-compliance.
- Entire Agreement-Applicable Law:** This constitutes the entire agreement between the parties. No modification or amendment of this agreement shall be valid unless evidenced in writing and signed by both parties. This agreement shall be governed by the laws of the State of Alaska.

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS CONTAINED HEREIN AND CERTIFY THAT I AM THE RESERVED STALL LESSEE FOR THE VESSEL DESCRIBED ON ATTACHMENT A, THE OWNER OF THE VESSEL AND PARTY TO THIS AGREEMENT, I CERTIFY THAT THE INFORMATION ON ATTACHMENT A IS CORRECT AND AGREE THAT I AM RESPONSIBLE FOR PAYMENT OF ALL FEES AND CHARGES INCURRED UNDER THIS AGREEMENT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Authorized Agent for: \_\_\_\_\_



# ACTION ITEM REPORT

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## Property Leasing

**To:** Port and Harbor Advisory Commission

**From:** Amy Woodruff

**Meeting Date:** November 8, 2023

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### Summary Statement:

Commissioner Shavelson submitted a proposed draft ordinance to amend City Lease Code. If this ordinance finds support from commission and a councilmember sponsors it, it will be forwarded to the City Manager for review and would likely have its first reading at the November 27<sup>th</sup> Council meeting, and its second reading at the January 8<sup>th</sup> meeting.

### Staff Recommendation:

Review the draft ordinance and supporting memorandum, and make a recommendation to council to consider the Ordinance.

### Attachments:

Memorandum from Commissioner Shavelson  
Draft Ordinance from Commissioner Shavelson



## Memorandum

**To:** Port & Harbor Commission & Staff  
**From:** Bob Shavelson  
**Date:** October 27, 2023  
**Subject:** Property Leasing

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The Homer City Code rightly recognizes the purpose of the City’s leasing program is to “maximize the value of City assets” and to “provide the highest and best use of City-owned property.” HCC 18.08.005. Because City leases, including ground leases, can endure for 20-35 years (depending on the lease term and options to renew), it’s vital such leases receive adequate scrutiny.

Currently, the Port & Harbor Commission (PHC) does not review final drafts of long-term leases before they go to the City Council for approval; instead, the PHC only reviews a recommendation to lease from the City Manager. While that recommendation is required to contain “the essential terms of the proposed lease,” HCC 18.08.070, it does not contain the final lease language, and therefore paints an incomplete picture of the actual lease.

Because the PHC has a specialized knowledge of City-owned property on the Spit, and because close scrutiny should be paid to leases locking-up City property for 20-35 years, it makes sense to run final draft lease language – and not simply the City Manager’s less complete recommendation – through the PHC before consideration by the Council.

This policy goal can be achieved with a simple amendment to Homer City Code:

Add to the end of HCC 18.08.04(a): “All leases on the Homer Spit shall be reviewed by the Port & Harbor Commission prior to submission to the Council for approval.”

## **Draft Ordinance of the Homer City Council (Oct. 27. 2023)**

WHEREAS, the City of Homer owns real property throughout the City, including on the Homer Spit;

WHEREAS, the City-owned property on the Homer Spit represents significant economic and non-economic value for the City and its residents;

WHEREAS, the Homer City Code rightly recognizes the purposes of the City's property leasing program to be to "maximize the value of City assets" and to "provide the highest and best use of City-owned property." HCC 18.08.005;

WHEREAS, to achieve these purposes, and to promote predictability, the City often enters long-term leases which can endure for 20-35 years;

WHEREAS, by virtue of its roles and responsibilities, the Port & Harbor Commission (PHC) has specialized knowledge about City-owned property located on the Homer Spit;

WHEREAS, currently, while the PHC may review recommendations to lease from the City Manager, such recommendations may not provide a complete picture of the proposed lease, and the PHC does not review final draft lease language before it goes to Council for approval;

WHEREAS, it is in the best interests of the City to provide the necessary scrutiny for property leases on the Homer Spit by providing the PHC the opportunity to review final draft lease language before it goes to Council for final approval.

NOW, THEREFORE, HOMER CITY CODE IS HEREBY AMENDED TO REFLECT:

Add to the end of HCC 18.08.04 (a): "All leases on the Homer Spit shall be reviewed by the Port & Harbor Commission prior to submission to the Council for approval."



### Operations Report – October 2023

- The following vessel conducted landings at the PD & DWD: Tustumena, Tiglax, Kate Francis, Ann T Cheramie & Petro Alaskan, Perseverance, Endeavor, ATB Aurora & Qamun.
- Vessels utilizing the MRF include the F/V Camai and L/C Arctic Seal.
- Port maintenance crew completed final repairs & restoration to the transient dock portions of K – Q floats.
- The public work department & Dutch Boy completed final repairs the sink hole at the DWD entrance.
- The winter metered shore power electricity program commenced October 16<sup>th</sup>. There are approximately 30 vessels currently participating
- Port maintenance crew shut down and winterized potable water on the float systems.
- Harbor officers removed trash & debris from the float systems and consolidated shore power cords and garden hoses in preparation of snow removal.
- Harbor assistants and harbor officers completed the installation of stall number placards on 700 stalls. These numbers are attached to the side of the float system and visible to boaters while maneuvering their vessels.
- Harbor assistants cleaned and demobilized the public fish cleaning stations and the fee collection booth at the L&L ramp.
- The harbormaster has worked closely with Global Diving in efforts to notify the owners of vessels damaged during the anode installation project. Approximately 150 owners of vessels known to be in areas of exposure to hot works have received notification via email and USPS. To date, 32 claims have been submitted and 10 have been closed out.
- The port director, harbormaster, and maintenance supervisor attended the 2023 AAHPA Conference in Ketchikan in September.
- The deputy harbormaster and employees from the fish dock and port maintenance divisions completed confined space and rope rescue training with members of HVFD in October.
- The Mariner Park & Fishing Hole campgrounds closed on November 1<sup>st</sup>.
- On October 13<sup>th</sup>, port & harbor operations and maintenance staff initiated emergency response to a fire aboard a 70' commercial dive & salvage vessel. HFD successfully extinguished minutes after arrival, helping to minimize property damage and the spread to adjacent vessels.

