



## Agenda

### Port & Harbor Advisory Commission Regular Meeting

Wednesday, September 24, 2025 at 5:30 PM

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

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#### Homer City Hall

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

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

<https://cityofhomer.zoom.us>  
Dial: 346-248-7799 or 669-900-6833;  
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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 August 27th, 2025 PHC Minutes

#### VISITORS / PRESENTATIONS

#### STAFF & COUNCIL REPORT / COMMITTEE REPORTS

- A. FY26 YTD
- B. Port & Harbor Staff Report - September 2025

#### PUBLIC HEARING

#### PENDING BUSINESS

#### NEW BUSINESS

- A. Proposed Changes to Port of Homer Terminal No 1.
- B. Proposed Changes to Homer City Code title 10 - Port & Harbor

#### INFORMATIONAL MATERIALS

- A. September 2025 Port Operations Report
- B. Q2 Statistics for the Homer Harbor
- C. September City Managers Report to Council

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **Wednesday, October 22, 2025, 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 25-07, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:30 p.m. on August 27, 2025 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ATWOOD, FRIEND, PITZMAN & SIEKANIEC

ABSENT: COMMISSIONERS BRADSHAW, VELSKO (BOTH EXCUSED) & ROTH

CONSULTING: PORT DIRECTOR HAWKINS

STAFF: PORT ADMINISTRATIVE SUPERVISOR WOODRUFF, DEPUTY CITY CLERK LYNN & DEPUTY CITY CLERK PETTIT

**2. AGENDA APPROVAL**

Chair Siekaniec read the supplemental items into the record and requested a motion and second to approve the agenda as amended.

FRIEND/ATWOOD MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

**4. RECONSIDERATION**

**5. APPROVAL OF MINUTES**

5.A. Unapproved May 28<sup>th</sup>, 2025 PHC Minutes

5.B. Unapproved June 25<sup>th</sup>, 2025 PHC Minutes

ATWOOD/FRIEND MOVED TO APPROVE BOTH SETS OF MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**6. VISITORS/PRESENTATIONS**

6.A. Julie Engebretsen – Land Allocation Plan

Community Development Director Engebretsen presented to the Commission regarding the Land Allocation Plan. She answered questions regarding specific properties in the Land Allocation Plan, vacancies, and what happens with vacant structures.

6.B. Jenny Carroll – Capital Improvement Plan

Special Projects and Communications Coordinator Carroll presented to the Commission regarding the Capital Improvement Plan.

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

7.A. Port & Harbor FY25 YTD

Port Administrative Supervisor Woodruff noted that revenues were over expenditure by roughly \$2 million. She added that the extra money is accrued in the operating fund and can be transferred to reserves, grant match reserves, or any other reserve account. There was brief discussion regarding how transfer decisions are made.

7.B. Port & Harbor Staff Report – July/August 2025

Port Administrative Supervisor Woodruff provided the Port & Harbor Staff Report, covering the following items:

- Homer Harbor Expansion update
- System 4 Float Replacement update
- FY25 Port Infrastructure Development Program Application
- Port & Harbor Staff Divers
- Refloating DD in System 4
- Special projects status updates
- Leases/Subleases on the Spit by the numbers

**8. PUBLIC HEARING(S)**

**9. PENDING BUSINESS**

9.A. Title 18.08 City Property Lease Edits  
Memorandum PHC-25-012 from Port Administrative Supervisor as backup

Chair Siekaniec introduced the item by reading of the title and deferred to Port Administrative Supervisor Woodruff, who provided a summary explanation of her memorandum included in the packet.

PITZMAN/FRIEND MOVED TO RECOMMEND CITY COUNCIL ADOPT THE PROPOSED AMENDMENTS IN TITLE 18.08 OF THE DRAFT ORDINANCE.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- 9.B. Land Allocation Plan  
Memorandum PHC-25-013 from Community Development Director as backup

FRIEND/ATWOOD MOVED TO RECOMMEND THAT CITY COUNCIL ADOPT THE 2025 LAND ALLOCATION PLAN WITH THE STAFF AMENDMENTS INCLUDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **10. NEW BUSINESS**

- 10.A. Title 21 Zoning Code Rewrite  
Memorandum PHC-25-014 from Port Administrative Supervisor as backup

The Commission reached a consensus that it was comfortable with what Agnew::Beck had put together and opted against taking any formal action.

- 10.B. Review and Recommendations on the Draft 2026-2031 Capital Improvement Plan  
Memorandum PHC-25-015 from Special Projects & Communications Coordinator as backup

Chair Siekaniec introduced the item by reading of the title. The Commissioners each provided their top three priority projects for inclusion in the legislative priority section of the Capital Improvement Plan.

PITZMAN/ATWOOD MOVED TO RECOMMEND CITY COUNCIL INCLUDE THE HOMER HARBOR EXPANSION, COASTAL EROSION, AND CRITICAL FLOAT SYSTEM REPLACEMENT IN THE LEGISLATIVE PRIORITY SECTION OF THE CAPITAL IMPROVEMENT PLAN AND PRIORITIZE THEM IN THE ORDER STATED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- 10.C. Edits to City of Homer Base Lease Template  
Memorandum PHC-25-016 from Port Administrative Supervisor as backup

ATWOOD/PITZMAN MOVED TO FORWARD THE PROPOSED EDITS TO THE BASE LEASE TEMPLATE ALONG TO CITY COUNCIL.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **11. INFORMATIONAL MATERIALS**

11.A. July/August 2025 Port Operations Report

11.B. July/August City Manager's Reports to Council

CM's Report for July 28, 2025

CM's Report for August 11, 2025

CM's Report for August 25, 2025

Chair Siekaniec noted the informational materials in the packet. There was brief discussion regarding the preliminary mid-biennium budget development schedule.

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

John Mink, city resident and City Council candidate, expressed appreciation for the Port's operations and requested that the public abide by leash laws due to safety concerns while roller skiing.

## **13. COMMENTS OF THE CITY STAFF**

Port Administrative Supervisor Woodruff stated that it's good to see everyone back after a couple of months off, adding that she's looking forward to digging into things this fall and winter.

Port Director Hawkins commended the staff of the Ice Plant, noting that the Ice Plant supported the Cook Inlet Fishery this year. He added that the floats in the harbor are the only areas that an individual is legally required to leash their dog within city limits.

Community Development Director Engebretsen thanked the Commission for a concise meeting. She gave a shoutout to the Ice Plant and their attentiveness during the tsunami warning during her time as Acting City Manager.

Deputy City Clerk Pettit introduced Deputy City Clerk Lynn to the Commission and thanked the Commission for a good and quick meeting.

## **14. COMMENTS OF THE MAYOR/COUNCILMEMBER**

## **15. COMMENTS OF THE COMMISSION**

Commissioner Atwood thanked the city staff for all their hard work, adding that it was a good meeting.

Commissioner Pitzman thanked city staff, noting that it was a busy summer. He thanked everyone for their work in preparation for tonight's meeting.

Commissioner Friend thanked everyone for their participation. He noted that the city has a lot going for it in terms of volunteerism and hard work.

Commissioner Siekaniec noted that he has seen the staff divers in the harbor, adding that it's great to see a well-run machine.

## **16. ADJOURNMENT**

There being no further business to come before the Commission, Chair Siekaniec adjourned the meeting at 6:54 p.m. The next Regular Meeting is Wednesday, September 24, 2025 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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Zach Pettit, Deputy City Clerk II

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

FUND 400 - PORT & HARBOR ENTERPRISE FUND				9/16/2025		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				21.1% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY25 YTD		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	ACTUAL		7/1/25 - 6/30/26
		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	625,649	565,518	166,477	32.6%	511,000
	<b>Operating Revenue - Admin</b>	<b>643,649</b>	<b>583,518</b>	<b>184,477</b>	<b>34.9%</b>	<b>529,000</b>
4527	PERS Revenue	40,694	-	-		-
4634	Port Storage Fee	172,016	228,698	26,865	16.2%	166,000
4635	Port Impound Fee	2,017	1,020	-	0.0%	1,000
4705	Business Licenses	30	50	5		-
4801	Interest On Investments	140,244	(8,168)	-		-
4901	Surplus Property	-	1,220	-	0.0%	1,000
4902	Other Revenue	(0)	20,800	-	0.0%	44,793
	<b>Non-Operating Revenue - Admin</b>	<b>355,001</b>	<b>243,620</b>	<b>26,870</b>	<b>12.6%</b>	<b>212,793</b>
<b>0601</b>	<b>HARBOR</b>					
4245	Waste Oil Disp	-	300	-		-
4249	Oil Spill Recovery	-	-	-		-
4318	Parking Revenue	178,961	250,365	116,184	51.6%	225,000
4319	Electrical Supplies	1,014	1,193	290	19.3%	1,500
4402	Non Moving Fine	12,219	10,448	15,607		6,000
4624	Berth Transient Monthly	748,679	746,186	204,169	33.3%	612,544
4625	Berth Reserved	1,779,007	1,940,386	811,728	41.1%	1,974,495
4626	Berth Transient Annual	361,422	341,822	71,920	20.0%	359,430
4627	Berth Transient Semi Annual	152,941	150,266	19,664	11.6%	168,873
4628	Berth Transient Daily	170,279	193,593	97,225	58.2%	166,967
4629	Metered Energy	146,080	116,800	8,208	5.6%	146,080
4644	Pumping	-	163	-	0.0%	-
4645	Wooden Grid	4,912	10,359	3,247	64.9%	5,000
4646	Commerical Ramp	65,949	62,063	12,228	22.2%	55,000
4647	Berth Wait List	13,425	13,763	2,105	14.4%	14,573
4648	Steel Grid Fees	2,605	-	-	0.0%	-
4654	Spit Camping	208,244	209,576	116,973	58.5%	200,000
4663	Trans Energy 110v	45,349	34,621	10,511	25.0%	42,000
4664	Trans Energy 220v	29,451	24,629	5,067	23.0%	22,000
4665	Trans Energy 208v	193,837	148,143	7,835	4.9%	160,000
4666	Commerical Ramp Wharfage	67,069	56,973	13,736	31.9%	43,000
	<b>Operating Revenue - Harbor</b>	<b>4,181,443</b>	<b>4,311,650</b>	<b>1,516,696</b>	<b>36.1%</b>	<b>4,202,462</b>
4802	Penalty/Int	14,884	17,266	2,622	40.3%	6,500
4902	Other Revenue	67,272	73,179	17,629	28.9%	61,000
	<b>Non-Operating Revenue - Harbor</b>	<b>82,156</b>	<b>90,446</b>	<b>20,252</b>	<b>30.0%</b>	<b>67,500</b>