# Port & Harbor Monthly Statistical & Performance Report

For the Month of: **September 2023**

<b><u>Moorage Sales</u></b>		<u>2023</u>	<u>2022</u>	<b><u>Stall Wait List</u></b>	
Daily Transient		269	204	No. on list at Month's End	<u>2023</u> <u>2022</u>
Monthly Transient		184	182	20' Stall	2            2
Semi-Annual Transient		4	4	24' Stall	74          79
Annual Transient		21	17	32' Stall	213        227
Annual Reserved		420	436	32' A Stall	14          17
				40' Stall	72          74
				50' Stall	35          34
				60' Stall	4            5
				75' Stall	8            7
				Total:	<hr style="width: 100%; border: 0.5px solid black;"/> 422      445
					.
<b><u>Grid Usage</u></b>				<b><u>Docking &amp; Beach/Barge Use</u></b>	
1 Unit = 1 Grid Tide Use		<u>2023</u>	<u>2022</u>	1 Unit = 1 or 1/2 Day Use	<u>2023</u> <u>2022</u>
Wood Grid		4	6	Deep Water Dock	10          23
Steel Grid		0	1	Pioneer Dock	23          35
				Beach Landings	1            2
				Barge Ramp	172        135
				<b><u>Marine Repair Facility</u></b>	<u>2023</u> <u>2022</u>
				Vessels Hauled-Out	0            1
				Year to Date Total	4            6
				Vessels using facility uplands	1            4
				<b><u>Wharfage (in short tons)</u></b>	
				In Tons, Converted from Lb./Gal.	<u>2023</u> <u>2022</u>
				Seafood	111        297
				Cargo/Other	1303       1730
				Fuel	*            6,692
				<i>* not available at time of report</i>	
				<b><u>Ice Sales</u></b>	<u>2023</u> <u>2022</u>
				For the Month of September	349        202
				Year to Date Total	1,939      1,602
				<b><u>Difference between</u></b>	
				<b><u>2022 YTD and 2023 YTD:</u></b>	<hr style="width: 100%; border: 0.5px solid black;"/> 337 tons more
<b><u>Crane Hours</u></b>		<u>2023</u>	<u>2022</u>		
		172.2	132.3		

# Port & Harbor Monthly Statistical & Performance Report

For the Month of: **October 2023**

<b><u>Moorage Sales</u></b>		<u>2023</u>	<u>2022</u>	<b><u>Stall Wait List</u></b>		
Daily Transient		172	166	No. on list at Month's End	<u>2023</u>	<u>2022</u>
Monthly Transient		124	109	20' Stall	2	2
Semi-Annual Transient		2	6	24' Stall	56	49
Annual Transient		9	11	32' Stall	193	184
Annual Reserved		178	139	32'A Stall	13	14
				40' Stall	72	66
				50' Stall	35	33
				60' Stall	4	5
				75' Stall	8	4
				Total:	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
					383	357
<b><u>Grid Usage</u></b>						
1 Unit = 1 Grid Tide Use		<u>2023</u>	<u>2022</u>			
Wood Grid		6	1			
Steel Grid		0	2			
				<b><u>Docking &amp; Beach/Barge Use</u></b>		
				1 Unit = 1 or 1/2 Day Use	<u>2023</u>	<u>2022</u>
				Deep Water Dock	18	14
				Pioneer Dock	10	21
				Beach Landings	3	6
				Barge Ramp	122	109
<b><u>Services &amp; Incidents</u></b>		<u>2023</u>	<u>2022</u>	<b><u>Marine Repair Facility</u></b>	<u>2023</u>	<u>2022</u>
Vessels Towed		0	1	Vessels Hauled-Out	1	0
Vessels Moved		19	6	Year to Date Total	5	6
Vessels Pumped		1	2	Vessels using facility uplands	2	4
Vessels Sunk		0	0			
Vessel Accidents		0	0			
Vessel Impounds		0	0			
Equipment Impounds		3	2			
Vehicle Impounds		0	1	<b><u>Wharfage (in short tons)</u></b>		
Property Damage		0	0	In Tons, Converted from Lb./Gal.	<u>2023</u>	<u>2022</u>
Pollution Incident		2	0	Seafood	1,519**	232
Fires Reported/Assists		1	0	Cargo/Other	1,564	1,263
EMT Assists		3	2	Fuel	*	34,600
Police Assists		1	2			
Public Assists		11	12	** Processor wharfage June, July, & Aug finally		
Thefts Reported		0	0	submitted- business' catch up from summer		
				<b><u>Ice Sales</u></b>	<u>2023</u>	<u>2022</u>
				For the Month of October	*	156
				Year to Date Total	*	1,758
<b><u>Parking Passes</u></b>		<u>2023</u>	<u>2022</u>	<b><u>Difference between</u></b>		
Long-term Pass		4	5	<b><u>2022 YTD and 2023 YTD:</u></b>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
Monthly Long-term Pass		3	1			
Seasonal Pass		3	0			
<b><u>Crane Hours</u></b>		<u>2023</u>	<u>2022</u>			
		*	88.8			

\* not available at time of report

**2023 Load and Launch**

11/1/2023

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Season Pass Office	2	1	20	42	85	80	27	5	0				262
Season Pass Booth				0	3	64	21	5	0				93
Total Season Passes	2	1	20	42	88	144	48	10	0	0	0	0	355
Single Launch Office				2	4	4	4	0	0				14
Single Launch Booth				0	91	746	951	461	38				2,287
Single Launch Paystation				244	777	693	1,455	772	407				4,348
Total Launches	0	0	0	246	872	1,443	2,410	1,233	445	0	0	0	6,649
Est. Season Passes x 120.54	241.08	120.54	2,410.80	5,062.68	10,607.52	17,357.76	5,785.92	1,205.40	0.00	0.00	0.00	0.00	\$42,791.70
Est. Pass Parking x 64.90	129.80	64.90	1,298.00	2,725.80	5,711.20	9,345.60	3,115.20	649.00	0.00	0.00	0.00	0.00	\$23,039.50
Est. Single Launch x 12.05	0.00	0.00	0.00	2,965.28	10,511.09	17,393.92	29,050.14	14,862.58	5,364.03	0.00	0.00	0.00	\$80,147.05
Est. Single Parking X 6.49	0.00	0.00	0.00	1,596.54	5,659.28	9,365.07	15,640.90	8,002.17	2,888.05	0.00	0.00	0.00	\$43,152.01
Revenue w/o tax L&L	241.08	120.54	2,410.80	8,027.96	21,118.61	34,751.68	34,836.06	16,067.98	5,364.03	0.00	0.00	0.00	\$122,938.75
Revenue w/o tax Parking	129.80	64.90	1,298.00	4,322.34	11,370.48	18,710.67	18,756.10	8,651.17	2,888.05	0.00	0.00	0.00	\$66,191.51
<b>Total Revenue w/o tax</b>	<b>370.88</b>	<b>185.44</b>	<b>3,708.80</b>	<b>12,350.30</b>	<b>32,489.09</b>	<b>53,462.35</b>	<b>53,592.16</b>	<b>24,719.15</b>	<b>8,252.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$189,130.26</b>



### 2023 Ice & Crane Report

Date To	Crane Weekly	Crane Month	YTD Crane	Ice Weekly	Ice Month	YTD Ice
1/2/2023	0.5			shut down for maintenance		
1/9/2023	28.1			shut down for maintenance		
1/16/2023	25.6			shut down for maintenance		
1/23/2023	21.1			shut down for maintenance		
1/30/2023	11.9			shut down for maintenance		
		87.2	87.2		0	0
2/6/2023	42.4			shut down for maintenance		
2/13/2023	41.1			shut down for maintenance		
2/20/2023	35.8			shut down for maintenance		
2/27/2023	43.6			12		
		162.9	250.1		12	12
3/6/2023	38.8			28		
3/13/2023	44.9			44		
3/20/2023	21.3			18		
3/27/2023	22.5			35		
		127.5	377.6		125	137
4/3/2023	59.7			38		
4/10/2023	40.3			37		
4/17/2023	37.8			12		
4/24/2023	16.8			37		
		154.6	532.2		125	262
5/1/2023	59			65		
5/8/2023	30.8			25		
5/15/2023	28.1			30		
5/22/2023	39			35		
5/29/2023	40.5			46		
		197.4	729.6		201	463
6/5/2023	66.7			45		
6/12/2023	64.1			63		
6/19/2023	54.4			40		
6/26/2023	52.8			76		
		238	967.6		224	687
7/3/2023	87			98		
7/10/2023	157.1			136		
7/17/2023	71.4			112		
7/24/2023	59.1			174		
7/31/2023	40			62		
		414.6	1382.2		582	1269
8/7/2023	68.1			107		
8/14/2023	62.4			113		
8/21/2023	43.7			100		
8/28/2023	69.5			105		
		243.7	1625.9		425	1694
9/4/2023	37.1			73		
9/11/2023	38			83		
9/18/2023	51.4			90		
9/25/2023	45.7			103		
		172.2	1798.1		349	1939
10/2/2023	41			66		
10/9/2023						
10/16/2023						
10/23/2023						
10/30/2023						
		41	1839.1		66	
11/6/2023						
11/13/2023						
11/20/2023				shut down for maintenance		
11/27/2023				shut down for maintenance		
		0	1839.1		0	
12/4/2023				shut down for maintenance		
12/11/2023				shut down for maintenance		
12/18/2023				shut down for maintenance		
12/25/2023				shut down for maintenance		
12/31/2023				shut down for maintenance		
		0	1839.1	121	1939	1939

## 2023 Campgrounds Revenue

TMP Account #

April 1 to October 30

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

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

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

# CITY OF HOMER NEWSLETTER



VOL. III - ISSUE III | NOVEMBER 2023

## WHAT'S INSIDE?

MONTHLY NEWSLETTER FROM THE OFFICE OF THE CITY MANAGER

### COUNCIL MEMBERS LORD AND VENUTI RE-ELECTED

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



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

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

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

### Follow us on Social Media

- City Hall: @cityofhomerak
- Parks & Recreation: @homerparksandrec
- Homer Public Library: @homerpubliclibrary
- Homer Police: @homerpolice
- Fire Department: @HomerVolFireDept