FUND 400 - PORT & HARBOR ENTERPRISE FUND				9/16/2025		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				21.1% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY25 YTD ACTUAL		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
<b>0602</b>	<b>PIONEER DOCK</b>					
4631	USCG Leases	40,495	40,228	10,079	28.8%	35,000
4637	Seafood Wharfage-PD	-	-	-		-
4638	PD Fuel Wharfage	193,311	227,073	82,035	30.9%	265,663
4639	Pioneer Dock - Wharfage	-	-	-		-
4641	PD Water Sales	6,908	6,365	1,216	13.5%	9,000
4642	PD Docking	45,052	50,538	9,957	23.7%	42,000
	<b>Operating Revenue - Pioneer Dock</b>	<b>285,767</b>	<b>324,204</b>	<b>103,287</b>	<b>29.4%</b>	<b>351,663</b>
<b>0603</b>	<b>FISH DOCK</b>					
4620	Ice Sales	341,209	316,385	314,934	105.0%	300,000
4621	Cold Storage	24,603	26,264	3,682	14.7%	25,000
4622	Crane Rental	201,470	198,538	62,927	33.1%	190,306
4623	Card Access Fees	5,933	5,881	1,263	22.2%	5,700
4637	Seafood Wharfage	24,621	19,742	3,901	21.7%	18,000
4700	Other Wharfage Fish Dock	68	-	-	0.0%	-
	<b>Operating Revenue - Fish Dock</b>	<b>597,903</b>	<b>566,810</b>	<b>386,707</b>	<b>71.7%</b>	<b>539,006</b>
4206	<b>Fish Tax</b>	<b>78,772</b>	<b>122,599</b>	<b>0</b>	<b>0.0%</b>	<b>75,000</b>
<b>0604</b>	<b>DEEP WATER DOCK</b>					
4633	Stevedoring	9,834	16,964	6,711	67.1%	10,000
4637	Seafood Wharfage	-	-	-	0.0%	-
4640	Deep Water Dock Wharfage	8,402	30,210	11,833	39.4%	30,000
4643	Deep Water Dock Docking	113,278	185,490	37,855	37.9%	100,000
4668	Dwd Water Sales	20,424	40,205	10,346	34.5%	30,000
4672	Port Security Revenues	-	-	-	0.0%	-
	<b>Operating Revenue - DW Dock</b>	<b>151,937</b>	<b>272,869</b>	<b>66,746</b>	<b>39.3%</b>	<b>170,000</b>
<b>0605</b>	<b>OUTFALL LINE</b>					
4704	<b>Outfall Line</b>	<b>4,800</b>	<b>4,800</b>	<b>0</b>	<b>0.0%</b>	<b>2,400</b>
<b>0606</b>	<b>FISH GRINDER</b>					
4706	<b>Fish Grinder</b>	<b>10,393</b>	<b>6,670</b>	<b>8,780</b>	<b>109.8%</b>	<b>8,000</b>
<b>0615</b>	<b>LOAD AND LAUNCH RAMP</b>					
4653	L & L Ramp Revenue	145,410	124,604	50,560	38.9%	130,000
	<b>Operating Revenue - L &amp; L Ramp</b>	<b>145,410</b>	<b>124,604</b>	<b>50,560</b>	<b>38.9%</b>	<b>130,000</b>
	<b>Total Revenues</b>	<b>6,537,231</b>	<b>6,651,788</b>	<b>2,364,375</b>	<b>38%</b>	<b>6,287,824</b>
	<b>Net Surplus (Deficit)</b>	<b>952,655</b>	<b>2,224,447</b>	<b>1,293,597</b>		<b>330,702</b>

FUND 400 - PORT & HARBOR ENTERPRISE FUND				9/16/2025		
COMBINED EXPENDITURES				21.1% of FY elapsed		
A/C Num.	Expenditure Categories & Descriptions	FY24	FY25	FY25 YTD		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	ACTUAL		7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
Salaries and Benefits						
5101	Salary and Wages	1,379,157	1,505,496	356,723	24.2%	1,474,019
5102	Fringe Benefits	884,305	799,599	120,345	14.0%	858,864
5103	Part-time Wages	122,103	173,031	61,218	48.5%	126,241
5104	Part-time Benefits	14,232	20,388	7,403	22.4%	33,066
5105	Overtime	29,580	35,168	14,738	34.7%	42,416
5107	Part-time Overtime	460	784	1,203	31.0%	3,879
5108	Unemployment Benefits	4,932	1,606	-	0.0%	-
5112	PERS Relief	40,694	-	-	0.0%	-
Total Salaries and Benefits		2,475,462	2,536,071	561,629	22.1%	2,538,485
Maintenance and Operations						
5201	Office Supplies	4,040	4,813	678	12.5%	5,410
5202	Operating Supplies	26,337	40,350	9,824	34.0%	28,875
5203	Fuel and Lube	49,017	44,116	7,368	20.6%	35,750
5204	Chemicals	4,408	2,133	-	0.0%	3,000
5207	Vehicle and Boat Maintenance	33,396	21,374	553	1.9%	29,250
5208	Equipment Maintenance	62,505	68,676	9,414	8.8%	106,850
5209	Building & Grounds Maintenance	40,523	85,335	4,707	8.0%	58,750
5210	Professional Services	19,760	22,203	17,390	45.0%	38,625
5211	Audit Services	47,868	50,922	303	0.7%	44,592
5213	Survey and Appraisal	17,500	-	-	0.0%	12,500
5214	Rents & Leases	4,563	5,828	603	8.6%	7,000
5215	Communications	12,981	13,411	1,018	9.3%	11,000
5216	Freight and Postage	2,028	588	-	0.0%	5,500
5217	Electricity	654,842	556,404	46,559	6.8%	682,326
5218	Water	138,976	171,989	85,786	57.6%	148,874
5219	Sewer	12,383	12,639	7,091	63.8%	11,121
5220	Refuse and Disposal	52,288	33,978	19,464	31.2%	62,300
5221	Property Insurance	106,791	116,336	102,353	80.0%	127,970
5222	Auto Insurance	10,907	11,950	6,881	52.3%	13,145
5223	Liability Insurance	86,006	98,148	54,950	49.7%	110,567
5226	Testing and Analysis	4,073	3,944	803	11.5%	7,000
5227	Advertising	6,888	3,268	606	8.8%	6,850
5228	Books and Subscriptions	-	-	-		-
5231	Tools and Equipment	5,214	61,615	9,429	54.8%	17,200
5234	Record and Permits	-	1,004	-	0.0%	4,000
5235	Membership Dues	6,085	6,707	-	0.0%	8,425
5236	Transportation	2,201	4,933	1,103	27.6%	4,000
5237	Subsistence	663	1,056	-	0.0%	3,000
5238	Printing and Binding	282	-	-	0.0%	3,000
5248	Lobbying	20,803	25,950	8,750	12.2%	72,000
5249	Oil Spill Response	-	-	-	0.0%	850
5250	Camera Area Network	214	17,336	1,837	10.2%	18,000
5252	Credit Card Expenses	132,100	115,551	23,396	17.2%	136,000

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		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
5256	Waste Oil Disposal	39,136	23,062	150	0.4%	35,000
5258	Float and Ramp Repairs	15,624	16,285	2,260	6.5%	35,000
5287	Electrical Supplies	-	-	-	0.0%	1,785
5601	Uniform	11,574	9,732	-	0.0%	7,700
5602	Safety Equipment	7,332	10,123	378	2.7%	14,250
5603	Employee Training	32,999	36,107	5,072	11.2%	45,200
5606	Bad Debt Expenses	58,210	54,365	(6,245)	-12.5%	50,000
5608	Debt Payment-Interest	-	-	-		-
5624	Legal Services	4,388	8,172	898	0.9%	100,000
5627	Port Security	-	1,876	-	0.0%	-
5635	Software	3,200	3,127	6,537	163.4%	4,000
5637	Diving Services	30,945	2,299	-	0.0%	27,000
5638	Signage Parking Delineation	37,294	58,203	13,871	146.0%	9,500
	<b>Total Maint. and Operations</b>	<b>1,806,344</b>	<b>1,825,906</b>	<b>443,785</b>	<b>20.6%</b>	<b>2,153,164</b>
	<b>C/O and Transfers</b>					
5106	Leave Cash Out	73,867	-	-	0.0%	59,849
5241	GF Admin Fees	-	-	-		-
5990	Transfers To	1,228,904	65,364	65,364	5.4%	1,205,623
	<b>Total Others</b>	<b>1,302,770</b>	<b>65,364</b>	<b>65,364</b>	<b>5.2%</b>	<b>1,265,473</b>
	<b>Total</b>	<b>5,584,576</b>	<b>4,427,341</b>	<b>1,070,778</b>	<b>18.0%</b>	<b>5,957,122</b>



## Memorandum

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Date:** September 16 , 2025  
**Subject:** September Staff Report

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### **Homer Harbor Expansion**

The Army Corps Project Development Team (PDT) is preparing an updated schedule and budget for the study that includes the requirement to get to 35% design (previously 15%). We will share more information when we have it.

HDR is supporting the City in two ways—one as an Owner's Representative, the other as a Work in Kind (WIK) partner for the study. WIK is funded through the study budget and has been accounted for there. The Owner's Representative component of their work is paid for by the City and does not count towards our share of study expenses. The first phase of Owner's Representative Work is coming to a close and we are planning for what Phase II will look like and how HDR can partner with us through the rest of the General Investigation Study. When we are ready to request funding we will bring the Task Order in front of the Commission for a motion of support before it goes to council.

Thanks to the efforts of Special Projects Coordinator Jenny Carroll, the City has submitted a federal grant application through the Rural and Tribal Assistance Program (RTAP) with US DOT that would support some of the Phase II HDR Owner's Representative work, especially around financial planning and the design of the Local Services Facilities.

### **Denali Commission Grant - System 4 Float Replacement Design & Permitting**

The RFP for the design-build project is on the streets now and can be viewed at <https://www.cityofhomer-ak.gov/cityclerk/request-proposals-design-construction-homer-harbors-system-4-float-replacement>. It closes on Friday, October 17<sup>th</sup>.

### **FY25 Port Infrastructure Development Program (PIDP) Application**

Our application package was successfully submitted. Notice of awards from MARAD is anticipated in December of 2025. Thank you to Jenny Carroll and the team at HDR for all of their hard work helping Port Staff get this grant application ready to go.

### **October meeting – Season wrap up**

Harbormaster Matt Clarke will be joining us at next month's meeting for an end-of-season wrap up conversation. Are there particular questions or areas that you'd like him to address with the commission in his presentation?

### **November 3rd 'all hands' for Commissioners**

*Excerpt from 9/12/25 email from City Clerk Renee Krause*

"Please mark your calendars for a joint training session with all commissioners and board members and Councilmembers.

When: November 3, 2025 Monday

Where: KPC – Large meeting room (next door to City Hall)

Time: 6-8 pm"

### **Attachments**

Project Updates

2025 Commission Calendar & City Council Meeting Calendar



# City of Homer

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

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

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

(p) 907-235-3160

(f) 907-235-3152

## 2025 Council Meetings

Date	Commission Report	Commissioner
January 27 <sup>th</sup>	<b>January Meeting</b>	Casey Siekaniec
February 10 <sup>th</sup>	--	Jared
February 24 <sup>th</sup>	--	Lacey Velsko
March 10 <sup>th</sup>	<b>February Meeting</b>	Will Roth
March 24 <sup>th</sup>	--	Will Roth
April 14 <sup>th</sup>	<b>March Meeting</b>	Lacey Velsko
April 28 <sup>th</sup>	<b>April Meeting</b>	Lacey Velsko
May 12 <sup>th</sup>	--	Bruce Friend
May 27 <sup>th</sup> (Tuesday)	--	Dave Atwood
June 9 <sup>th</sup>	<b>May Meeting</b>	Casey Siekaniec
June 23 <sup>rd</sup>	--	Dave Atwood
July 28 <sup>th</sup>	<b>June Meeting</b>	
August 11 <sup>th</sup>	--	
August 25 <sup>th</sup>	--	
September 8 <sup>th</sup>	<b>August Meeting</b>	
September 22 <sup>nd</sup>	--	
October 13 <sup>th</sup>	<b>September Meeting</b>	Casey Siekaniec
October 27 <sup>th</sup>	<b>October Meeting</b>	
November 10 <sup>th</sup>	--	Will Roth
November 24 <sup>th</sup>	<b>November Meeting</b>	