### Subscribe to the Monthly Newsletter

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



## Call for Art!

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

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

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

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

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

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

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

IT'S YOUR LIFE  
TAKE A DAY TO BE WELL

## ROTARY HEALTH FAIR

Nov 5 9am-1pm | Homer High School

## PEOPLE AND PEAT EVENT SERIES

### YOUTH PEATLAND EXPEDITION

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

### "THE PEATLANDS" ART INSTALLATION RECEPTION

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

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

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

### WALK ON THE WILD SIDE

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

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

## SHOP LOCAL WEEKEND

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

# PUBLIC WORKS

## TRANSPORTATION PLAN PUBLIC INPUT

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



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

# PARKS

## END OF SEASON TRAIL WORK

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

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



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

# LIBRARY

## STORY WALK TRAIL IMPROVEMENTS

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



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

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

### Homer Public Library

500 Hazel Street

907-235-3180

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

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



# LIBRARY EVENTS

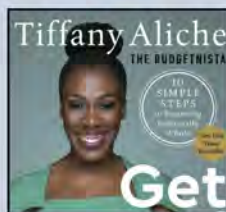
## VIRTUAL AUTHOR TALKS

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



**November 1 at 4 pm**

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



**November 9 at 10 am**

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



**November 16 at noon**

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



**November 30 at 11 am**

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



**November 14**

Noon - 1 pm  
with Caroline Venuti

CHECK OUT MORE LIBRARY  
PROGRAMS AND EVENTS

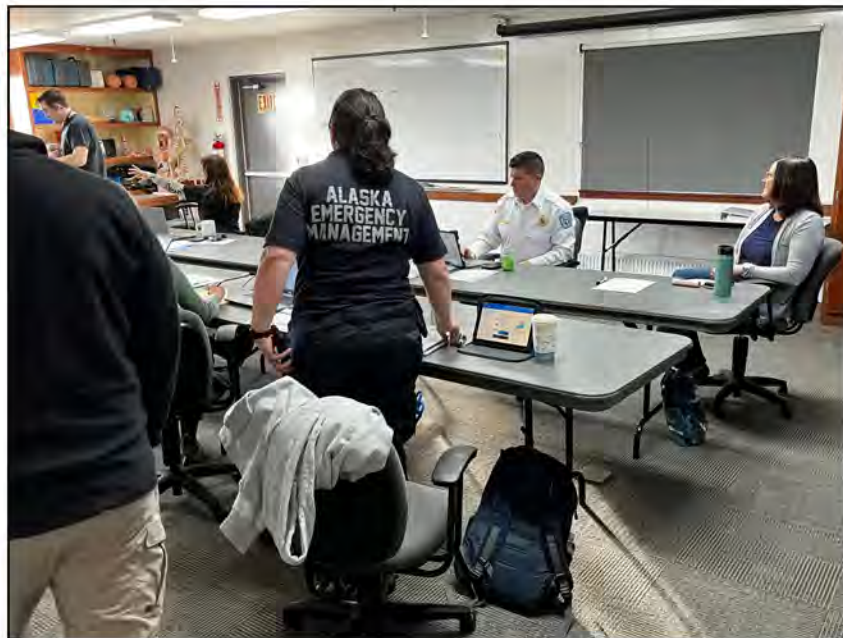


# FIRE DEPARTMENT

## STATEWIDE EMERGENCY RESPONSE EXERCISE

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

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



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

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

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

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



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



# FIRE DEPARTMENT

## BUSY FALL FOR THE FIRE DEPARTMENT

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

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

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

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



## CONFINED SPACE SAFETY TRAINING



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

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

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

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



# PUBLIC SAFETY CORNER



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

## FIRE PREVENTION WEEK, OCT 8-14

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

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

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

### Cook with Caution Tips

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

### Home Heating Safety Tips

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



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

### Facts About Smoke Alarms



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

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



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



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



Daylight Savings Time ends November 5th.



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

# CITY CLERKS

## GIRL SCOUT DEMOCRACY EVENT

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

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

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

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

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



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



*Ginny Espenshade introduces the Bill of Rights.*



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

# PORT & HARBOR



## HOMER HARBOR EXPANSION STUDY UPDATE

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

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

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

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

# POLICE

## NOVEMBER CHARITABLE EVENTS

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

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

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



# COMMUNITY RECREATION

## CROSS OVER EVENT KICKS OFF UPCOMING WINTER RECREATION SEASON

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

### SKI & WINTER GEAR SWAP

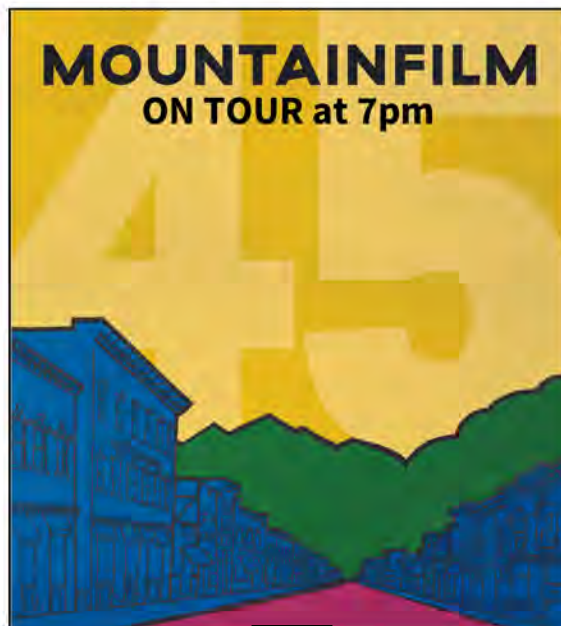


Bring your winter gear to barter, sell or give away! Find the equipment and/or gear you need. Winter clothing, winter gear, skates, snowboards, and of course skis, are welcome. This is free event; no businesses please.

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

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

Mountainfilm showcases nonfiction stories about environmental, cultural, climbing, political and social justice issues that matter. Mountainfilm goes beyond exceptional film medium by bringing together world-class athletes, change makers and visionary artists for a multi-dimensional celebration of indomitable spirit, aiming to inspire audiences to create a better world.



### DINNER & DESSERT FUNDRAISERS



Plan to stay for dinner and support a great cause!

Homer Wilderness Leaders (HoWL) will be selling four different delicious soups and bread as a fundraiser to support outdoor adventure programs for youth.

Fantastic dessert selections provided by the Homer Middle School "AK to DC Annual Trip" fundraising group will also be available for purchase.

Mountainfilm is hosted by Homer Community Recreation.

Tickets are available for purchase at the Homer Mariner Theater door for \$10.

[Click HERE](#) to read descriptions of the nine short films being featured this year.

## CITY STAFF OCTOBER ANNIVERSARY

Charles Lee completed his third year with the Homer Police Department last month. Thank you for the dedication, commitment, and service you've provided the City and taxpayers of Homer over the years. You all are an integral part of what makes the City of Homer a great place to work.

# SHOUT OUT TO HOMER ANIMAL SHELTER

National Animal Shelter Appreciation Week is November 5-11, a time to recognize often unsung heroes in our communities--local animal shelters. Shelter organizations work tirelessly to provide care, love, and a second chance to countless animals in need. This newsletter issue shines a spotlight on Homer's very own Alaska Mindful Paws, honoring their incredible work at the Homer Animal Shelter, their contributions to the welfare of animals, and commitment to making our world a better place for all.

At the heart and soul of Alaska Mindful Paws is a team of dedicated staff and volunteers who devote time and resources and outstanding service to the public and to animals, providing shelter, medical care, and socialization.



Mindful Paws staff  
from left,  
Jillian Rogers,  
Carly Ott and  
Rebecca Bartee

Since January 2023, more than 70 animals (of all kinds!) found new adoptive homes and nearly 80 dogs and cats were returned to their owners. Staff have responded to a whopping 240 animal control calls to assist with public safety. And that's just through mid-October! They have also had to euthanize six animals, and while that decision is never taken lightly, helping animals cross over the Rainbow Bridge is sometimes a necessary last act of kindness. The shelter's save-rate remains high at just over 96 percent.

Mindful Paws' mission goes beyond providing a temporary home for animals. They work closely with City of Homer staff, City Council and the fine folks at the Homer Police Department to raise awareness and implement policies supporting responsible pet ownership. This summer, they worked with Councilmember Rachel Lord and City Clerk Melissa Jacobson to revise Title 20 in City Code. With guidance from the city's attorney and police chief, the City now has an updated, more effective animal control code.

Shelter staff also hosted national representatives from the Society for the Prevention of Cruelty to Animals who were in Alaska visiting municipal shelters. Homer Animal Shelter received rave reviews for up-to-date policies and procedures, cleanliness, outreach programs and overall daily functions.



Staff have also resumed education and outreach – post covid – at various community events. Homer Animal Friends, the non-profit that helps support the shelter, is as involved as ever helping with spay and neuter costs and clinics.



## SHOW YOUR APPRECIATION!

As National Animal Shelter Appreciation Week approaches, we encourage our community to show their support for Homer's Animal Shelter. Whether through donating, adopting, or simply stopping in to socialize with the animals during open business hours, every small effort makes a big difference!

### Donate to the Shelter

Donations, whether monetary or in-kind, are always welcome. Items such as pet food, cat beds and litter, enrichment toys, and cleaning supplies like paper towels, bleach and disinfecting wipes are welcome. Monetary donations can help defray care costs or sponsor an animal's adoption fee. To donate go to <https://www.alaskamindfulpaws.org/>.

### Adopt an Animal

If you're considering adding a furry member to your family, consider adoption. Adopting from the shelter gives an animal a second chance at a loving home.

# CITY OF HOMER ROSTER

**Mayor** - Ken Castner (2024)

## City Council

Donna Aderhold (2024)  
 Jason Davis (2025)  
 Shelley Erickson (2024)  
 Storm P. Hansen-Cavasos (2025)  
 Rachel Lord (2026)  
 Caroline Venuti (2026)

## City Staff Leadership

Rob Dumouchel, City Manager  
 Melissa Jacobsen, MMC, City Clerk/Deputy Director of Administration  
 Mark Robl, Chief of Police  
 Bill Jirsa, Chief Technology Officer  
 Julie Engebretsen, Economic Development Manager  
 Elizabeth Walton, Finance Director  
 Mark Kirko, Fire Chief  
 Dave Berry, Library Director  
 Andrea Browning, Personnel Director  
 Bryan Hawkins, Port Director  
 Jan Keiser, Public Works Director/City Engineer  
 Ryan Foster, City Planner  
 Mike Illg, Community Recreation Manager

## Commissions and Boards

ADA Advisory Board  
 Economic Development Advisory Commission  
 Library Advisory Board  
 Parks, Art, Recreation and Culture Advisory Commission  
 Planning Commission  
 Port and Harbor Advisory Commission

# MUNICIPAL ART COLLECTION



*Green Trees*, a water color painted by Diana Tillion graces the wall of Cowles Chambers at City Hall.

Learn more about the municipal art collection at:  
[www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection](http://www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection)

## STAY CONNECTED TO CITY COUNCIL

Go to [cityofhomer-ak.gov/cityclerk/stay-connected-city-council](http://cityofhomer-ak.gov/cityclerk/stay-connected-city-council) to find instructions on how to listen, provide testimony, and participate in the meetings via Zoom.

### November UPCOMING MEETINGS

1	5:30 pm	Planning Commission Worksession
1	6:30 pm	Planning Commission Regular Meeting
8	5:30 pm	Port & Harbor Advisory Commission Regular Meeting
9	5 pm	ADA Advisory Board Regular Meeting
10	6 pm	Economic Dev. Advisory Commission Regular Meeting
13	5:00 pm	City Council Committee of the Whole
13	6:00 pm	City Council Regular Meeting
14	6:0 pm	Economic Dev. Advisory Commission Regular Meeting
16	4:30 pm	Parks, Art, Rec & Culture Commission Worksession
16	5:30 pm	Parks, Art, Rec & Culture Commission Regular Meeting
21	5:30 pm	Library Advisory Board Regular Meeting
27	4 pm	City Council Worksession - Recreation
27	5 pm	City Council Committee of the Whole
27	6 pm	City Council Regular Meeting

## JOIN OUR TEAM

- Find current job listings for the City of Homer
- Sign up for Job Alerts
- Apply Online at:  
[cityofhomerak.applicantpro.com/jobs](http://cityofhomerak.applicantpro.com/jobs)

### CURRENT JOB LISTINGS

- [Assistant or Associate Planner](#)
- [Building Custodian](#)
- [Harbor Officer I](#)



### ABOUT THIS NEWSLETTER

The City of Homer Newsletter is published monthly. For questions or comments, please contact the Office of the City Manager at [citymanager@ci.homer.ak.us](mailto:citymanager@ci.homer.ak.us).

### City of Homer

491 E. Pioneer Avenue, Homer, Alaska 99603  
 907-235-8121

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



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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: October 4, 2023  
SUBJECT: City Manager's Report for October 9, 2023 Council Meeting

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### Transportation Plan's Public Meeting Update

Over 40 people turned out to comment on the Public Review Draft of the Transportation Plan. Next steps include collecting public comments until October 10<sup>th</sup>, providing comments to project consultant Kinney Engineering, and revising the plan so it is ready for presentation to the Planning Commission. Stay tuned for the next draft near the end of the year or early 2024.



### Audit Update

The current audit has been a topic of discussion at recent meetings. I have written a memo, attached to this report, which provides more context for Council and the public to understand the challenges we've faced in



the last two years related to audit timing. The cumulative impacts of COVID, the administration of large amounts of grant and relief dollars, the change in fiscal year, the truncation of FY21, a software transition, new accounting rules, and staffing shortages in the accounting world have all contributed to a delayed audit for FY22. We're working on options for acceleration of the FY23 audit that would get us caught up and into a better rhythm for future audits.

### **Airport Sidewalk Repair Update**

The City issued an Invitation to Bid for the Airport Terminal Sidewalk Replacement Project that was advertised in the Homer News August 24 and 31, 2023 and no bids were received for the project. The Invitation to Bid was extended and re-advertised on September 14 & 21, 2023 and in the Peninsula Clarion on September 16, 2023, and again, no bids were received. Public Works Director Keiser's has suggested that we issue another invitation to bid for the project in the spring.

### **ICMA Conference**

I am currently attending the International City Manager Association (ICMA) conference in Austin, TX. I attended micro-certification courses titled "Building High Performing Board-Manager Relations" and "Tackling Wicked Problems: Building Capacity for Deliberative Engagement." I've also attended many sessions on topics related to governance, staff transitions and institutional knowledge transfer, rural community management, conflict resolution, multigenerational workplace management, revenue generation, ethics, and more. On the way to Austin, I attended an AMLJIA meeting of the board of trustees.