<b>PHC Meeting Date</b> <i>all meetings start at 5:30 pm</i>	
January 22 <sup>nd</sup>	Quarterly Statistics Review Strategic Plan Clerk Reappointment Notices sent out
February 26 <sup>th</sup>	*Terms expire February 1 <sup>st</sup> Approve Strategic Plan
March 26 <sup>th</sup>	
April 23 <sup>rd</sup>	Quarterly Statistics Elections of Officers Budget Review with Finance Director
May 28 <sup>th</sup>	
<del>June 25<sup>th</sup></del>	<del>Title 21 rewrite with Agnew::Beck</del>  <del>Land Allocation Plan with Community Development Director Engebretsen</del>
<del>July 23<sup>rd</sup> - Cancelled</del>	<del>Cancelled</del>
August 27 <sup>th</sup>	Land Allocation Plan Capital Improvement Plan Title 21 rewrite with Agnew::Beck, 2 <sup>nd</sup> meeting Quarterly Statistics
September 24 <sup>th</sup>	Introduce proposed tariff changes Introduce proposed edits to Title 10
October 22 <sup>nd</sup>	Quarterly Statistics End-of-Season Review with Harbormaster Clarke <del>Proposed Tariff Changes — 2<sup>nd</sup> meeting</del> Approve 2026 Meeting Schedule
November 12 <sup>th</sup>	
December 10 <sup>th</sup>	Annual update on long-range planning for Spit Erosion – Bryan to cover meeting for Amy



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## **Port & Harbor Special Project Status Updates Sep. 2025**

Paid Parking Program Planning & Permitting	<b>Project in progress</b>	Working with ADOTPF to update TORA to allow for paid parking
Ice Metering System	<b>Project Contract Awarded</b>	Engineering schematics delivered, panels have shipped, winter install.
System 4 Float Replacement Design & Permitting	<b>Design in Progress</b>	Design at 50%, Design-build RFP under review for release soon
Steel Grid Repair or Replacement	<b>Design Contract Awarded</b>	RESPEC Engineering awarded contract for evaluation and design
Refloat DD Float	<b>Project in Progress</b>	Install in progress with staff dive team
Crane Control Software	<b>Project Funded</b>	Exploring Software Options
Handheld Computer Replacement	<b>Project Funded</b>	Trialing new computers with harbor inventory now
Repairs to Fish Dock Fendering	<b>Project Funded</b>	Identifying suppliers for fendering
High Mast Light Inspection and Service (2 lights)	<b>Seeking Project Funding</b>	Project partially funded in capital budget. Identified lights, planned for this fall.

### Status Categories:

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

## Edits to Port of Homer Terminal Tariff

**Item Type:** Action Memorandum  
**Prepared For:** Port & Harbor Advisory Commission  
**Date:** September 16, 2025  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Through:** Bryan Hawkins, Port Director

HCC 10.04.140 says “An annual review shall be required of all port and harbor rates. Such annual review shall be part of preparation of the port, and charges and harbor fiscal operating budgets.” While the tariff can be edited at any time with the approval of Council, we have tried to find standardized rhythm of reviewing in the fall to allow for maximum participation from user groups and provide predictability to policymakers.

After the tariff is reviewed by the commission, it will be submitted to the City Attorney for review and then to City Council. A summary of the proposed changes is below.

Section	Proposed Change	Reasoning
3.2 Definitions	Add Definition of Ownership Control	Clarifies what vessels can be assigned to a reserved stall
5.05 Vessel Insurance Requirements	Change minimum insurance amount for commercial vessels from \$1,000,000 to 500,000	This requirement is more accessible to vessel owners in certain industries.
12 Vehicle Parking	Adjust list of permits to remove special weekly and monthly permits for vehicles over 20’	This policy is difficult to enforce and does not result in meaningful additional revenue to the facility. Vehicles of any size can now purchase weekly and monthly permits at a standard rate. Annual permits can only be purchased by vehicles of 20’ or less.
29 Reserve Stall Assignments in Homer Harbor	Add Definition of Ownership Control	Clarifies what vessels can be assigned to a reserved stall

	Add language regarding sale or assignment of reserved moorage, change written notice to 30 days	Align with updated language on Moorage Permit
32 Small Boat Harbor Electricity	Update language regarding Winter Power Program to remove connect/disconnect fee	Align with current billing practice
	Update System 5 electrical service to remove daily flat rate	Align with current billing practice
Appendix A Fee Schedule	Increase Cold Storage rates to 500/month per locker	Demand is increasing and these rates have not been changed in a long time
	Increase Land Storage rates	Rates have not been updated in over a decade, proposed increase is equal to the increase in the Consumer Price Index (CPI) since the last rate increase.
	Refine definition of Dry Moorage	Clearly lay out the boundaries of this new Port & Harbor policy.
	Add rate for Empty Drum disposal	Cost for disposal of empty drums can be quite high, it is our expectation that boat owners pick up drums after we dispose of the oil
	Update Commodity rate for moorage	CPI increase only – 10-year

		annual rate increase of 3.2% ended this year.
Throughout Tariff ( <i>Not yet reflected in draft ordinance</i> )	Change “Moorage Agreement” to “Moorage Permit”	Reflects change requested by City Attorney in reviewing the Moorage Permit

**RECOMMENDATION:**

Make a motion to Council recommending that they adopt proposed changes to the Port of Homer Tariff

**ATTACHMENTS:**

Draft Ordinance to amend the Port & Harbor Tariff

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/Port Director

**ORDINANCE 25-xx**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
ADOPTING THE REVISED PORT OF HOMER ALASKA TERMINAL  
TARIFF NO.1

WHEREAS, The Port and Harbor Terminal Tariff No. 1 is reviewed and updated annually as required by HCC 10.04.140; and

WHEREAS, Staff has completed its annual review and submitted edits, changes, and additions for review; and

WHEREAS, The proposed changes were reviewed by JDOLaw, the city's contracted law firm; and

WHEREAS, The Port and Harbor Advisory Commission also reviewed the revised tariff at their September 2025 meeting and made a motion recommending that the council approve the changes to Port and Harbor Tariff No. 1; and

WHEREAS, The revised Tariff No. 1 accurately represents the Homer Harbor's current and planned operational and fiscal policies.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Port of Homer Alaska Terminal Tariff No. 1, is hereby amended to read as follows:

Under Rule 3 – ABBREVIATIONS AND DEFINITIONS

**3.2 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. **OWNERSHIP CONTROL - Ownership of the majority of the business including Corporate Stock if a corporation or the majority of Membership Interest if an LLC, and control over the management and day to day operations of the business and an interest in the capital assets, and profits and losses of the business proportionate to the percentage of ownership.**
- t. 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.

- u. 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.
- v. 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.
- w. 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.
- x. REGISTRATION – “Registration” means completing a moorage or use agreement with all necessary information concerning the vessel and vessel owner.
- y. 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.
- z. 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.
- aa. 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.
- bb. 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.
- cc. 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.

dd. TRANSIENT – “Transient” means any vessel using the mooring space on a temporary basis or which does not have a specific reserved mooring space.

ee. 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.

ff. WATERWAY – “Waterway” means any water, waterway, lake, river, tributary or lagoon within the boundaries of the City.

gg. 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.

## Under Rule 5 – LIABILITY, INDEMNITY, INSURANCE

5.05 **VESSEL INSURANCE REQUIREMENTS** All vessel owners using the City of Homer’s Terminal Facilities are required to carry liability insurance and add the City as a ~~certificate holder~~ **additional insured**. 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 permit. Commercial boats-defined as vessels that are operated as part of a business, including but not limited to commercial fishing, charter fishing, vessel-for-hire, freight, tow, and construction are required to carry at a minimum ~~\$1,000,000~~ **500,000** of liability insurance, and to add the City of Homer as an additional insured with waiver of subrogation. Human-powered vessels are exempt from these insurance requirements.

## Under RULE 12 – VEHICLE PARKING

### **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), **only for vehicles 20' or less**
- 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)~~

Under 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.

**Ownership Control is ownership of the majority of the business including Corporate Stock if a corporation or the majority of Membership Interests if an LLC, and control over the management and day to day operations of the business and an interest in the capital assets, and profits and losses of the business proportionate to the percentage of ownership.**

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– **A reserved stall permittee shall not allow any individual group, or entity to use the reserved stall in exchange for money, goods, services, or any other benefit.** 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~~ **30** days' written notice to the reserved stall permittee.

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

##### 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.~~

#### Under 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/~~2025~~ **2026**

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 Crane Capacity:
- |                 |         |        |                        |
|-----------------|---------|--------|------------------------|
| 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: \$ 130.90 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); **initial** 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 #1 – 8 (8' x 10') ~~\$334.75~~ **500.00** per month
    - Locker #9 (10' x 22') ~~\$920.90~~ **1375.00** per month

## HARBOR

- Harbor Labor: \$200.00 per hour, plus equipment and direct costs (towing)  
~~\$100.00~~/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 1 hour \$365.00
- Load & Launch Ramp: (Fees are inclusive of sales tax)  
\$25 per day - (\$13.00 launch fee plus a \$12 parking impact levy for a total of \$25)  
\$250 per season (April 1 – Oct. 15) - (\$130.00 launch fee plus \$120 parking impact levy= \$250)  
\$25.00 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

- Wood: Max. 59 feet
- 0-59 feet \$2.10/ft/tide

326	• <u>Steel:</u>	Max. 200 displacement tons - vessels 60 ft. to 120 ft
327	60-80 feet	\$5.10/ft/tide      101-120 feet      \$7.64/ft/tide
328	81-100 feet	\$6.50/ft/tide      121-140 feet      \$8.48/ft/tide

329

330 STALL WAIT LIST      Stalls are offered once a year, mid-October

331 • Stall Wait List:      \$30.00 per year per listing; prorated fee to the May Stall Wait List due date

332 • Stall Swap Request:      \$100 per request

333

334 ELECTRICITY      Billing cycle is the 16<sup>th</sup> to the 15<sup>th</sup> of each month; Kilowatt cost determined by public  
335 utility. **A transient vessel connected to power April 16 - October 15 will be charged the daily rate. If a**  
336 **transient vessel consumes more electricity than would be covered by these flat rates, then such transient**  
337 **vessel shall be charged for the actual consumption. Charges for kilowatts may be adjusted without advance**  
338 **notice.**

339

340 • Daily/Flat Rate:

341 110v      \$10.20/calendar day (monthly rate after 15 days)

342 208v/single phase      \$20.12/calendar day (monthly rate after 17 days)

343 208v/3 phase      \$45.20/calendar day (monthly rate after 7 days)

344 • Monthly Rate:

345 110v      \$152.67

346 208v/single phase      \$341.70

347 208v/3 phase & 480v      \$28.80 + electrical usage charge per kilowatt

348 • Metered Reserved Stalls:      \$23.95/month + electrical usage charge per kilowatt

349 Vacancy notification waiver available

350 • Winter Power Rates:      ~~\$28.80 connect/disconnect fee + \$28.80/month + electrical usage~~  
351 ~~charge per kW. Available October 16 – April 15 with signed application~~

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

355 PORT

356 • Barge Ramp/Beach Use:

357 01' - 36' = \$1.50 per ft based on length overall of vessel + 1 ton wharfage (\$5.14)

358 37' - 49' = \$1.50 per ft based on length overall of vessel + 2 tons wharfage (\$10.28)

359 50'+ = \$1.50 per ft based on length overall of vessel (+ wharfage as reported)

360 Annual Pass (Jan 1-Dec 31) for vessels ≤ 36' = (landing + 1 ton wharfage) x 10

361 Annual Pass (Jan 1-Dec 31) for vessels 37' to 49' = (landing + 2 tons wharfage) x 10

362 Penalty for going dry on barge ramp/causing restricted access- \$150 per tide cycle

363 • Dockage:

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

365

366 - \$ 963.06 Cruise Ship Service Charge

- 367 - \$52.00 Dockage Service Charge  
368 - Lightering Fee \$1,500, plus \$6.00 per passenger  
369 - Passenger wharfage fee (non-regulated) \$0.00 per passenger  
370 - Passenger wharfage fee (regulated) \$0.00 per passenger  
371 - Gangway Rental- \$100 per day  
372 - Camel Fender Rental \$50 per day  
373