### **Attachments:**

October Employee Anniversaries  
Audit Update Memorandum  
Panel Discussion Flyer  
Council Work Session Scheduling



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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: October 9, 2023  
SUBJECT: October Employee Anniversaries

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I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

**Charles Lee                      Police                      3      Years**

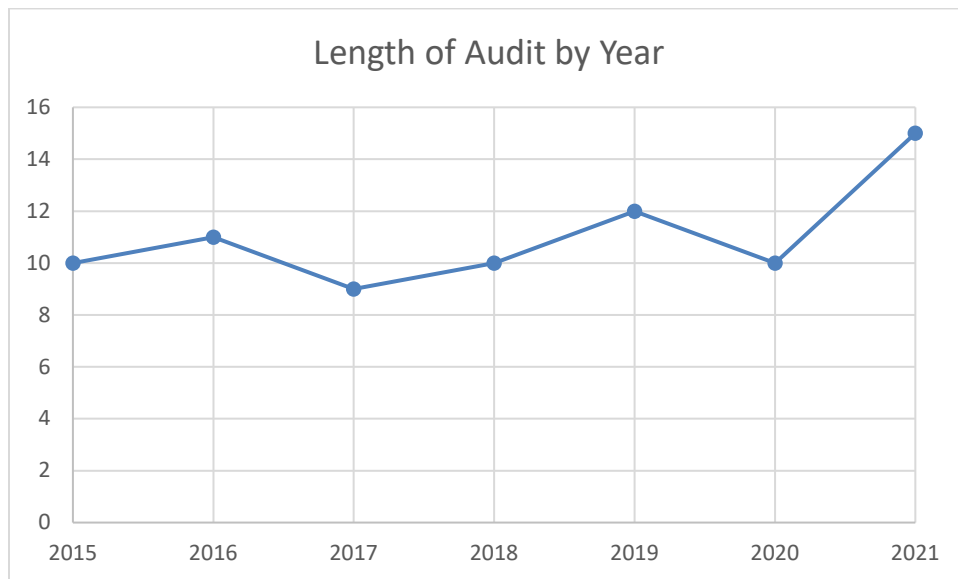


# MEMORANDUM

## FY22 Audit Context and Discussion

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** 4OCT23  
**From:** Rob Dumouchel, City Manager

The FY22 audit is nearing completion and has taken more time than both Council and staff would have liked. Many factors have contributed to the delay. The timing of the audit has generated some comments at Council meetings, and this memo is written with the intent of providing context for the discussion as it is important to understand the current situation.



Going back to 2015, audits have taken anywhere from 9 to 15 months to complete. The majority have been between 10 and 12 months. Where we began to have challenges is after 2020. My perspective is that the cumulative impacts of a number of items have slowed down our progress:

- The general impacts of the pandemic on staff and contractors.
- The Influx of COVID relief funds (CARES Act, ARPA, etc.) brought millions of additional dollars to the City that were processed through the City for various emergency relief grants to

businesses, non-profits, and individuals. Additionally, funds were made available for City purposes, pass through grants, and projects related to pandemic response and mitigation which required a significant amount of administration.

- Ordinance 20-89 changed the City's fiscal year from a January 1 - December 31 calendar year, to a July 1 – June 30 fiscal year. The change was a logical move that I believe is good long term decision for the City, however, the move has been very labor intensive for staff in the fiscal years immediately following the change.
- FY21 was truncated to six months as part of the fiscal year change which gave the FY21 audit a late start because the actual fiscal year was shorter than the time required for the FY20 audit to be completed.
- A major update to our finance software, Caselle, was undertaken after the FY21 audit was complete to account for the fiscal year change in our system.
- GASB rule 87<sup>1</sup>, which impacts reporting related to leases, was implemented and has caused difficulties for many local governments in integrating the new standard.
- There is a nationwide shortage of accounting professionals in the public and private sectors which impacts the schedules of our partner finance firms and our auditing firm. For instance, BDO USA is reportedly pursuing a significant increase to its offshore workforce in an attempt to combat the decrease in workers interested in becoming auditors<sup>2</sup>. Similarly, many municipalities in Alaska, from big cities like Anchorage<sup>3</sup> to small cities like Seward<sup>4</sup>, are having to use finance consultants to mitigate the impacts of unfilled Finance positions in their organizations.
- Significantly more local governments than usual have been required to conduct federal single audits due to COVID relief funding creating pressure on auditing firms.<sup>5</sup>

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<sup>1</sup> GASB = Governmental Accounting Standards Board which is the source of generally accepted accounting principles used by state and local governments in the United States. <https://gasb.org/page/PageContent?pagelid=/standards-guidance/pronouncements/summary--statement-no-87.html&isStaticPage=true>

<sup>2</sup> <https://www.ft.com/content/5e2a3d0d-57cf-4e9a-a8ea-d3877e124037>

<sup>3</sup> Anchorage contracted with three finance firms to support the Controller Division which was at approximately 52% of total staffing in February of 2023 <https://www.adn.com/alaska-news/anchorage/2023/02/22/municipality-of-anchorage-to-pay-up-to-2m-to-outsource-finance-work-due-to-employee-vacancies/>

<sup>4</sup> Seward uses a financial consultant to support the operations of an understaffed Finance Department. Seward also went four years without a long-term finance director until promoting an existing staff member in August 2023 [https://www.sewardjournal.com/news/local/city-names-jusino-new-finance-director/article\\_bfa5315e-47ab-11ee-a8c8-5f9a93dd4d0f.html](https://www.sewardjournal.com/news/local/city-names-jusino-new-finance-director/article_bfa5315e-47ab-11ee-a8c8-5f9a93dd4d0f.html)

<sup>5</sup> "...the demand for government auditors in the private sector has likely increased because more localities will be subject to the federal government's single audit requirement. Under the rule, governments that spend \$750,000 or more of federal awards in any given year are subject to the federal Single Audit Act, which requires they submit an external audit to verify they've spent the money according to the guidelines. In some cases, governments in 2022 were going through the single audit process for the first time ever, according to Mary Foelster, senior director of governmental auditing and accounting. She added that 'the increase in the demand for new government audits came during the same time as entities and firms were trying to work on the backlog of previous audits [for governments who were given filing extensions during the pandemic].'" <https://www.route-fifty.com/workforce/2023/04/how-auditor-shortage-could-hurt-local-governments/385337/>

- The late finish for FY21's audit delayed the start of the FY22 audit.