0' to 100'	\$392.00	451' to 475'	\$1,861.00	651' to 675'	\$4,544.00
101' to 200'	\$587.00	476' to 500'	\$2,044.00	676' to 700'	\$5,127.00
201' to 300'	\$914.00	501' to 525'	\$2,315.00	701' to 725'	\$5,938.00
301' to 350'	\$1,166.00	526' to 550'	\$2,499.00	726' to 750'	\$6,795.00
351' to 375'	\$1,274.00	551' to 575'	\$2,707.00	751' to 775'	\$7,707.00
376' to 400'	\$1,399.00	576' to 600'	\$2,995.00	776' to 800'	\$8,652.00
401' to 425'	\$1,551.00	601' to 625'	\$3,430.00		
426' to 450'	\$1,728.00	626' to 650'	\$3,994.00		

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

- 376 • Storage: Open areas, fishing gear ~~\$-.12~~ **\$.16** per square foot/month
- 377 Open areas, non-fishing gear ~~\$-.17~~ **\$.24** square foot/month
- 378 Fenced storage yard \$0.22/sq ft/month
- 379 Deck Shelter Storage- prearranged ~~\$35~~ **\$75**/per month
- 380 Demurrage - \$.09 per sq ft per day

381 • Haul- Out Facility

382 Upland Dry Dockage for vessel w/annual moorage= \$.17 per sq ft/month  
383 Upland Dry Dockage for vessel w/transient moorage = \$.20 per sq ft/month  
384 Upland Dry Dockage for vessel w/ no moorage= \$.25 per sq ft/month  
385 Dry Moorage - \$0 ~~w/ current annual moorage paid (only available for large~~  
386 ~~vessels with annual moorage, priority shall be given to Upland Dry Dockage~~  
387 ~~needs over Dry moorage)~~  
388 **Dry moorage is available to vessels with current annual moorage**  
389 **payments and approved Marine Repair Facility (MRF) haul-out plans. Dry**  
390 **moorage allows for a vessel's annual moorage payment to include its MRF**  
391 **storage fees during times of idle lay-up or inactivity. Once any work**  
392 **(interior or exterior) commences aboard a vessel in dry moorage, dry**  
393 **dockage rates will apply. The availability of dry moorage is subject to**  
394 **yard space availability in the MRF. Vessels with active work and**

**approved haul-out plans will be prioritized over vessels seeking dry moorage in the MRF. All dry moorage is contingent upon the approval of the Port Director.**

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 10,000 + Short Tons	\$5.00 per short ton/\$5.51 per mt \$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	\$1.26 per barrel/ \$0.03 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	\$50/drum, <b><u>Does not include empty drum</u></b>
Used Antifreeze	\$8.00/gallon
Oily Water/Bilge Slop	\$5.00 /gal delivered in drums
<b><u>Empty Drum</u></b>	<b><u>\$200.00</u></b>

PARKING

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

\* Parking permits ~~refer~~ **apply** to vehicles unless otherwise specified as “trailer”. Citations specific to long term parking overstay shall be limited to \$250 per calendar year, with \$150 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: ~~[70.77~~ **72.40** + (LOA x \$.05)] x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86’)
- Annual Transient: ~~[70.77~~ **72.40** + (LOA x \$.05)] x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86’)
- Semi-Annual Transient: ~~[47.42~~ **48.51** + (LOA x \$.05)] x LOA, plus \$33.50 administrative fee (\$.05/ft caps at 86’)
- Monthly Transient: ~~[12.03~~ **12.31** + (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: ~~[2.12~~ **2.17** + (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

Section 2. This Ordinance is of a permanent and general character.

Section 3. This ordinance is effective January 1, 2026.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF HOMER

\_\_\_\_\_  
RACHEL LORD, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:



1 CITY OF HOMER

2 **HOMER, ALASKA**

3 City Manager/Port Director

4 **ORDINANCE 25-xx**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
7 AMENDING TITLE 10, PORT AND HARBOR  
8  
9

10 WHEREAS, Title 10 of Homer City Code was repealed and reenacted by Ordinance 95-18  
11 and has been amended from time to time; and  
12

13 WHEREAS, Port & Harbor staff have reviewed Title 10 and identified edits to this section  
14 of code that improve clarity and accuracy; and  
15

16 WHEREAS, The Port and Harbor Advisory Commission also reviewed the proposed code  
17 changes at their September 2025 meeting and made a motion recommending that the council  
18 approve the changes to HCC Title 10.  
19

20 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
21

22 Section 1. Homer City Code 10.04.035, Homer port and harbor tariff, is hereby amended  
23 to read as follows:

24 The rates, charges, rules and regulations for wharfage, terminal storage, demurrage and other  
25 terminal services and privileges are set forth in the Homer port and harbor tariff ~~and as filed~~  
26 ~~with the Federal Maritime Commission.~~ Subject to the requirements of HCC 10.04.055, the  
27 Homer port and harbor tariff may be amended from time to time by ~~resolution~~ ordinance of  
28 the City Council  
29

30 Section 2. Homer City Code 10.04.040, Port Director – Powers and duties, is hereby amended  
31 to read as follows:

32 A Port Director, who shall have police powers, shall be appointed in the same manner as other  
33 City employees. The Port Director, or their designee, shall be assigned to enforce the provisions  
34 of this title and the Homer port and harbor tariff, maintain an accurate log of the registration  
35 data of all boats using Homer harbor facilities, showing the date of occupancy of berthing  
36 facilities, issue citations and impound vehicles, vessels, gear or equipment for violations of this  
37 title, and collect or arrange for the collection of the established fees. The Port Director, or their  
38 designee, is granted the power and authority from time to time, as circumstances require, but  
39 without any obligation to do so, and without any obligation or liability on their part, or that of  
40 the City for their failure to do so, to replace defective mooring lines, to pump vessels which are  
41 in a dangerous condition for lack thereof, and to move any boat for the purpose of protecting

such boat from fire or from other hazard or for the protection of other vessels or property therefrom. Whenever the Port Director, or their designee, shall perform or cause to be performed any of the actions authorized in this title or other emergency actions, after having given notice of the immediate need therefor, or having attempted to give such notice within the time limits prescribed by the exigencies of the situation, a fee as prescribed in the Homer port and harbor tariff ~~shall~~ **may** be assessed the vessel owner or operator.

Section 3. Homer City Code 10.04.055, Fees, is hereby amended to read as follows:

a. Fees for the approved use of Homer harbor facilities and services as set forth in the Homer port and harbor tariff may be changed by City Council ~~resolution~~ **ordinance**; ~~provided, that a public hearing is held prior to approval of the resolution; and provided further, that any such change is effective only after the change is filed with the Federal Maritime Commission as an amendment to the Homer port and harbor tariff.~~

b. The Port Director, or their designee, may negotiate special fees and charges with a vessel owner or operator where the owner or operator requires an exceptional volume of, or unique or unusual, services or facilities, and it is in the best interest of the City to enter into special arrangements. In such event, the Port Director shall inform the City Manager of such special, negotiated arrangements.

Section 4. Homer City Code 10.04.090, Underway requirement, is hereby amended to read as follows:

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~~ **penalty** for a vessel that fails to comply with this requirement shall be ~~increased by~~ **equal to** 50 percent **of the monthly moorage charge** commencing at the time the vessel fails to comply and continuing ~~during the period of noncompliance~~ **until the vessel completes the first of the two required departures from the harbor.**

Section 5. Homer City Code 10.04.120, Impounded vessel procedure, is hereby amended to read as follows:

a. At least 10 days prior to impounding any vessel, the City shall cause to be posted on the vessel, in the Harbormaster's office, ~~the City Clerk's office~~ **City Hall** and ~~on the bulletin board at the entrance of~~ **at** the United States Post Office notice of such action to be taken by the City. A copy of the notice shall be mailed by certified mail, return receipt requested, to the owner or

operator of the vessel at their last known address, which address shall be the same as that furnished in accordance with the regulations of this tariff. The notice shall contain the name and/or number of the vessel, the name and address, if known, of the owner or operator and the location of the vessel. **A second copy of the notice may be delivered by electronic mail.**

b. As to any vessel proposed for impoundment, an owner or operator of the vessel has the right to a pre-impoundment administrative hearing to determine whether there is probable cause to impound the vessel if such person files a written demand, on forms so provided for such a hearing, with the City within 10 days after such person has learned such vessel will be impounded or within 10 days after the return of mail receipt of the notice required by subsection (a) of this section, whichever occurs first.

c. A hearing shall be conducted before a hearing officer designated by the City Manager within 48 hours of receipt of written demand therefor from the person seeking the hearing unless the person waives the right to a speedy hearing. Saturdays, Sundays and City holidays are to be excluded from the calculation of the 48-hour period. The hearing officer shall be someone other than the persons who will direct the impounding and storage of the vessel. The sole issue before the hearing officer shall be whether there is probable cause to impound the vessel in question. "Probable cause to impound" shall mean such a state of facts as would lead a person of ordinary care and prudence to believe that there was a breach of Federal, local or municipal law or regulations, or any agreement entered into pursuant thereto, rendering the vessel subject to impoundment. The hearing officer shall conduct the hearing in an informal manner and shall not be bound by technical rules of evidence. The person demanding the hearing shall carry the burden of establishing that such person has the right to possession of the vessel. The Port Director, or their designee, shall carry the burden of establishing that there is probable cause to impound the vessel in question. At the conclusion of the hearing, the hearing officer shall prepare a written decision. A copy of such decision and reasons therefor shall be provided to the person demanding the hearing and the owner of the vessel if such owner is not the person requesting the hearing. The hearing officer's decision in no way affects any criminal proceeding in connection with the impound in question and any criminal charges involved in such proceeding may only be challenged in the appropriate court. The decision of the hearing officer is final and may only be appealed to the Superior Court. Failure of the owner or operator to request or attend a scheduled pre-impoundment hearing shall be deemed a waiver of the right of such hearing.

d. The hearing officer shall only determine as to the vessel in question either that there is probable cause to impound the vessel or that there is no such probable cause. In the event that the hearing officer determines that there is no probable cause, the hearing officer shall prepare

and date a certificate of no probable cause, copies of which shall be given to the owner or operator and to the Port Director, or their designee. Upon receipt of such certificate of probable cause, the Port Director, or their designee, may proceed with impoundment and disposition of the vessel by removal, sale or destruction as authorized by this title.

e. Any vessel impounded shall be held by the City for a period of not less than 30 days during which the City shall publish in a newspaper of general circulation in the City a notice describing the vessel in general terms, the name and/or number, if any, the name and address of the owner, or operator, if known, or if not known shall so state the location of the vessel and the intention of the City to sell the same ~~at public auction~~ **through sealed bid**, on a day and at a place and time certain, not less than 10 days prior to the sale, for cash to the highest and best bidder. At any time prior to the auction, the owner or operator may redeem the vessel by cash payment of all City charges against the vessel.

f. The minimum acceptable bid shall be a sum equal to the City's charges against the vessel. The proceeds of the sale shall be first applied to the cost of sale, then to accrued stall license fees and charges, service fees, storage charges, attorney fees and costs, and other expenses provided for in this title, and the balance, if any, shall be held in trust by the City for the owner of the vessel to claim; and if not claimed within one year, the balance shall be deposited into the small boat harbor facilities fund. Upon the sale being made, the City shall make and deliver its bill of sale, without warranty, conveying the vessel to the buyer.

g. If at the public sale there are no bidders for the vessel, the City may destroy, sell at private sale or otherwise dispose of the vessel. The disposition is to be made without liability of the City, its employees or agents to the owner, master or any lien holder of the vessel.

Section 6. Homer City Code 10.04.140, Annual review required, is hereby amended to read as follows:

An annual review shall be required of all port and harbor rates **and charges**. Such annual review shall be part of preparation of the port, ~~and charges~~ and harbor fiscal operating budgets.

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF HOMER

\_\_\_\_\_  
RACHEL LORD, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:



# MEMORANDUM

## Proposed Edits to City Code Title 10 – Port & Harbor

**Item Type:** Action Memorandum  
**Prepared For:** Port & Harbor Advisory Commission  
**Date:** September 16, 2025  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Through:** Bryan Hawkins, Port Director

City of Homer Code includes sections of policy that are specific to certain departments, e.g. Title 14 Public Utility Systems, as well as general sections that apply more broadly, e.g. Title 21 Zoning. The chapter that discusses the Port and Harbor is Title 10. We don't review Title 10 annually because most of the 'nitty gritty' policy of the Port & Harbor is defined in the tariff.

This section of code was last amended 2023 when the Port Director/Harbormaster position was split into two roles. We identified one or two small changes we wanted to make to the code, and in the spirit of efficiency, Staff conducted an internal review of Title 10 to identify any other appropriate revisions.

The proposed changes are summarized below, please take the time to review the full code, attached, and the proposed edits and be prepared to discuss at the commission meeting.

Section	Proposed Change	Reasoning
<b>10.04.035 Homer port and harbor tariff.</b>	Remove “and as filed with the Federal Maritime Commission.”  Change the type of legislation that amends the tariff from “resolution” to “ordinance”	The Federal Maritime Commission does not keep Tariffs on file.*  Staff prefer to use an ordinance because it requires multiple council meetings and allows for more public input.
<b>10.04.040 Port Director – Powers and duties.</b>	Change “a fee as prescribed in the Homer port and harbor tariff shall be assessed the vessel owner or operator” to “may be assessed”	Allows for Port Director to apply discretion when assessing fees.

<b>10.04.055 Fees.</b>	<p>Change references to ‘resolution’ to ‘ordinance’</p> <p>Remove “and provided further, that any such change is effective only after the change is filed with the Federal Maritime Commission as an amendment to the Homer port and harbor tariff.”</p>	<p>Staff prefer to use an ordinance because it requires multiple council meetings and allows for more public input.</p> <p>The Federal Maritime Commission does not maintain a database of tariffs and past submissions to the FMC have been returned to the City. *</p>
<b>10.04.090 Underway requirement.</b>	Change a 50% increase in moorage rate to a penalty equal to 50% of the monthly moorage rate.	As written, the penalty amount will vary depending on what rate of moorage a boat is paying.
<b>10.04.120 Impounded vessel procedure.</b>	<p>Section a: revise posting locations and allow for email delivery in addition to (not in lieu of) certified mail.</p> <p>Section e: Replace public auction with sealed bid.</p>	<p>Locations of bulletin boards have changed. Clarify that email is a permitted means of communication</p> <p>Port Director prefers sealed bid method for vessel sale.</p>
<b>10.04.140 Annual review required.</b>	Move “and charges” to fall after “harbor rates”	Correcting typo

\* Per Federal Maritime Commission: “Marine Terminal Operators (MTOs), as defined in 46 CFR §525.1(c)(13), provide wharfage, dock, warehouse, or other marine terminal facilities to ocean common carriers moving cargo in the ocean-borne, foreign commerce of the United States. [...] An MTO may make available a schedule of its rates, regulations, and practices to the public at its discretion. [...] A complete and current set of schedules of rates, regulations, and practices must be maintained for five years, and available to the Commission upon request. The Commission publishes the location of terminal schedules available to the public on its website.” From <https://www.fmc.gov/marine-terminal-operators/> September 16, 2025.

## RECOMMENDATION:

Make a motion to council supporting the proposed changes to Title 10 of Homer City Code

**ATTACHMENTS:**

Homer City Code Title 10

Draft Ordinance 25-0XX



# September 2025 Operations Report

Halibut and Black Cod are open, In the news....

## Ice Plant

- Ongoing refrigeration equipment inspections.
- Ongoing crane inspections and service happening this month.
- Keeping up with work orders.
- Building and grounds maintenance.

## Port Maintenance

- Harbor Staff divers staying busy with air can install DD Float, Water line leaks under Harbor Floats
- Ongoing electric pedestal Maintenance.
- Ongoing Docks and Harbor infrastructure inspections and repairs.
- Keeping up with recurring monthly work orders.
- Used oil collecting
- Dewatering pump inspections.

## Operations

- Harbor occupancy is currently around 750 vessels
- Load and launch ramp access is back to being free of charge
- Paid parking at the tops of Ramps 1-4 has ceased for the season
- Camping continues for another month at Mariner Park, Fishing Lagoon, and Tent Camp West
- Campground East of Pier One Theater has been converted back to the Marine Repair Facility
- Staff continues to handle hot berths on a day to day basis
- Staff assisted HVFD with several EMS calls around the Harbor facilities
- Staff raised one sunk 24' vessel, and assisted with another vessel taking on water at the launch ramp
- Staff responded to the harbor entrance for a vessel out of fuel, and towed the vessel to safety

- Pioneer Dock and Deep Water Dock landings included vessels: AMHS Tustumena; CISPRI Endeavor; Kate Frances; Ann T Cheramie; Perseverance; F/V Summer Bay; LMC Polar Bear; M/V Tiglax.
- All staff are working on mandated office safety training courses
- Two Harbor Assistants remain for the season

# Port & Harbor Monthly Statistical & Performance Report

Quarter 2 2025

<b><u>Moorage Sales</u></b>	<u>2025</u>	<u>2024</u>	<b><u>Stall Wait List</u></b>		
Daily Transient	960	1081	No. on list at Month's End	<u>2025</u>	<u>2024</u>
Monthly Transient	544	702	20' Stall	1	0
Semi-Annual Transient	68	40	24' Stall	32	44
Annual Transient	21	18	32' Stall	167	178
Annual Reserved	3	16	32' A Stall	19	15
			40' Stall	76	75
			50' Stall	32	38
			60' Stall	3	4
			75' Stall	6	7
<b><u>Grid Usage</u></b>			Total:	336	361
1 Unit = 1 Grid Tide Use	<u>2025</u>	<u>2024</u>			
Wood Grid	51	35			
Steel Grid	0	0			
			<b><u>Docking &amp; Beach/Barge Use</u></b>		
<b><u>Services &amp; Incidents</u></b>	<u>2025</u>	<u>2024</u>	1 Unit = 1 or 1/2 Day Use	<u>2025</u>	<u>2024</u>
Vessels Towed	39	1	Deep Water Dock	74	72
Vessels Moved	49	118	Pioneer Dock	92	49
Vessels Pumped	4	9	Beach Landings	14	17
Vessels Sunk	3	0	Barge Ramp	685	678
Vessel Accidents	2	6			
Vessel Impounds	0	1	<b><u>Marine Repair Facility</u></b>	<u>2025</u>	<u>2024</u>
Equipment Impounds	0	2	Vessels Hauled-Out	2	3
Vehicle Impounds	0	0	Year to Date Total	28	11
Property Damage	0	3	Vessels using facility uplands	10	7
Pollution Incident	3	4			
Fires Reported/Assists	1	0	<b><u>Wharfage (in short tons)</u></b>		
EMT Assists	8	7	Tons, Converted from Lb./Gal.	<u>2025</u>	<u>2024</u>
Police Assists	8	5	Seafood tons	796	1293
Public Assists	39	42	Cargo/Other tons	869	3164.5
Thefts Reported	0	0	Fuel	95955	52854
<b><u>Parking Passes</u></b>	<u>2025</u>	<u>2024</u>	<b><u>Ice Sales</u></b>	<u>2025</u>	<u>2024</u>
Long-term Pass	104	104	For the Month of December	877	930
Monthly Long-term Pass	14	9	*Shut Down for Season		
Seasonal Pass	79	52	Year to Date Total	1632	2129
<b><u>Crane Hours</u></b>	<u>2025</u>	<u>2024</u>	<b><u>Difference between</u></b>		
	562	604.5	<b><u>2024 YTD and 2025 YTD:</u></b>		



# City of Homer

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

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: September 3, 2025  
SUBJECT: City Manager's Report for September 8, 2025 Council Meeting

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### **Homer Harbor Expansion Study Tentatively Selected Plan Release Date Delayed**

On August 26, 2025, the Army Corps (USACE) Project Development Team (PDT) for the Homer Harbor Expansion (HHE) General Investigation Study (GI) met with the City of Homer to discuss realignment of the Tentatively Selected Plan (TSP). The PDT explained that economic and engineering analyses have continued since the TSP milestone meeting in July of 2025, and the PDT and USACEs teams have identified data gaps that will be addressed before selecting a final plan. The draft report will be delayed until the 1<sup>st</sup> quarter of 2026, the date to be announced as soon as it's available. More detailed information is included in the Memorandum attached to this report.

### **NOAA Grant Funding Recommendation**

Great news! The City of Homer has been notified that NOAA grants are moving forward again. In January, the City applied for a \$1.5 million grant to purchase land within the Bridge Creek Watershed Protection District, and our project was recommended for funding. While grants have experienced a few bumps this year, we've received confirmation that these projects are now progressing. The City can expect to receive grant agreement paperwork in the near future. Once received, staff will bring forward an ordinance for Council consideration to formally accept the grant.

### **Rural and Tribal Assistance Pilot Program**

Staff will be applying for a no-match grant from the Rural and Tribal Assistance Pilot Program for funds to assist with financial planning and Local Services Facilities (LSF) project implementation planning (i.e. conceptual design, more detailed cost estimating, phased project planning and regulatory planning) to advance the City's understanding of infrastructure needs and development strategies for local infrastructure responsibilities in the Homer Harbor Expansion General Investigation feasibility study. The RTA Program awards grants to eligible entities on a first-come, first-serve basis to support legal, technical, and financial advisors to help advance infrastructure projects in rural and tribal communities.

### **2025 Candidate Forum Series**

KDLL and the Peninsula Clarion are hosting live, open-to-the-public candidate forums in partnership with the League of Women Voters, KBBI and KSRM radio. Two forums will be held at Homer Public Library: September 18 will feature Kenai Peninsula School Board candidates for Homer and Southern Kenai Peninsula seats; September 24 will feature Homer City Council candidates. Each forum will be from 6-7 pm. The public is encouraged to attend in person, or listen to a live broadcast on KBBI AM 890 radio or on [kbbi.org](http://kbbi.org). If you have suggestions for questions for the candidates, you can submit them in advance to [news@kbbi.org](mailto:news@kbbi.org). Flyer attached.

## **State of Alaska Long-Range Transportation Planning**

The Alaska Department of Transportation & Public Facilities (DOT&PF) is updating the Statewide Long-Range Transportation Plan. This plan will guide Alaska's transportation policies and investments through 2055. This 30-year plan will set the course for how people and goods move across Alaska by:

- Roads & Highways
- Airports & Air Travel
- Ferries & Ports
- Rail Connections
- Walking & Biking Paths

To help build the plan, they are collecting User Stories, a quick way to share your transportation needs in one short sentence stating what kind of user you are, what you need and why it matters.

Let them hear from Homer! Go to the link [Alaska Long Range Transportation Plan 2055 - PublicInput](#). DOT&PF News Release is attached for more information. Council Member Aderhold reached out to my office to coordinate a Resolution or action memo, providing City Council the opportunity to provide official input.