Staff put a lot of effort into attempting to close the current audit by the end of June 2023. We were able to distribute draft financial statements to Council on June 14<sup>th</sup>. Unfortunately, issues mainly related to implementation of the new GASB 87 rules impacted our ability to finish at that time. We have worked diligently with the auditors to provide any additional information they have requested, and they have made great efforts to keep us on their busy schedule to continue moving things forward.

As the FY22 audit draws to a close, I have asked Finance staff to investigate options to accelerate the FY23 audit. Over the last year we've been pulling together resources to make that objective attainable. We have an existing relationship with Porter & Allison, Inc. to assist in the preparation of financial statements, but we also added two accounting firms to our term contract list in fall of 2022 (Resolution 22-068). Earlier this year the Council approved an increase in funding for professional services for the Finance Department in the FY24/25 budget which was requested to help with priority projects like completing the audit in a timely fashion.

While most of the City was able to move on from the fiscal year change without much of a problem, it did create challenges for Finance which were expected to, and did, have an impact for the years immediately following the change. Getting the current two-year budget complete got us past the fiscal year change on the budget side, and getting past the FY22 audit and accelerating the FY23 audit to overcome the delayed starts on the last two audits should get us back to our regular rhythm for auditing. I would like to make significant reductions in the time it takes to complete future audits, but in the short term, we need to clear out the current cumulative factors to give us a clean slate to work from.



# Panel Discussion: What is Driving Change in Homer?



Sarah Richardson



Derotha Ferraro



Katie Gavenus



Julie Engebretsen



Brad Anderson

Join us for a discussion on why & how the greater Homer-area is changing: demographics and healthcare; changing environment; economic development; small business perspective; and real estate trends.

Thursday,  
**October 12**

6:00 pm - 8:00pm  
at the Homer Library  
500 Hazel Ave,  
Homer, AK 99603



Jane Rohr,  
Moderator

# WORK SESSION

## AGENDA CALENDAR 2023

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



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## Memorandum

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

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

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

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

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

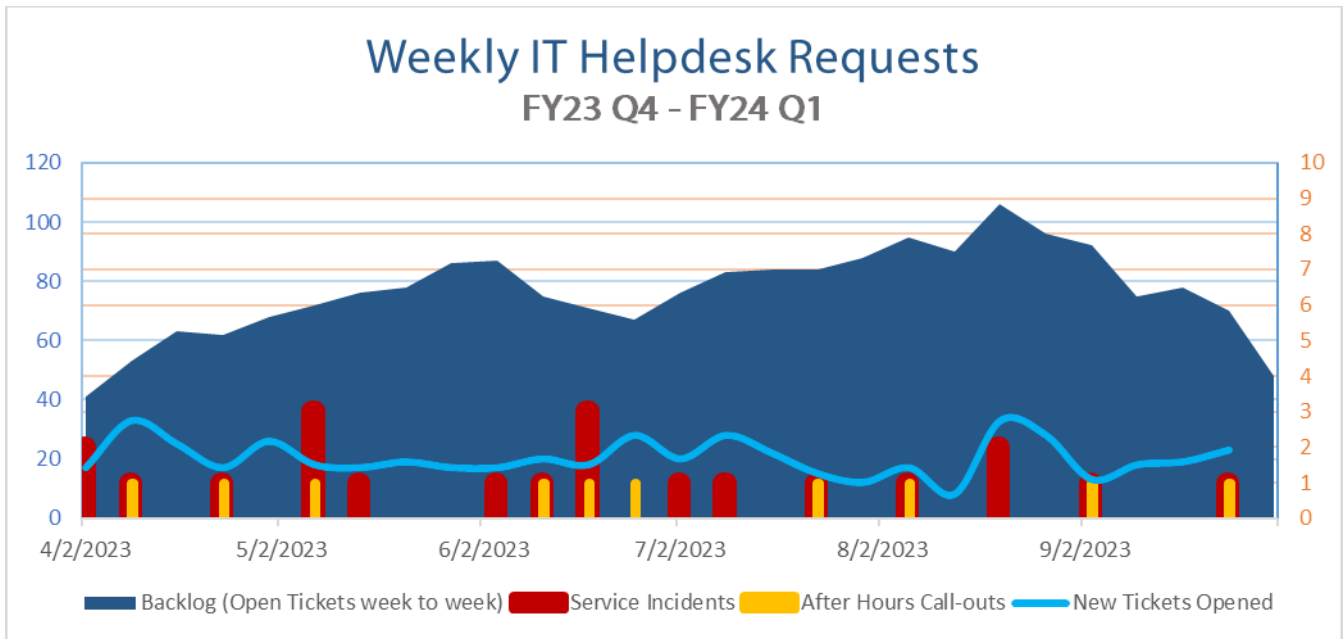
### **End of Season Trail Work Update**

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

### **IT Update**

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





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

**Guiding Growth**

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

**Parks & Recreation Department Update**

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

**Park Planning Updates**

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

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

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

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

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

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

### **Short Term Rental Update**

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

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

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

### **Girl Scouts Democracy Event**

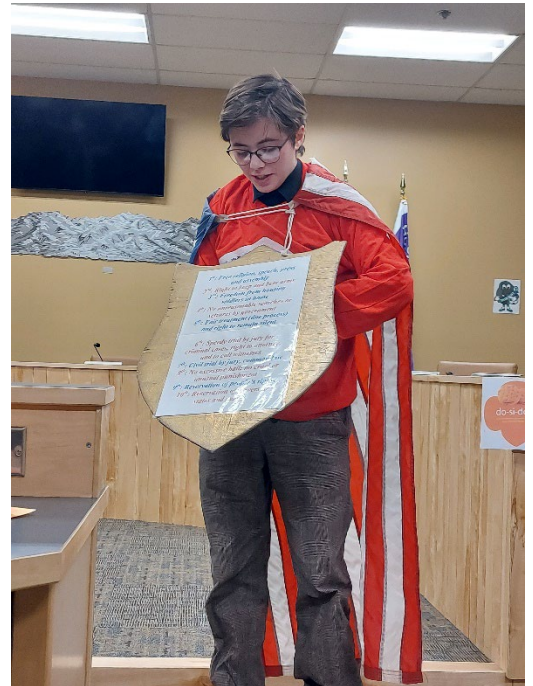
On October 13<sup>th</sup> the Girl Scouts held a Democracy Event in the Cowles Council Chambers. Ginny Espenshade lead the group through a Bill of Rights activity where they learned about the three branches of government. Guest speakers included Council Member Venuti and Jenny Martin, Staff to Senator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