## **City of Homer Zoning Permit Application**

At the last meeting Council asked for information about the City's zoning permit process, following some public outreach regarding a US Army Corps of Engineers public notice of a recent application for a permit. A copy of the City's zoning permit is attached for informational purposes. Per Homer City Code (HCC), a private property owner who wishes to develop their private property is required to have all appropriate permissions and permits in place to develop their property. A zoning permit must be obtained prior to the commencement of any activity for which the permit is required. An applicant for a zoning permit must provide copies of any permits required by applicable Federal, State, or local laws or regulations as part of their application. When an application is submitted to City Planning, it is reviewed to ensure all appropriate permitting is in place and that it meets the requirements outlined in Homer City Code for the zoning district in which the property is located. The City's Zoning Permit process is outlined in HCC 21.70. Additional information regarding permits can be found at <https://www.cityofhomer-ak.gov/planning/permits>

## **City Manager Meetings and Events:**

August 21<sup>st</sup> – Lease application meeting with a citizen

August 22<sup>nd</sup> - Special Assessment District meeting with a citizen

August 27<sup>th</sup> – Meeting with KPB, KBNERR, KHLT and Staff on Kachemak Green Infrastructure properties

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

## **Attachments:**

- Memorandum re: Homer Harbor Expansion Update
- 2025 Candidate Forums Flyer
- DOT&PF Long Range Transportation Planning News Release
- City Zoning Permit Application
- Memorandum from Public Works re: Eric Lane Paving
- Water/Sewer Rate Model for FY25
- Employee Anniversaries for September



## Homer Harbor Expansion Update

**Item Type:** Informational Memorandum  
**Prepared For:** Homer City Council, Port & Harbor Advisory Commission  
**Date:** August 27, 2025  
**From:** Jenny Carroll, Special Projects Coordinator  
**Through:** Melissa Jacobsen, City Manager

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On August 26, 2025, the Army Corps (USACE) Project Development Team (PDT) for the Homer Harbor Expansion (HHE) General Investigation Study (GI) met with the City of Homer to discuss realignment of the Tentatively Selected Plan (TSP). City of Homer attendees were Mayor Rachel Lord, Melissa Jacobsen, Bryan Hawkins, Amy Woodruff and Jenny Carroll.

### Background:

At the USACE TSP Milestone meeting in late July, General Goetz of the Pacific Ocean Division told the PDT to reassess economic benefits before deciding on a recommended TSP under the Comprehensive Benefits policy. He also indicated that a USACE policy change at Headquarters now requires Feasibility Studies to come in at 35% design.

### Meeting recap:

The PDT explained that economic and engineering analyses have continued since the TSP milestone meeting in July of 2025. Both teams have identified data gaps that will be addressed before selecting a final plan.

The Economic team started considering more comprehensive benefits under the Remote and Subsistence Harbor category to model the broader benefits of additional harbor capacity.

The Engineering team identified that they require data from the geotechnical investigation, scheduled for late September 2025, to reevaluate the design of the breakwater for seismic stability. Breakwater design is a major driver of costs; boring data is necessary to reduce the risk that project costs are underestimated.

Precise project costs are especially important because the Economics team has quantified additional community benefits that may change which plan is selected as the recommended

plan for Harbor Expansion. The updated models show Alternative 1b and Alternative 3 as Best Buy Plans. However, at this point, the PDT is looking at the full suite of [Alternatives](#) for potential recommended plans.

**Updated list of study tasks prior to release of draft report:**

1. Geotech investigation and analysis & Economics focused Agency Tech Review **~3 months**
2. Vertical Team alignment and draft report finalization **~1 month**
3. Quality Control, and legal sufficiency review **~1 month**

Scheduling has not yet taken place, but release of the draft report will be delayed until the 1<sup>st</sup> quarter of 2026. Ship simulation will be postponed until after the TSP is finalized. The release for the Chief's Report, which is the final component of the GI study, is currently scheduled for spring of 2027; however, that may also change under the updated schedule.

The City expressed that we want a solid study, and the reassessment is positive from the City's point of view, but the longer the process takes, the more expensive the study is. PDT Project Manager Curtis Lee said he still needs to work with his team to develop a full timeline and budget and get vertical team alignment, and that he'll keep the City's concerns in mind.

This delay will increase overall study cost. At present the USACE has received all federal funds programmed for the study and they will use those funds to reach the draft feasibility report release milestone. Additional funds will be required from USACE and the City (in match), probably in Spring 2026. The bulk of the additional project cost will be staff labor from USACE PDT members to bring the TSP to 35% design. Curtis Lee estimated that additional funding required will be on the order of hundreds of thousands, not millions, of dollars. More precise costs will be shared with City Council as soon as they are received from the PDT.





# 2025 CANDIDATE FORUMS



**Sept 18**  
**KPBSD School Board**  
Homer & Southern Peninsula Seats



**Sept 24**  
**Homer City Council**



**6 pm – 7 pm at Homer Public Library**

**Attend in person  
or listen to a live broadcast  
on KBBI AM 890 radio or [kbbi.org](http://kbbi.org).**

**Have questions for this year's candidates? Submit them in advance to [news@kbbi.org](mailto:news@kbbi.org).**

These events are being hosted by KDLL and KBBI <sup>48</sup> radio and the Peninsula Clarion in partnership with the League of Women Voters, The Seward Folly, KSRM radio station. Event questions? Call KBBI at 907-235-7721.



Ryan Anderson, P.E.  
Commissioner

[www.DOT.Alaska.Gov](http://www.DOT.Alaska.Gov)



Department of Transportation  
and Public Facilities

Juneau, Alaska

STATE OF ALASKA

PRESS RELEASE

**FOR IMMEDIATE RELEASE:** August 25, 2025

*Press Release: 25-0033*

**Contact:** Sara Lucey, [907-451-2315](tel:907-451-2315), [sara.lucey@alaska.gov](mailto:sara.lucey@alaska.gov)

**Alaska DOT&PF Launches Long-Range Transportation Plan 2055**

***Alaskans are encouraged to share their transportation stories.***



[Visit Long Range Transportation Plan 2055](#)

**(ANCHORAGE, Alaska)** – The Alaska Department of Transportation & Public Facilities (DOT&PF) is inviting Alaskans to help shape the state’s transportation future by contributing their experiences and ideas to the Alaska Long-Range Transportation Plan 2055 (LRTP 2055). This 30-year plan will guide how people and goods move across Alaska by road, air, water, rail, bike, and foot—setting priorities that will influence generations to come.

An LRTP is required by state and federal law and provides a long-term vision for the state’s transportation system. It ensures that funding is directed toward projects that advance safety, mobility, preservation, resilience, and economic vitality, while addressing Alaska’s unique regional needs. LRTP 2055 goes further by positioning Alaska within a rapidly changing global context—where shifts in energy, trade, technology, and climate are reshaping how transportation connects people and economies.

“Alaska’s transportation system is our link to the world,” said Ryan Anderson, DOT&PF Commissioner. “As international trade routes evolve, resource development expands, and communities adapt to new technologies and climate realities, we must plan for a system

that keeps Alaskans connected and competitive into the future. We want this plan to reflect local voices while recognizing Alaska’s global importance.”

The public is encouraged to learn more and get involved at [publicinput.com/alaskaLRTP2055](https://publicinput.com/alaskaLRTP2055), where they can share a personal “user story” about their transportation experiences and sign up for updates. These stories ensure the final plan reflects the diverse ways Alaskans interact with the transportation system.

“The LRTP is our long-term vision document,” said Sara Lucey, DOT&PF Statewide Planning Chief. “It adapts to changing conditions, integrates opportunities, and prepares Alaska to meet challenges head-on. By sharing their stories, Alaskans will help guide investment decisions that balance community needs with long-term growth, development, and resilience.”

Public participation is central to the LRTP 2055 process. Alaskans will have multiple opportunities to engage through virtual open houses, surveys, public meetings, and working sessions.

# # #

The Alaska Department of Transportation and Public Facilities oversees 237 airports, 9 ferries serving 35 communities along 3,500 marine miles, over 5,600 miles of highway and 839 public facilities throughout the state of Alaska. The mission of the department is to **“Keep Alaska Moving.”**



# City of Homer

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

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)  
(p) 907-235-3106  
(f) 907-235-3118

## Zoning Permit Application

### Property Owner

Name: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

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

Email: \_\_\_\_\_

### Applicant (if different than the property owner)

Name: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

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

Email: \_\_\_\_\_

### Project Property Information

Address: \_\_\_\_\_ KPB Tax ID #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Describe the use of all existing structures: \_\_\_\_\_

\_\_\_\_\_

For each proposed structure, describe the use & list the square footage of each floor: \_\_\_\_\_

\_\_\_\_\_

Estimated market value of finished improvements: \_\_\_\_\_

Water Permit # (City) \_\_\_\_\_ Sewer Permit # (City) \_\_\_\_\_ Driveway Permit # \_\_\_\_\_

Will site be served by a: well or cistern? Y or N (circle one) DEC approved septic system? Y or N (circle one)

For staff use:

### **\*\* New Fees \*\***

Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_ Residential \$300 / Commercial \$400 / Deck \$100 Late fee \_\_\_\_\_

Received by: \_\_\_\_\_ Date application accepted as complete \_\_\_\_\_

Finance Code 21-2106. Zoning Permit required by HCC 21.70

### Site development standards for all projects (applies to all development in the City)

- Drainage design must deposit all runoff into either an engineered drainage system or into a natural drainage. Building setbacks are 15ft. from open ditches and 10 ft. from closed drainage systems.
- All exposed, cleared, filled and disturbed soils must be revegetated within 9 months of initial earthwork or reseeded by the next August 31<sup>st</sup>.
- Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, siltation, intentional or inadvertent fill or root damage to neighboring trees, or other damaging physical impacts.

### All Projects in Any Zoning District (Check all that apply)

- New**
- ☒ A **Site Plan** is required for all projects. This “bird’s eye view” must show the entire lot and include all of the details found on the site plan checklist. See the attached example site plan.
  - ☒ An **As-built survey** is required for all structures upon completion of work  
The survey must show the location and dimensions of permitted structures (see HCC 21.70.040)
  - ☒ A **Building Elevation** drawing is required for all proposed buildings. Building height from grade to the peak of the roof must be included. See the attached example building elevation drawing.
  - ☒ **Lighting standards** apply to all projects (HCC 21.59.030)
    - Outdoor lighting must be installed so that it does not produce light trespass or glare
    - The maximum height for pole lighting is 28 ft. and for building-mounted lighting, it is 15 ft.
    - Outdoor lights installed 15 ft. or higher must be cut-off luminaires
  - ☐ A **Wetlands Permit** may be required if your project is within a wetland. If the following map indicates wetlands on your property, then written authorization from the Army Corps of Engineers (ACOE) is required
    - Homer area wetland map source: <https://www.kpb.us/gis-dept/interactive-mapping>  
ACOE submission status: \_\_\_\_\_ ACOE POA #: \_\_\_\_\_
  - ☐ A **Grading/Fill Plan** is required when 3 ft. of fill is placed over 25% of the lot area (HCC 21.50.150)
  - ☐ **Slope Development Standards** apply when the project includes any of the following: (HCC 21.44)
    - The average slope of the lot is greater than 15% (A rise of 15 ft. to 100 ft. run)
    - Disturbance takes place within 40 ft. of the top, or 15 ft. of the toe of a steep slope (45%), bluff, coastal bluff or ravine
  - ☐ A **Storm Water Plan (SWP)** is required when the project includes any of the following: (HCC 21.50.020)  
*For projects located in commercial zoning districts, skip this subsection & see SWP section below*
    - Creates 25,000 square feet of new impervious surface
    - Increases the total impervious surface coverage to one acre or greater
    - Grading that moves 1,000 cubic yards of material
    - Creates a permanent slope of 3:1 or more that exceeds 10 ft. from toe of slope to top of slope
  - ☐ A **Sign Permit** is required for most projects that include advertising signage. Check with Planning Staff to find out if a permit is required for your project.
  - ☐ A **Conditional Use Permit (CUP)** may be required under certain circumstances, including but not limited to the following:
    - The project includes a conditionally permitted use, as listed in the specific zoning district section of HCC Title 21
    - Building area exceeds 8,000 (all buildings combined) or 30% of the lot area
    - The project includes more than one building with a primary use
    - The project will generate traffic in excess of 100 vehicle trips per hour or 500 vehicle trips per day
  - ☐ A **Coastal Flood Hazard Area Development Permit** is required when the project lies within mapped coastal flood hazard areas. For all projects on coastal properties, check with the Planning Office for current flood area designations.
  - ☐ The **Bridge Creek Watershed Protection District** has additional restrictions for property development (see HCC 21.40)

**All Projects in Commercial Districts** including the Residential Office District when the project is commercial or multifamily residential (3-plex or larger) in nature (check all that apply)

- ☐ **State Fire Marshal** approval is required for all commercial buildings and apartment projects (4-units or more)  
Fire Marshal application Status: \_\_\_\_\_ Permit # \_\_\_\_\_
- ☒ **Landscaping requirements** apply to all projects (HCC 21.50.030(f))
- Landscaping shall include the retention of native vegetation to the maximum extent possible
  - A minimum buffer of 3 ft. along lot lines and 15 ft. along the top bank of a defined drainage
  - Topsoil addition, seeding, and plantings must be completed within 9 months of completion of project
  - Parking lots with 24 spaces or more have additional standards (see HCC 21.50.030(f)(1)(b))
- ☐ A **Development Activity Plan (DAP)** is required when your project includes any of the following (HCC 21.74):
- Clearing or grading of 10,000 square feet or more
  - 5,000 square feet or more of new impervious coverage. "Impervious" coverage includes all parking areas, driveways, roads, walkways, whether paved or not, and any areas covered by buildings or structures, concrete, or asphalt
  - Grading that moves 1,000 cubic yards of material
  - A temporary or permanent slope of 3:1 or more that exceeds 5 ft. from toe of slope to top of slope
  - Grading activities that will result in the diversion of existing drainage courses, both natural or human-made, from their existing point of entry or exit from the grading site
  - Any land clearing or grading on slopes steeper than 20%, or within 20 feet of wetlands.
- ☐ A **Storm Water Plan (SWP)** is required when your project includes any of the following (HCC 21.50.030):
- Creates 25,000 square feet of new impervious surface
  - Increases the impervious surface coverage to greater than 60% of the lot area
  - Grading of 1 acre or more
  - Grading that moves 10,000 cubic yards of material
  - A temporary or permanent slope of 3:1 or more that exceeds 10 ft. from toe of slope to top of slope
  - Land clearing or grading on slopes steeper than 25%, or within 10 feet of wetlands, streams, or ponds

*I/we certify that all the information contained in this application is true and accurate and that I am/we are authorized to act on behalf of the property owner(s). I/we hereby hold harmless the City of Homer, its employees and agents from all suits, actions, or claims arising from any work undertaken.*

*The permit will be issued with the understanding that the City of Homer assumes no responsibility with regard to maintenance of private drainage systems that terminate in City ditch lines or drainages, including but not limited to foundation drains, proper location of lot lines, or site dimensions. Further, the City assumes no responsibility for the accuracy of any City-held drawings, or for the permittee's interpretation thereof.*

*I/we understand that the application fee covers the costs associated with processing this application, and that payment of same is nonrefundable and does not assure approval of the site plan. I/we acknowledge that by signing this application I am/we are authorizing employees or agents of the City access for exterior site inspections. This permit must be displayed so that it is readily visible from the nearest street, at the site for which the permit was obtained. If the exterior work is not completed by the permit's expiration date, one reasonable extension may be granted for good cause shown.*

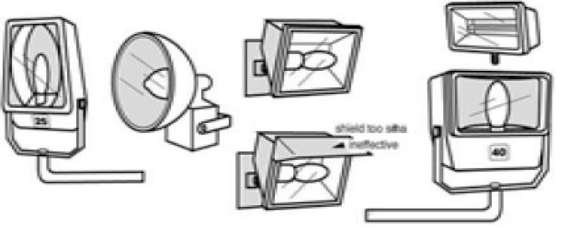
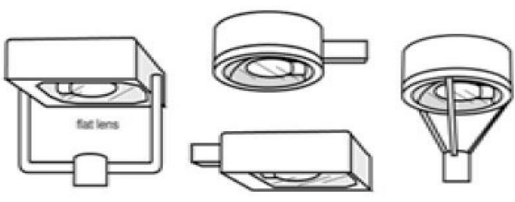
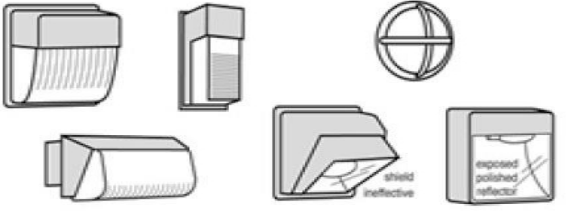
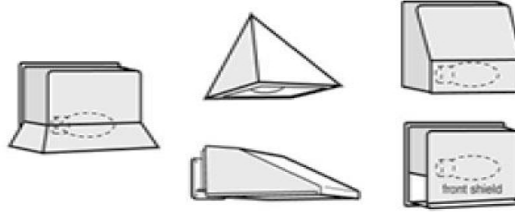
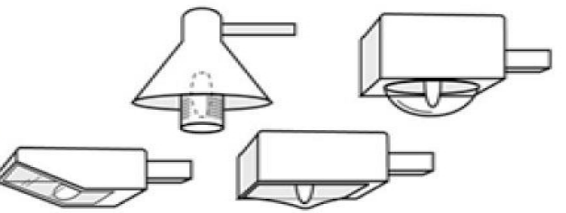
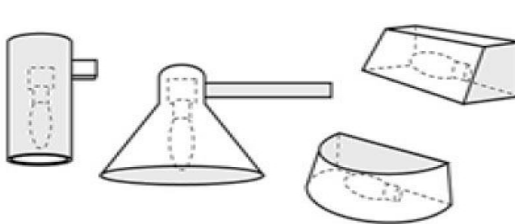

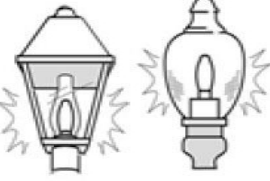


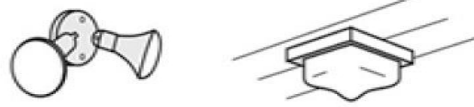

Owner Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

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

## Circle the type(s) of exterior fixtures to be used in your project below

All exterior lighting is subject to level one lighting standards, according to HCC 21.59.030. Lighting standards aim to reduce glare and light trespass and to improve the nighttime visual environment.

☐ Check this box if exterior lighting will not be installed or replaced with your project

<p><b>UNACCEPTABLE</b> Fixtures that Produce Glare and Light Trespass</p>	<p><b>ACCEPTABLE</b> Fixtures that Shield the Light Source to Minimize Glare and Light Trespass - Facilitating Better Night Vision</p>
 <p>Unshielded or Poorly-shielded Floodlights</p>	 <p>Full Cutoff Fixtures</p>
 <p>Unshielded Wallpacks &amp; Poorly-shielded Wall Mount Fixtures</p>	 <p>Fully-shielded Wallpack &amp; Wall Mount Fixtures</p>
 <p>Drop-lens &amp; Sag-lens Fixtures with Exposed Bulb/Refractor Lens</p>	 <p>Fully-shielded Fixtures</p>
 <p>Unshielded Street Light</p> <p>Unshielded Security Light</p>  <p>Unshielded 'Period' Style Fixtures</p>	 <p>Full Cutoff Street Light</p> <p>Fully Shielded Security Light</p>  <p>Fully Shielded 'Period' Style Fixtures</p>
 <p>Unshielded PAR Floodlights</p> <p>Drop-lens Canopy Fixtures</p>	 <p>Shielded/Properly Aimed PAR Floodlights</p> <p>Flush Mounted Canopy Fixtures</p>



# City of Homer

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

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3106

(f) 907-235-3118

### SITE PLAN

Address: \_\_\_\_\_

A site plan is a detailed scaled drawing which depicts the current and proposed improvement and uses of a parcel of land.

Drawing your site plan is easier than you might expect. With accurate measurements, pencil, paper and a ruler you can draw a site plan right at home. For more complex projects you may need professional expertise.

**Below is a checklist of items that should be on your site plan.** For items that do not apply to your project simply indicate N/A over the checkbox.

- ☐ Scale factor. For example, 1" = 20 ft. for smaller lots or 1" = 50 ft. for larger lots.
- ☐ North arrow
- ☐ All property lines and their dimensions
- ☐ All known easements – utility, drainage, driveway, etc.
- ☐ Exterior dimensions of proposed and existing structures, including additions, decks, and stairways.
- ☐ Building setbacks - distance from all structures to nearest property lines. Front property line(s) (property lines abutting a right-of-way) require a 20 ft. setback. Setbacks for other property lines are 5 – 8 ft., depending on the number of stories. Setbacks are measured from the property lines, NOT the road.
- ☐ Site work - Areas affected by excavating, filling, grading, or vegetation removal (with soil disturbance)
  - ☐ label the building location(s) disturbed area
  - ☐ label areas used for driveway/parking/maneuvering
  - ☐ approximate volume of excavated material: \_\_\_\_\_ cubic yards
  - ☐ approximate volume of filled material: \_\_\_\_\_ cubic yards
  - ☐ label areas of disturbed soil that will be revegetated naturally or landscaped (indicate areas of seeded grass or plantings such as trees and shrubs)
  - ☐ label limits of undisturbed vegetation
- ☐ Draw and label adjacent roads
- ☐ Label length and width of driveways & parking spaces (standard space is 9' x 19')
- ☐ Drainage – Indicate direction of surface flow, label structures such as ditches, french drains & swales
- ☐ Show wetland boundary if applicable

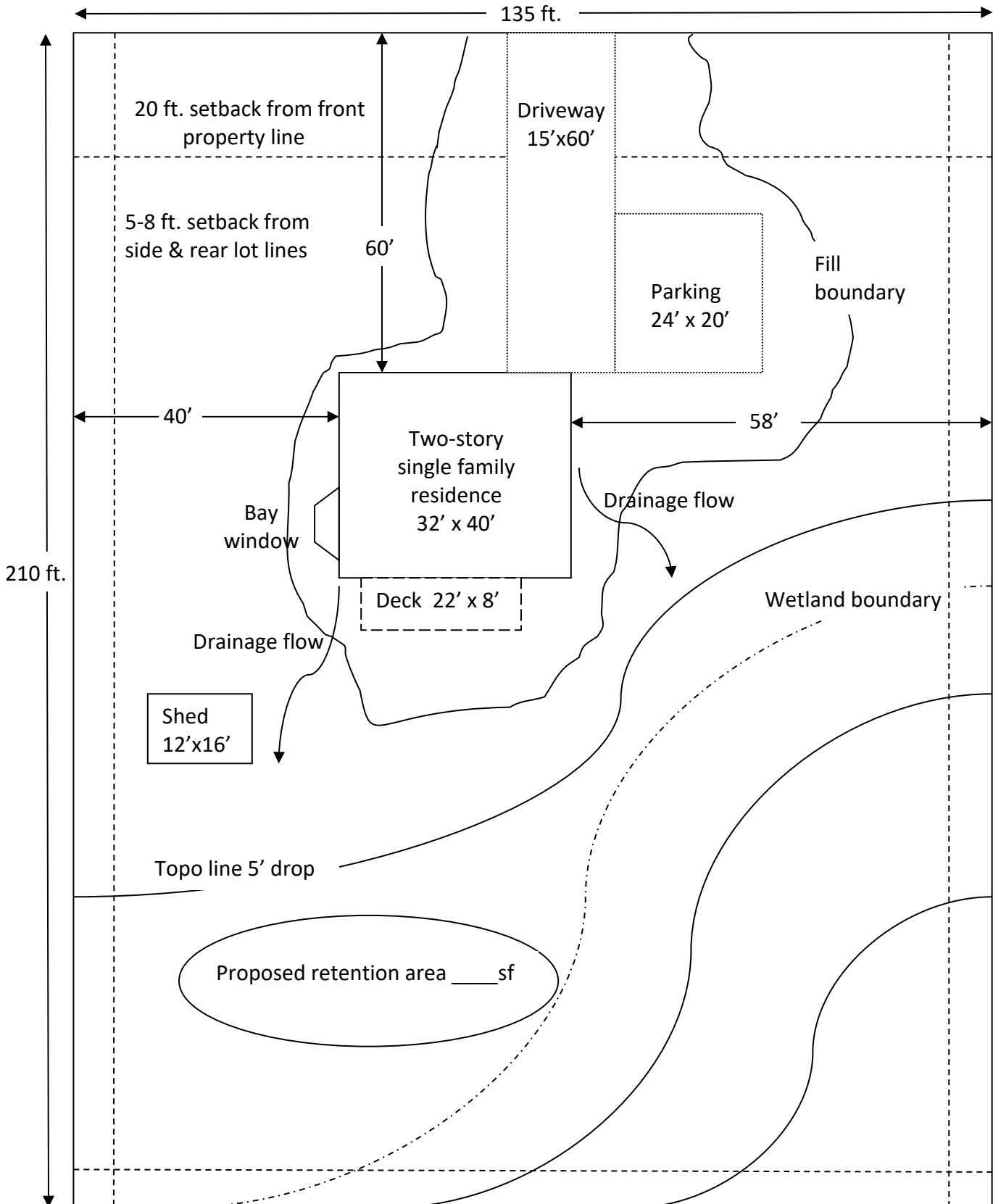


# Example Site Plan

Scale 1" = \_\_\_\_ ft.



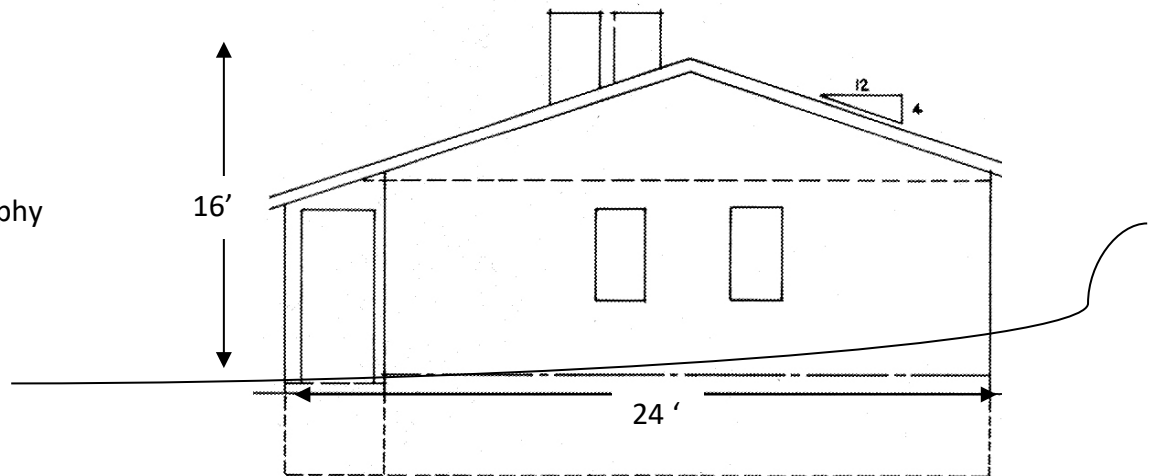
Anywhere Road



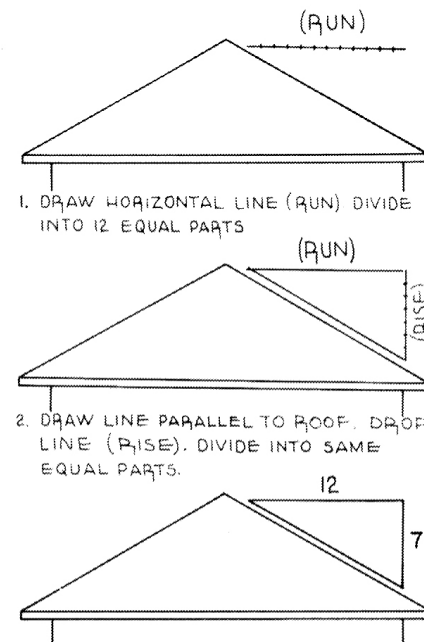


## Example building elevation drawing (exterior view)

- ☐ Building height
- ☐ Wall dimensions
- ☐ Grade / topography



Draw your elevation(s) below or provide on separate sheet(s)





# MEMORANDUM

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**To:** Mayor Lord and City Council  
**Through:** Melissa Jacobsen, City Manager  
**From:** Daniel Kort, Public Works Director  
**Date:** September 3, 2025  
**Subject:** Eric Lane Paving

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## **Background:**

The developer TL Investments LLC developed properties along Eric Lane including utilities and extending Eric Lane to Fairview Avenue.

## **Discussion:**

The developer recently contacted Public Works about their desire to pave Eric Lane this fall and asked if the City of Homer (City) has interest in paving the sidewalk as part of the same effort. Paving of the sidewalk that the City of Homer requested to be added to the project will require the City to contribute to the cost of paving for the project.

TL Investments LLC was advised that they must provide the City with drawings depicting the plan and profile of the pavement project, as well as bring utilities such as valves and manholes to grade in the asphalt surface. Public Works further explained that the proposed schedule does not allow sufficient time for the preparation and approval of drawings or for the completion of utility improvements before the seasonal closure of the asphalt plant. However, the City remains committed to working with the developer through the winter months to position this section of Eric Lane for paving early next summer. In the interim, the Public Works Department will work with the City Council to determine if we want to include paving the sidewalk as part of this same effort.

There are several things to consider while deciding whether to pave the sidewalk in conjunction with the paving of Eric Lane. The Public Works Department is bringing this subject to the attention of the City Council for discussion. We offer the following thoughts for discussion:

- The paving of the sidewalk will require adoption of an ordinance to appropriate funding for the City's portion of the project. The timing of this request to pave doesn't allow adequate time to make this decision and get a project underway this fall.
- The HART Roads fund would likely be the source of funding for this effort, and Council and staff will need to evaluate HART project priorities.

- The Eric Lane/ Fairview Avenue route has had a lot of attention over the past 2 years related to traffic calming and pedestrian safety. The Public Works Department wishes to resolve some of these issues related traffic calming and pedestrian safety by redesigning the road and sidewalk like the already paved western portion of Eric Lane where there is a curb associated with the sidewalk. This is the same configuration that was recently completed on Ben Walters Lane and provides clear demarcation between “what is a sidewalk” and “what is roadway.”
- Paving in its current design would amplify the appearance of the route looking like a wide highway and amplify the concerns related to traffic calming and pedestrian safety.
- The wide paved road and sidewalk will reinforce the need for traffic calming. As a gravel road There are limited traffic calming measures available for a gravel road, however once Eric Lane is paved, there are more options available for traffic calming.
- Leaving the path as gravel would provide more definition to “what is road” versus “what is sidewalk”. Leaving this sidewalk unpaved may serve the city better by clearly identifying the sidewalk and roadway. This paved roadway would require painted lines to clearly identify the lanes of traffic to the drivers and keep drivers out of the sidewalk. This would also allow the City time to budget for a curb and elevated sidewalk, if that is the decision.
- The developer’s paving project will leave a short segment of Fairview Avenue unpaved. Does the City Council want the Public Works Department to coordinate paving of Fairview Avenue as part of the same effort with the understanding that the City would either need to pay for the pavement itself, or form and LID to pave Fairview Avenue.

So the questions posed to the Council are:

1. Should the Public Works Department pursue paving the sidewalk as part of this effort?
2. Should the Public Works Department leave the sidewalk as gravel, and consider planning for a longer-term solution that will allow for traffic calming and a more defined sidewalk, such as an elevated sidewalk with curb along the roadway; similar to the constructed road on the western portion of Eric Lane.
3. Should the Public Works Department allow the developer to pave Eric Lane and leave the sidewalk as gravel for the long-term.

**Summary:**

Options #1 and #2 presented to the City Council above will have a financial impact on HART Roads fund. The Public Works Department is leaning towards the decision to leave the sidewalk as gravel rather than paving it as part of the developers’ plans, so the City can come back at a later date (when funding allows) with a larger project where curb is included in the project design and the sidewalk is elevated. City staff would like feedback from the Council on their preference.



Legend

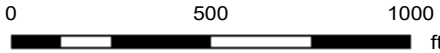
Transportation

Mileposts



Parcels and PLSS

Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or

Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The operation or modification of the data. In using these data, you further agree to the data, or use of the data.



# Rate Calculations

FY2025 Model

<b>WATER Rate Model</b>	
<b>Revenues</b>	
FY25 Operating Revenue Required - Water	\$ 2,177,930
CARMA Transfer Requirement	326,689
Deduct Operating Fund Balance - Rate Buydown	0
Deduct Portion Collected through Other Revenues	(60,374)
Deduct Portion Collected through Service Fee	
Hydrant Rents (10% of Total)	(108,896)
Multi-Units (\$5/unit/mo.)	(38,400)
Surplus Water Sales (Bulk) surcharge only	(83,851)
Revenue Required for Commodity Rate Calculation	\$ 2,213,098
<b>Water Consumption (Gallons)</b>	
Gross Meters Water Sales	129,126,600
Total Estimated Water Sales	129,000,000
<b>Water Rates:</b>	
Commodity Rate (per gal)	\$ 0.0172
Bulk Rate (per gal)	\$ 0.0212
Monthly Service Fees	\$ -
<b>Consumption Additional Information:</b>	
CY23 Gross Meters Water Sales (Gallons)	129,126,600
<b>SEWER Rate Model</b>	
<b>Revenues</b>	
FY25 Operating Revenue Required - Sewer	\$ 1,932,464
CARMA Transfer Requirement	289,870
Deduct Operating Fund Balance - Rate Buydown	0
Deduct Portion Collected through Other Revenues	(22,980)
Lift Stations Costs	(231,645)
Pumping Fee	(10,125)
Dumping Station Fees	(6,024)
Multi-Units (\$5/unit/mo.)	(38,400)
Revenue Required for Commodity Rate Calculation	\$ 1,913,160
<b>Sewer Usage (Gallons)</b>	
Projected Billable Volume	89,000,000
Projected Billable Volume - Lift Zone Only	23,000,000
Total Projected Billable Volume	112,000,000
<b>Sewer Rate</b>	
Non-Lift Station Rate	\$ 0.0171
Lift Station Rate	\$ 0.0272
<b>Lift Station Additional Information:</b>	
CY23 Actually Billed Gallons (Lift Zone Only)	22,687,300

FY24 Total Projected Volume: 97,000,000

FY26 Total Projected Volume: 99,000,000

Sewer Usage:  
Determined by the number of gallons actually billed for in the prior fiscal year. The model rounds up to the nearest million for ease of reporting.



# MEMORANDUM

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## September Employee Anniversaries

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and City Council  
**Date:** September 8, 2025  
**From:** Andrea Browning, HR Director  
**Through:** Melissa Jacobsen, City Manager

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

<b>Aaron Glidden</b>	<b>Port</b>	<b>21</b>	<b>Years</b>
<b>Ryan Browning</b>	<b>Police</b>	<b>15</b>	<b>Years</b>
<b>Tracie Whitaker</b>	<b>Police</b>	<b>11</b>	<b>Years</b>
<b>Lisa Linegar</b>	<b>Police</b>	<b>10</b>	<b>Years</b>
<b>Jed Frazier</b>	<b>PW</b>	<b>5</b>	<b>Years</b>
<b>Charles Benson</b>	<b>Police</b>	<b>4</b>	<b>Years</b>
<b>Jessica McGuire</b>	<b>Finance</b>	<b>3</b>	<b>Years</b>
<b>Dawn Brooks</b>	<b>Library</b>	<b>2</b>	<b>Years</b>
<b>Chad Felice</b>	<b>Public Works</b>	<b>2</b>	<b>Years</b>
<b>Andrew Williamson</b>	<b>Public Works</b>	<b>2</b>	<b>Years</b>
<b>Jared Brant</b>	<b>Port</b>	<b>1</b>	<b>Year</b>
<b>Adam Stratton</b>	<b>Jail</b>	<b>1</b>	<b>Year</b>