Mock Council Meeting



The Girl Scouts



The Bill of Rights

Photo credits Tina Seaton & Megumi Beams

Incident Brief:

Date: October 16, 2023

Dispatch as: Smoke investigation:

Location: ramp-8 in the Harbor

Vessel name: Sand Island

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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



Charles Way-Installed with water/sewer by contractor



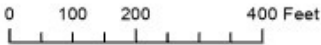
Day view Trail-brush hogged sides, done in house



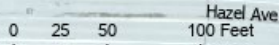
Spruceview Trail-brush hogged both sides, done in house



Poop Deck Trail-  
mowed every other  
week during the  
summer, in house



Story Trail-redone  
with new fabric and  
material by  
contractor







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



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



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

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



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





Ben Walters Trail-new fabric and material were installed, in house



North and South Calhoun Trail-North trail has new fabric and material, south trail brush hogged 2-3 each side, done in house

# WORK SESSION

## AGENDA CALENDAR 2023

<b>Council Meeting Dates</b>	<b>4:00 p.m. Worksession Topic</b>
<i>Monday, May 8</i>	
<i>Tuesday, May 22</i>	<i>Coast Guard ws 2 5 COW @ 4</i>
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<i>Monday, October 18 (off cycle)</i>	<i>Joint Work Session with Planning Commission</i>
<i>Monday, October 23</i>	<i>Finance</i>
<i>Monday, November 13</i>	<i>Exempt Employee Wage Scale</i>
<i>Monday, November 27</i>	<i>Reso 23-027 Follow-Up Re: Recreation Funding Priority</i>

**PORT & HARBOR ADVISORY COMMISSION  
2023 Calendar**

	<b>AGENDA ITEM DEADLINE TO PORT STAFF</b>	<b>PHC MEETING</b>	<b>CITY COUNCIL MEETING FOR REPORT*</b>	<b>ANNUAL TOPICS/EVENTS</b>
<b>JANUARY</b>	Wednesday 1/18 5:00 p.m.	Wednesday 1/25 5:00 p.m.	Monday 2/13 6:00 p.m. <a href="#">[Siekaniiec]</a>	<ul style="list-style-type: none"> <li>• Clerk Reappointment Notices Sent Out</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/15 5:00 p.m.	Wednesday 2/22 5:00 p.m.	Monday 2/27 6:00 p.m. <a href="#">[Matthews]</a>	<ul style="list-style-type: none"> <li>• Terms Expire February 1<sup>st</sup></li> <li>• Election of PHC Officers</li> <li>• Economic Development Worksession: Land Allocation Plan &amp; Comp Plan</li> </ul>
<b>MARCH</b>	Wednesday 3/15 5:00 p.m.	Wednesday 3/22 5:00 p.m.	Tuesday 3/28** 6:00 p.m. <a href="#">[Friend]</a>	
<b>APRIL</b>	Wednesday 4/19 5:00 p.m.	Wednesday 4/26 5:00 p.m.	Monday 5/8 6:00 p.m. <a href="#">[Pitzman]</a>	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests *may be n/a during non-budget years</li> <li>• Amend Commission’s Bylaws</li> </ul>
<b>MAY</b>	Friday 5/12 12:00 p.m.	Wednesday 5/24 6:00 p.m.	Monday 6/12 6:00 p.m. <a href="#">[Friend]</a>	<ul style="list-style-type: none"> <li>• Annual Review of Strategic Plan &amp; Goals – Set Worksession for June</li> <li>• 2<sup>nd</sup> Meeting – Amend Commission Bylaws Meetings</li> <li>• Draft Homer Harbor Expansion (HHE) Project Charter</li> <li>• Draft HHE Project Communications Plan</li> <li>• Draft Port &amp; Harbor Business Plan</li> <li>• Draft Harbor Fleet Management Plan</li> </ul>
<b>JUNE</b>	Friday 6/16 12:00 p.m.	Wednesday 6/28 5:30 p.m.	Monday 7/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Annual Review w/ Special Projects &amp; Communications Coordinator Carroll</li> </ul>
<b>JULY</b>	Friday 7/14 12:00 p.m.	Wednesday 7/26 5:30 p.m.	Monday 8/14 6:00 p.m.	
<b>AUGUST</b>	Friday 8/11 12:00 p.m.	Wednesday 8/23 5:30 p.m.	Monday 8/28 6:00 p.m. <a href="#">[Velsko]</a>	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Annual Review (<i>follow-up if needed</i>)</li> </ul>
<b>SEPTEMBER</b>	Friday 9/15 12:00 p.m.	Wednesday 9/27 5:30 p.m.	Monday 10/9 6:00 p.m. <a href="#">[Zeiset]</a>	<ul style="list-style-type: none"> <li>• Spit Comprehensive Plan Annual Review</li> <li>• AAHPA Conference Sep. 25-29<sup>th</sup></li> </ul>
<b>OCTOBER</b>	Friday 10/13 12:00 p.m.	Wednesday 10/25 5:30 p.m.	Monday 11/27 6:00 p.m. <a href="#">[Zeiset]</a>	<ul style="list-style-type: none"> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>NOVEMBER</b>	Friday 10/27 12:00 p.m.	Wednesday 11/8 5:30 p.m.		<ul style="list-style-type: none"> <li>• Seattle Fish Expo</li> <li>•</li> </ul>

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<b>DECEMBER</b>	Friday 12/1 12:00 p.m.	Wednesday 12/13 5:30 p.m.	Monday 1/8/2024 • Land Allocation Plan Annual Review 6:00 p.m. <a href="#">[Siekaniec]</a>
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\*The Commission’s opportunity to give their report to City Council is scheduled for the Council’s regular meeting following the Commission’s regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.

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

\*\*There will be no First Regular Meeting in July or November.

\*\*\* The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed.