



# Agenda

## City Council Regular Meeting

Monday, April 22, 2024 at 6:00 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: 205 093 973 Password: 610853

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

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### CALL TO ORDER, PLEDGE OF ALLEGIANCE

**AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)

### MAYORAL PROCLAMATIONS AND RECOGNITIONS

### PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

### RECONSIDERATION

**CONSENT AGENDA** (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Regular Meeting Minutes of April 8, 2024. City Clerk.
- b. Memorandum CC-24-088 from Mayor re: Appointments.
- c. Memorandum CC-24-089 from Acting City Clerk re: Liquor Licenses.
- d. Resolution 24-043, A Resolution of the City Council of Homer, Alaska, Designating Signatories of City of Homer Accounts and Superseding Any Previous Resolutions So Designating. City Manager/Finance Director.
- e. Resolution 24-044, A Resolution of the City Council of Homer, Alaska Amending the City of Homer Personnel Regulations Chapter 5, Adding Section 5.17 to Address Longevity Pay. City Manager/HR Director.  
  
Memorandum CC-24-090 from Personnel Director as backup.
- f. Resolution 24-045, A Resolution of the City Council of Homer, Alaska, Expressing Support for the Homer Port Coastal FREIGHT Project, Endorsing the City's Grant Application to the United States Department of Transportation Maritime Administration's FY2024 Port Infrastructure Development Program and Committing Local Match Funds. City Manager/Port Director.

Memorandum CC-24-091 from Special Projects and Communications Coordinator as backup.

- g. Resolution 24-046, A Resolution of the City Council of Homer, Alaska, Providing Direction to Port and Harbor Staff, Port and Harbor Advisory Commission and the Finance Department regarding the Development of Draft Financial Policies for the Port and Harbor Enterprise Fund. Lord/Davis.

Memorandum CC-24-092 from Councilmembers Lord and Davis as backup.

- h. Resolution 24-047, A Resolution of the City Council of Homer, Alaska, Confirming the City Manager's Appointment of Jennifer Carroll as the Acting City Manager for an Interim Term. City Manager.

- i. Resolution 24-048, A Resolution of the City Council of Homer, Alaska, Requesting the Port and Harbor Advisory Commission Discuss and Consider Cruise Ship Capacity and Policy Adoption for the Port and Harbor Operations and the Economic Development Advisory Commission Discuss and Consider Broader Community Impacts and Potential Cruise Ship Policies. Erickson/Lord.

Memorandum CC-24-093 from Councilmembers Erickson and Lord as backup.

## **VISITORS**

- a. Homer Steps Up Challenge - Annie Garay, South Peninsula Hospital
- b. Safe & Healthy Kids Fair - Lisa "Red" Asselin-Martin, Sprout Family Services

## **ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)**

- b. Worksession Report
- a. Committee of the Whole Report
- d. Mayor's Report
- e. Borough Report
- f. Library Advisory Board
- h. Economic Development Advisory Commission
- c. Special Meeting Report
- l. Champions Report - Finance, Harbor, Recreation
  - i. Finance
  - ii. Harbor
  - iii. Recreation

- i. Parks Art Recreation and Culture Advisory Commission
- g. Planning Commission
- j. Port and Harbor Advisory Commission

**PUBLIC HEARING(S)**

- a. Ordinance 24-20, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 18.08.040 Council approval of leases. Erickson/Hansen. Introduction April 8, 2024 Public Hearing and Second Reading April 22, 2024.

Memorandum CC-24-084 from Acting City Clerk as backup.

**ORDINANCE(S)**

**CITY MANAGER'S REPORT**

- a. City Manager's Report
- b. Expenditure Report FY24 Actuals through March 2024 - 75% Fiscal Year Elapsed

**PENDING BUSINESS**

**NEW BUSINESS**

**RESOLUTIONS**

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY ATTORNEY**

**COMMENTS OF THE CITY CLERK**

**COMMENTS OF THE CITY MANAGER**

**COMMENTS OF THE MAYOR**

**COMMENTS OF THE CITY COUNCIL**

**ADJOURNMENT**

A Special Meeting is scheduled for Thursday, April 25, 2024 at 6:00 p.m. The next Regular Meeting is Monday, May 13, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. Work Session at 4:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 24-08 a Regular Meeting of the City Council of Homer, Alaska was called to order on April 8, 2024 by Mayor Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

**PRESENT:** COUNCILMEMBERS HANSEN, ERICKSON, DAVIS, ADERHOLD, VENUTI, LORD

**STAFF:** INTERIM CITY MANAGER JACOBSEN  
ACTING CITY CLERK KRAUSE  
SPECIAL PROJECTS & COMMUNICATIONS DIRECTOR CARROLL  
COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN  
PORT DIRECTOR HAWKINS  
CHIEF TECHNOLOGY OFFICER JIRSA  
HUMAN RESOURCES DIRECTOR BROWNING  
PUBLIC WORKS DIRECTOR KORT  
FINANCE DIRECTOR FISCHER  
CITY ATTORNEY GATTI

**AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)

Mayor Castner announced the supplemental items **CONSENT AGENDA** item h. Resolution 24-039 A Resolution of the City Council of Homer Alaska Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Public Comment Received. **PUBLIC HEARINGS** item b. Ordinance 24-19 An Ordinance of the City Council of Homer, Alaska, Amending HCC 2.04 City Manager, Section 2.04.020 Duties and Powers. and Ordinance 24-19(S) with the same title. Memorandum CC-24-087 from Acting City Manager as backup. **CITY MANAGER'S REPORT** Memorandum CC-24-086 from Community Development Director re: Kachemak Sponge Project Status Update and City Council 2024 Worksession Schedule **AUDIENCE COMMENTS** Public Comment received Ban on Personal Watercraft in Kachemak Bay.

LORD/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **MAYORAL PROCLAMATIONS AND RECOGNITIONS**

## **PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA**

Karin Marks, commented as the Economic Development Advisory Commission (EDC) Chair, provided apologies for lack of a report at the last Council meeting and stated that she is looking forward to hearing more information and comments from Council on Resolution 24-039, supporting the direction having the EDC investigate the concept of a local business licensing program, going into more depth before Council makes a final decision. Ms. Marks stated that the resolution allows the opportunity to find out and verify assumptions and clarify aspects of this on businesses in town as well as the city government and community at large. She reported being contacted by a large number of people regarding data that can be obtained, but noted that no one has the specifics on the questions regarding: What is the data? What is needed and how is it needed? Is it that important? She believed the EDC could assist in providing those answers.

Brad Anderson, Executive Director, Homer Chamber of Commerce, commented on Resolution 24-039 reporting on concerns expressed by member businesses regarding the lack of specifics outlined in the resolution and that it is important to identify the goals and objectives within the Resolution. He further stated that it should state what issues the program will solve and what benefits the program will provide as well as how enforcement of the program is to be conducted.

Charles Anderson, city resident, business owner, reported the benefits of searching business licenses with the State of Alaska website, noting it was easily accessible and commenting that the City does not need to duplicate efforts. He reported having spent about 15 minutes and was able to use the search function on the State's website, easily finding information regarding the number of business licenses a person held, types of licenses, expirations and if the businesses were compliant. He stated finding a number of persons in the rooms before him held business licenses and some were expired admitting that he was delinquent in his own license renewal. Mr. Anderson was not supportive of Resolution 24-039.

## **RECONSIDERATION**

**CONSENT AGENDA** (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Meeting Minutes for the Regular Meeting on March 26, 2024. Acting City Clerk. Recommend adoption.
- b. Memorandum CC-24-075 from Mayor re: Appointment of Jared Bradshaw to the Port and Harbor Advisory Commission. Recommend approval.
- c. Memorandum CC-24-076 from Acting City Clerk re: Liquor License Premises Change for La Baleine Café. Recommend approval.

- d. Ordinance 24-20, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 18.08.040 Council approval of leases. Erickson/Hansen. Introduction April 8, 2024 Public Hearing and Second Reading April 22, 2024.

Memorandum CC-24-084 from Acting City Clerk as backup.

- e. Resolution 24-036, A Resolution of the City Council of Homer, Alaska, Accepting the Fiscal Year 2022 Basic Financial Statements and Acknowledging the Management Letter Submitted by the City's Independent Auditor, BDO USA, LLP and Authorizing the City Manager to Execute the Financial Report. City Manager/Finance Director. Recommend adoption.

Moved to Resolutions item a.

- f. Resolution 24-037, A Resolution of the Homer City Council Confirming the Assessment Roll, Establishing Dates for Payment of Special Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Alder Lane Water Improvement Special Assessment District. City Clerk. Recommend adoption.
- g. Resolution 24-038, A Resolution of the City Council of Homer, Alaska, Confirming Melissa Jacobsen, as Interim City Manager. Mayor. Recommend adoption.
- h. Resolution 24-039, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Venuti/Mayor. Recommend adoption.

Memorandum CC-24-078 from Community Development Director and Councilmember Venuti as backup.

Moved to Resolutions item b.

- i. Resolution 24-040, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Crane 8 Control System Replacement to Great Northern Hydraulics, LLC of Kenai, Alaska, in an Amount Not to Exceed \$15,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Recommend adoption.

Memorandum CC-24-079 from Port Director as backup.

Moved to Resolutions item c.

- j. Resolution 24-041, A Resolution of the City Council of Homer, Alaska, Amending the Library Advisory Board Bylaws Under Article IV - Officers, Article VI - Meetings, and Regular Meeting Agenda Format. City Clerk. Recommend adoption.

Memorandum CC-24-080 from Deputy City Clerk II as backup.

- k. Resolution 24-042, A Resolution of the City Council of Homer, Alaska, Reallocating Funds Appropriated for Homer Education and Recreation Complex (HERC) Roof Inspection to HERC Roof Repair Materials Purchase. City Manager/Public Works Director. Recommend adoption.

Memorandum CC-24-081 from Public Works Director as backup.

Acting City Clerk Krause read the Consent Agenda as amended.

Mayor Castner noted that Resolutions 24-036 will be moved to Item a under Resolutions; Resolution 24-039 will be moved to item b, and Resolution 24-040 will be moved to item c, and requested a motion to adopt the consent agenda as amended.

LORD/VENUTI MOVED TO ADOPT THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **VISITORS**

- a. Legislative Update – Representative Vance

Representative Vance reported the recent actions of the House of Representatives:

- Adopted 268 Operating Budget, amendments will be taken up starting on April 9, 2024
- Plan to Exchange Budgets with the Senate on Friday, April 12, 2024
  - Many deliberations will take place with the Senate before the end of session.
- \$4 Billion in unrestricted General Fund agency operations to maintain services
- Increase to the Base Student Allocation \$280 one time increase
- \$28 million to Community
  - \$20 Million to Community Assistance
  - \$15 Million to Disaster Relief Fund
- \$20 million Marine Highway System
- Specific Funding for Senior and Disability Services
- \$2273 PFD includes energy relief
- Balance of \$100 million as surplus but does not consider the items going through committees currently
  - House Bill 392 has more fiscal impact with increases to transportation, correspondence schools and Charter School coordinator position
- Senate working on the Capital Budget
  - She has advocated for Kachemak Drive
    - Federal dollars have been found since it is a Tsunami Evacuation Route
    - Waiting on needed information for sub-surface work that is required.

- Port Director and Councilmember Lord are invited to make a presentation to the House Transportation Committee
- Extending the Senior Benefits Program
- Energy

Mayor Castner facilitated discussion between Council members and Representative Vance regarding the following:

- Issues surrounding the improvement project at the Homer Airport and closures limiting the use of the runway over the coming months;
- BSA increase veto and why Representative Vance supported the veto
  - o The School District is required to submit its budget this month to the Borough Assembly, and their budget will not support the pools being open, theaters, athletic directors, etc.
  - o Increase in student/teacher ratios
  - o Impacts to working families and community partnerships

**ANNOUNCEMENTS / PRESENTATIONS / REPORTS** (5 Minute limit per report)

a. Worksession Report

Interim City Manager Jacobsen reported that City Council discussed Longevity Pay with Personnel Director Browning providing information when employees have reached the last step in their pay range they receive no further increases to their base rate of pay unless a COLA is approved. It would be paid out every year or every other year in a lump sum at 2% or 3% of the base pay. This will require a change to the Personnel Regulations by resolution. Council requested budget impacts for 1.5% which Ms. Browning explained would be half of the 3% proposed dollar amounts. Ms. Jacobsen reported that Council also discussed the City Manager position and advertising time periods plus noted some minor changes to the scoring rubric.

b. Committee of the Whole Report

Council Member Lord reported Council discussed the application for the advisory body and recommendation to make corrections to that document so the full information can be printed; discussed Ordinance 24-20 and the benefits to having the Port and Harbor Advisory Commission provide comment on lease applications before submittal to Council; Audit approval resolution and waiting for the Final Audit and that was received right before the start of this meeting; Resolution 24-039 regarding the business licensing program to be discussed further; Resolution awarding the crane 8 replacement project was moved to Resolutions since Ordinance 24-18 appropriating the funds the needs to be approved before the awarding of the contract; HERC Roof repair reallocating the funds and Interim City Manager Jacobsen provided a presentation on planned activities over the next few months.

c. Mayor's Report

i. Consultation Initiation for the Dixon Diversion Tunnel Geotechnical Investigation



Mayor Castner reported on the Dixon Diversion Tunnel; Energy production; provided an update on the airport improvement project stating he was in contact with the FAA and was informed that design decisions were made during COVID; Pressure was put on the Alaska Department of Transportation (AKDOT) but more funding was needed. He commented that the City of Homer and Aleutian Airways was being harmed by the decisions made. He clarified that the reduction of the runway during construction prohibited Aleutian from operating during the time period.

- d. Borough Report
- e. Planning Commission

Commissioner Stark reported on the actions of the Commission at the last meeting approving a Conditional Use Permit for a more than one building on a lot and building area in excess of 8000 square feet, reviewed and commented on the Draft Transportation Plan and provided information on considering bringing in an alternate Truck Route to the east with the increase in traffic during development of the Comprehensive Plan.

- f. Port and Harbor Advisory Commission
- g. Comp Plan Steering Committee

Councilmember Erickson reported on the great community outreach event at Islands and Ocean Visitor Center regarding the Comp Plan, noting that it was very well attended. By the end of the week a survey is to be available on the website for public comments and that she will be attending a Senior Government class to speak and present the Survey to the students.

Councilmember Lord suggested including Flex and Home School Students in those discussions.

- h. Champions Report – Finance, Harbor and Recreation
  - i. Memorandum CC-24-083 Finance Champions Report

Councilmember Lord reported on a proposed ordinance for the first meeting in May on the procurement policy. She provided some insights on why City Council and the Mayor requested the Financial Quarterly and Monthly Reports and that the Finance Champions have been working diligently with Staff to improve reporting.

Harbor Champions Report – Councilmember Lord

Councilmember Lord reported meeting with Senator Stevens on the capital budget and including staff to make sure the city lobbyist is keeping in front of the budgeting process in Juneau, resolution of support from the Aleutian East Borough for the matching funds and Senator Stevens reported that the funding was in the Capital Budget as well as funding for the Pratt.

Mayor Castner questioned format on the agenda for the Champions report and Councilmembers Venuti and Aderhold recommendation for a name for the City Manager Hiring.

## Recreation Champions – Councilmember Aderhold

Councilmember Aderhold reported on the progress made regarding possible location of a new recreation center and creation of a matrix and scoring rubric to narrow down the parcels, working with Parks, Art, Recreation and Culture Advisory Commission on ranking the parcels with the Commission preferences and had a meeting with interested individuals regarding formation of a Friends of Homer Recreation. Councilmember Erickson reported that the attendees requested the City buy-in to assure seriousness and delegating some funding.

### **PUBLIC HEARING(S)**

- a. Ordinance 24-18, An Ordinance of the City Council of Homer, Alaska, Amending the FY24 Capital budget by Appropriating \$15,000 from the Port Reserves Fund for the Purpose of Replacing the Control System for Crane 8 on the Homer Fish Dock. City Manager/Port Director. Introduction March 26, 2024. Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-064 from Port Director as backup.

Mayor Castner opened the public hearing. There was no Public testimony and the public hearing was closed.

LORD VENUTI I MOVE TO ADOPT ORDINANCE 24-18 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- b. Ordinance 24-19, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.04 City Manager, Section 2.04.020 Duties and Powers. Davis/Erickson. Introduction March 26, 2024 Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-065 from Councilmembers Davis and Erickson

Ordinance 24-19(S), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.04 City Manager Section 2.04.020 Duties and Powers.

Mayor Castner introduced the ordinance and opened the Public Hearing. There was no Public Testimony and the public hearing was closed.

DAVIS/ERICKSON MOVED TO ADOPT ORDINANCE 24-19 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

ERICKSON/DAVIS MOVED TO SUBSTITUTE ORDINANCE 24-19 (S) FOR ORDINANCE 24-19.

Councilmember Aderhold noted a small correction that was required changing “he” to “they” on Line 83 and if Council agreed the Clerk could make that minor correction. There was no objection.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **ORDINANCE(S)**

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

a. City Manager's Report

Interim City Manager Jacobsen noted her report was provided in the packet and would be happy to answer any questions and highlighted the following:

- Successful How to Run for Public Office event and was looking forward to the next event, The Life of a Ballot
- Electronics Recycling Event at Spenards on April 27<sup>th</sup> – 10 am -2pm
- Industry Outlook Forum on April 25<sup>th</sup> in Soldotna at the Sports Complex

Ms. Jacobsen facilitated questions on the following:

- Beluga Slough Dredging and permitting
- Baycrest Overlook restroom conditions and options to working with the Alaska Department of Transportation (AKDOT)
  - o a worksession with Council would be beneficial with input from AKDOT
- Funding for the Homer Foundation and process
  - o This was provided through the budget process but additional information will be provided at the next meeting

Discussion provided a brief outline of the process and start of the Endowment Fund and grant process.

## **PENDING BUSINESS**

### **NEW BUSINESS**

- a. Memorandum CC-24-077 re Travel Authorization for Councilmember Lord to Attend a Lobbying Trip to Washington, D.C., April 29-May 2, 2024

Mayor Castner introduced the Memorandum by reading of the title.

ADERHOLD/VENUTI MOVED TO ADOPT MEMORANDUM CC-24-077 BY READING OF TITLE ONLY.

Councilmember Lord provided details on the reason for the travel.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## RESOLUTIONS

- a. Resolution 24-036, A Resolution of the City Council of Homer, Alaska, Accepting the Fiscal Year 2022 Basic Financial Statements and Acknowledging the Management Letter Submitted by the City's Independent Auditor, BDO USA, LLP and Authorizing the City Manager to Execute the Financial Report. City Manager/Finance Director. Recommend adoption.

Mayor introduced the resolution by reading the title.

LORD/ERICKSON MOVED TO ADOPT RESOLUTION 24-036 BY READING OF TITLE ONLY.

Councilmember Aderhold requested a brief recess to review the document due to receiving it right before the meeting started.

Mayor called recess at 7:21 p.m. The meeting was called the meeting back to order at 7:27 p.m. and opened the floor for discussion.

There was brief discussion with Councilmember expressing appreciation of the time allowance to review the document and the document provided by Acting City Clerk Krause will get posted on the website for the public.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Resolution 24-039, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Venuti/Mayor. Recommend adoption.

Memorandum CC-24-078 from Community Development Director and Councilmember Venuti as backup.

LORD/VENUTI MOVED TO APPROVE RESOLUTION 24-039 BY READING OF TITLE ONLY.

Discussion ensued with comments from Council regarding the accessibility of information readily available on the state website, negative thinking from the public that it is just more money and this is another layer of a business's profit; City Council is not advocating for the Business License Program but asking the Commission to look into the feasibility and investigation; acknowledged the interest of the Mayor for implementing a city business licensing program; benefits of knowing who is doing business within city limits; not part of the city infrastructure; There were 1023 businesses that received aide from the city because they collected Sales Tax in the city benefitted from COVID payments; Structure of community; Enforcement of those who are operating a business and sell or conduct their business within Homer; Other opportunities than penalizing local businesses; Review the number of businesses that are coming into town and expressions of non-support for a city business license.

LORD/ADERHOLD MOVED TO AMEND LINE 39 ADDING THE FOLLOWING: HOW THE CITY COULD ENGAGE WITH THE STATE OF ALASKA, NO COST PROGRAM PLAUSIBLE, CHALLENGES AND BENEFITS AROUND THE STATE, FOOD TRUCKS AND OTHER BUSINESSES.

Brief discussion on the pros and cons of the amendment, encouraging discussion at the Commission level.

VOTE. (Amendment) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- c. Resolution 24-040, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Crane 8 Control System Replacement to Great Northern Hydraulics, LLC of Kenai, Alaska, in an Amount Not to Exceed \$15,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Recommend adoption.

Memorandum CC-24-079 from Port Director as backup.

Mayor introduced the resolution by reading of title.

LORD/VENUTI MOVED TO ADOPT RESOLUTION 24-040 BY READING OF TITLE ONLY.

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **COMMENTS OF THE AUDIENCE**

Karin Marks expressed her appreciation for Council discussion and the amendment and reiterated her belief that allowing the Commission to have the opportunity to really look into this will provide information that will be useful in the future and commented on the reaction received on the short term rentals.

Robert Archibald, Chair of Kachemak Bay State Park, commented on personal watercraft use in Kachemak Bay. He provided information on the status of the ban on jet skis in the Bay and Fox River Flats until a decision is made by the courts. He commented on traveling to Washington DC and the audit discussion expressing his appreciation and noting the many hats worn by the few.

Mike Stark, city resident, commented on the Comp Plan and Transportation Plan noting that the Planning Commission recommended adding public transportation such as a shuttle to relieve

congestion and it may be possible to do a public private partnership with Alaska Bus Company or even the School Bus Company. He then provided comments on the runway improvements regarding aircraft ability to land on 100 foot wide runway. Mr. Stark expressed his appreciation for the time that was expended by the Councilmembers and staff.

Karin Marks, speaking as the KPEDD representative for Homer, encouraged Council to allow the Interim Manager to attend the Industry Outlook Forum and themselves as it was a fun and informative event. Thursday, April 25, 2024 8:30 a.m. to 4:00 p.m. in Soldotna at the Sports Complex on K-Beach Road.

**COMMENTS OF THE CITY ATTORNEY**

City Attorney Gatti had no comments.

**COMMENTS OF THE CITY CLERK**

Vacancies on the Boards and Commissions were noted by members of Council and the Mayor.

ADA Advisory Board, Library Advisory Board, EDC and Parks Commissions.

**COMMENTS OF THE CITY MANAGER**

Interim City Manager Jacobsen announced the Joint Worksession of Council and the Port and Harbor Advisory Commission and requested topics for the agenda. She noted that Councilmember Erickson wanted to discuss Cruise Ship.

**COMMENTS OF THE MAYOR**

Mayor Castner expressed his pleasure working with the Interim City Manager and expressed confidence in her ability to her doing a very good job and she is well organized.

**COMMENTS OF THE CITY COUNCIL**

Councilmember Lord expressed her appreciation of the sunshine, big thanks to Melissa and staff in this interim period. She commented on the Homer Foundations letter and the grant applications with the financial information about organizations that is required and the benefits to the city even though there are so many they do provide so many services that Homer would not have plus they provide employment to 100 people with over \$4 million in payroll noting that was a big deal. She stated her appreciation for the consent to travel to Washington DC and the trust placed in her by Council and the Mayor; attending by Zoom to make the presentation to the Transportation Committee; talking to the Port and Harbor Commission regarding a financial plan and we can pull together some language.

Councilmember Venuti commented that Councilmember Lord was such a top flyer and thanked her for traveling to Washington DC to Lobby for the City. She reported attending a recent training at the College regarding Hearing Impaired and Deaf related to ADA compliance and that they should start having all their city meetings closed captioned to be compliant and when she spoke with Acting City Clerk Krause her response was that if a person was attending by Zoom they could select that option

and that currently there are members of the audience that are using the closed caption option. She expressed her appreciation for the Homer Foundation and recalled Council meetings where there would be 20 or so non-profits in the room all requesting funding from Council during the budget meetings. Ms. Venuti agreed with Ms. Lord that the non-profits all provide a valuable service to the community. She reiterated the vacant seat on the ADA Board.

Councilmember Aderhold commented on attending the Running for Public Office event and that it was very well attended with a very diverse and interesting panel of people from a variety of public offices. She stated that the panelists did really well and believed that the League of Women Voters and Kenai Peninsula Votes did a great job putting everything together. Ms. Aderhold commented on attending the Comp Plan Open House event and announced the Reuniting America event by Braver Angels on April 19<sup>th</sup> at 5:30 p.m. at the College.

Councilmember Davis reported that he will be at the Homer Library for Lunch with a Councilmember from Noon to One tomorrow April 9, 2024 and looks forward to meeting with the public. He then commented on the warmer days, sunshine and the bees are starting to emerge.

Councilmember Erickson commented on sitting in the sunshine and warmer breezes and the start of springtime sports, lots of kids running around and everyone getting anxious to be outside again with no ice and snow.

Councilmember Hansen commented on the Popeye Wrestling benefitting from a grant from the Homer Foundation to purchase new singlets and reported that the Anchor Kings will be holding a tournament in two weeks, April 19-20<sup>th</sup>. She cautioned the public when walking their dogs and to be prepared for extended routes reciting her recent experience with a moose blocking her path back home and having to take an alternate route which extended the time to an hour.

**ADJOURNMENT**

There being no further business to come before the Council Mayor Castner adjourned the meeting at 8:15 p.m. The next Regular Meeting is Monday, April 22, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. Work Session at 4:00 p.m. and a Special Meeting Thursday, April 25, 2024 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

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Renee Krause, MMC, Acting City Clerk

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



# MEMORANDUM

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## **Appointment of John “Xander” Underwood, Charles Anderson and Gary Lyon to the Sister City 40<sup>th</sup> Anniversary Task Force; Jonathan Young to the Economic Development Advisory Commission; Lucas Parsley to the Parks, Art, Recreation & Culture Advisory Commission and Andrew Haas to the Library Advisory Board**

**Item Type:** Action Memorandum  
**Prepared For:** Homer City Council  
**Date:** April 17, 2024  
**From:** Mayor Castner

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John Alexander Underwood, Charles Anderson and Gary Lyon are appointed to the Sister City 40<sup>th</sup> Anniversary Task Force. The term expires upon completion of tasks identified in Resolution 24-029 but no later than December 31, 2025.

Jonathan Young is appointed to the Economic Development Advisory Commission to fill the seat vacated by Gordon Pitzman. The term is for three years and will expire April 1, 2027.

Lucas Parsley is appointed to the Parks, Art, Recreation & Culture Advisory Commission to fill the seat vacated by Clark Fair. The term will expire October 31, 2025.

Andrew Haas is appointed to the Library Advisory Board to fill the seat vacated by Clark Fair. The term will expire April 1, 2026.

### **Recommendation**

Confirm the appointment of John Alexander Underwood, Charles Anderson and Gary Lyon to the Sister City 40<sup>th</sup> Anniversary Task Force; Jonathan Young to the Economic Development Advisory Commission; Lucas Parsley to the Parks, Art, Recreation & Culture Advisory Commission and Andrew Haas to the Library Advisory Board.

### **Attachments:**

John Alexander “Xander” Underwood Application  
Charles Anderson Application  
Gary Lyon Application  
Jonathan Young Application

Lucas Parsley Application  
Andrew Haas Application  
William Mark Wuestenfeld Application





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

## Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

Phone: (907) 235-3130

Fax: (907) 235-3143

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

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

### Applicant Information

Full Name: John Alexander Underwood

Physical Address Where you Claim Residency: 3933 Main Street, Apt. A

Mailing Address: 3933 Main Street, Apt. A

City: Homer State: AK Zip: 99603

Phone Number(s): 907-756-8147

Email: xanderunderwoods@gmail.com

### Advisory Body You Are Requesting Appointment To

- Planning Commission** – Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
- Parks, Art, Recreation & Culture Advisory Commission** – Meetings held on the 3<sup>rd</sup> Thursday of February through June and August through November at 5:30 p.m.
- Port & Harbor Advisory Commission** – Meetings held on the 4<sup>th</sup> Wednesday of January, February, March, April, September, and October at 5:30 p.m.; the 4<sup>th</sup> Wednesday of May, June, July, and August at 5:30 p.m.; and the 2<sup>nd</sup> Wednesday of December at 5:30 p.m.
- Economic Development Advisory Commission** – Meetings held on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Meetings held on the 3<sup>rd</sup> Tuesday of each month, excluding June and July, at 5:30 p.m.
- ADA Advisory Board** – Meetings held on the 2<sup>nd</sup> Thursday in the months of April, May, June, July, October, November, and as needed at 4:00 p.m.
- Other** – Please Indicate Siter City Foundation 40th Anniversary Committee

### Please Answer the Following

Are you a City Resident?  Yes  No If yes, how long have you been a City resident? Since 10/6/2020

How long have you been a resident of the South Peninsula area? Since 10/6/2020

**Background Information**

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

Yes, the Board of Elections between 2009 to 2017 in Greensboro North Carolina, for 8 years

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

I am currently a volunteer with the Sister City Project.

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

More than 20 years of management, 10 years of government, 15 years of entrepreneurship, and

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

I wish to serve my community by working to enrich its culture and ensuring future generations have a bright and better future

**FOR PLANNING COMMISSION ONLY:**

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

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

If yes, what is your primary use?  Commercial  Recreational  Other: \_\_\_\_\_



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## Applicant Information

Full Name: CHARLES ANDERSON  
Physical Address Where you Claim Residency: 1075 RACE RD.  
Mailing Address: Box 2453  
City: Homer State: AK Zip: 99603  
Phone Number(s): 907-756-1973  
Email: CharlesgoldenANDERSON@gmail.com

## Advisory Body You Are Requesting Appointment To

- Planning Commission** – Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
- Parks, Art, Recreation & Culture Advisory Commission** – Meetings held on the 3<sup>rd</sup> Thursday of February through June and August through November at 5:30 p.m.
- Port & Harbor Advisory Commission** – Meetings held on the 4<sup>th</sup> Wednesday of January, February, March, April, September, and October at 5:30 p.m.; the 4<sup>th</sup> Wednesday of May, June, July, and August at 5:30 p.m.; and the 2<sup>nd</sup> Wednesday of December at 5:30 p.m.
- Economic Development Advisory Commission** – Meetings held on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Meetings held on the 3<sup>rd</sup> Tuesday of each month, excluding June and July, at 5:30 p.m.
- ADA Advisory Board** – Meetings held on the 2<sup>nd</sup> Thursday in the months of April, May, June, July, October, November, and as needed at 4:00 p.m.
- Other** – Please Indicate Sister City 40th Anniversary Celebration Task Force

## Please Answer the Following

Are you a City Resident?  Yes  No If yes, how long have you been a City resident? 6 years  
How long have you been a resident of the South Pe 19 a Area? 51 years

**Background Information**

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

NO

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

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

Exchange Student to Teshio. Visits to Teshio Every 2 years  
For the past 30 years. Speak JAPANESE

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

Help facilitate the Renewal of the Sister City program.

**FOR PLANNING COMMISSION ONLY:**

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

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

If yes, what is your primary use?  Commercial  Recreational  Other: \_\_\_\_\_



# Advisory Body Application

## For Appointment to Committees, Commissions, Board & Task Forces

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### Applicant Information

Full Name: GARY LYON

Physical Address Where you Claim Residency: 61770 SKYLINE DR.

Mailing Address: SAME

City: HOMER State: AK Zip: 99603

Phone Number(s): 907 235 8767, 299 2002

Email: sealion@xyz.net

### Advisory Body You Are Requesting Appointment To

- Planning Commission** – Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
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- ADA Advisory Board** – Meetings held on the 2<sup>nd</sup> Thursday in the months of April, May, June, July, October, November, and as needed at 4:00 p.m.
- Other** – Please Indicate Sister City 40th Anniversary Celebration Task Force

### Please Answer the Following

Are you a City Resident?  Yes  No If yes, how long have you been a City resident? \_\_\_\_\_

How long have you been a resident of the South Peninsula? 21 years? 47 YEARS

**Background Information**

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

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

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

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

I would like to facilitate the Tesco  
Sister City Effort.

**FOR PLANNING COMMISSION ONLY:**

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

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

If yes, what is your primary use?  Commercial  Recreational  Other: \_\_\_\_\_

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

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

#### Submission information

Form: [Application for Appointment to an Advisory Body](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Thu, 04/11/2024 - 8:16pm

65.74.104.163

#### Applicant Information

**Full Name**

Jonathon Young

**Physical Address Where you Claim Residency**

3857 Main St. Homer, AK 99603

**Mailing Address**

3857 Main St. Homer, AK 99603

**Phone Number(s)**

9072998899

**Email**

mrjyoung02@gmail.com

**Advisory Bodies**

Economic Development Advisory Commission – Meetings held on the 2nd Tuesday of each month at 6:00 p.m.

#### Residency

**Are you a City Resident?** Yes

**If yes, how long have you been a City Resident?** 6

**How long have you been a resident of the South Peninsula Area?** 11

#### Background Information

**Have you ever served on a similar advisory body?**

No

**Other memberships**

I participate in the Fireweed Academy, PTO group.

### **Special Training & Education**

My professional background in the private healthcare sector, specifically in healthcare administration, has equipped me with valuable skills and insights that are directly applicable to serving on a city advisory. In my role, I have gained a comprehensive understanding of community needs and dynamics. My experience navigating complex bureaucratic standards and focusing on fiscal responsibility ensures that I am well-prepared to make informed decisions that balance economic efficiency with the welfare of our community.

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

I am deeply passionate about our community and am eager to serve on an Advisory Body to make a significant, positive impact. My dedication to supporting local businesses is rooted in a vision where our community not only thrives economically but also becomes a vibrant place for families like mine and others to grow and prosper. By being part of this body, I hope to leverage my enthusiasm and commitment to ensure our community develops in a sustainable and inclusive manner

**Source URL:**<https://www.cityofhomer-ak.gov/node/9051/submission/51921>

### **Links**

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



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

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

#### Submission information

Form: [Application for Appointment to an Advisory Body](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Sun, 03/10/2024 - 1:36pm

65.74.104.172

#### Applicant Information

**Full Name**

Lucas Parsley

**Physical Address Where you Claim Residency**

960 Barnett Place, Unit B

**Mailing Address**

PO Box 3231

**Phone Number(s)**

907-978-4249

**Email**

luca.w.parsley@gmail.com

**Advisory Bodies**

Parks, Art, Recreation & Culture Advisory Commission – Meetings held on the 3rd Thursday of February through June and August through November at 5:30 p.m.

#### Residency

**Are you a City Resident?** Yes

**If yes, how long have you been a City Resident?** 2 Years

**How long have you been a resident of the South Peninsula Area?** 2 Years

#### Background Information

**Have you ever served on a similar advisory body?**

I have never been a member of an advisory body.

**Other memberships**

I am currently a social studies teacher at Homer High School, and coach track and cross country. I have been involved with the Kachemak Bay Running Club in a limited capacity, but would like to play a more active role in recreation in the local area.

### **Special Training & Education**

Army (7 Years) - Active Duty (4 years - Fort Wainwright) / National Guard (3 Years)

- Training in Logistics and joint operations (working with members of the state government, Air National Guard, Coast Guard, etc)

- Budget officer for an Active Duty Aviation unit with an annual budget of \$23 Million

Track and XCR coach

- Coaching certifications through NFHS

Bachelors in Secondary Education from the University of Nebraska - Lincoln

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

I am passionate about access to recreational facilities in the Homer area; I'd love for Homer to become a more pedestrian-friendly community and work with this advisory board, the city council, and local organizations to make that happen. I would like to be involved in the conversations about a new recreational facility in the city, bringing all stakeholders to the table to create a plan that works for all parties involved. As a coach, I have noticed the lack of resources available for spring sports as we transition from winter into spring; the turf and track, for example, are not accessible until 3-6 weeks into the spring sports season. Having a facility that benefits all members of the community would be wonderful.

**Source URL:**<https://www.cityofhomer-ak.gov/node/9051/submission/51785>

### **Links**

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



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### Applicant Information

Full Name: Andrew Haas

Physical Address Where you Claim Residency: 946 Oean Drive Loop

Mailing Address: 964 Ocean Drive Loop

City: Homer State: AK Zip: 99603

Phone Number(s): 907-299-7788

Email: akyatra@gmail.com

### Advisory Body You Are Requesting Appointment To

- Planning Commission** – Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
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- Economic Development Advisory Commission** – Meetings held on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Meetings held on the 3<sup>rd</sup> Tuesday of each month, excluding June and July, at 5:30 p.m.
- ADA Advisory Board** – Meetings held on the 2<sup>nd</sup> Thursday in the months of April, May, June, July, October, November, and as needed at 4:00 p.m.
- Other** – Please Indicate \_\_\_\_\_

### Please Answer the Following

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

How long have you been a resident of the South Peninsula? 32 years

**Background Information**

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

Kenai Peninsula Advisory Planning Commission approximately 1996 to 1998.

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

~~President, Alaska Chess Inc.~~

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

~~BA 1983. JD 1986. LLM 2000. M.St. 2005.~~

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

~~Attached~~

**FOR PLANNING COMMISSION ONLY:**

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

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

If yes, what is your primary use?  Commercial  Recreational  Other: \_\_\_\_\_

I would like to continue volunteering with the library for a number of different reasons. Generally libraries have always been quite dear to me, ranging in my past from a childhood sanctuary to a learning haven; from a shared resource center to architectural marvels; and to now a sense of community home. Our library is and must be a social engineering site that provides a forum for our town's needs. With the potential transition away from printed material, I would like to be involved in the development of what the library should be.

I happily served on the Friends of the Library Board for about eleven years until I reached my term limit.

Since retiring from the Friends of the Library Board, I followed a friend's advice and have spent quite a bit of time saying *no* to Board membership. The library is important enough to me that I want to exclusively say *yes* to it.

Submission information

Form: [Application for Appointment to an Advisory Body](#) [1]  
Submitted by Visitor (not verified)  
Sun, 04/14/2024 - 5:51pm  
146.71.69.15

Applicant Information

**Full Name**

William Mark Wuestenfeld

**Physical Address Where you Claim Residency**

801 Alpine Way, Homer, Alaska, 99603

**Mailing Address**

P.O. Box 2150, Homer, Alaska, 99603

**Phone Number(s)**

907-229-7357

**Email**

billwuestenfeld@gmail.com

**Advisory Bodies**

Library Advisory Board – Meetings held on the 3rd Tuesday of each month, excluding June and July, at 5:30 p.m.

Residency

**Are you a City Resident?** Yes

**If yes, how long have you been a City Resident?** Since April 2018

**How long have you been a resident of the South Peninsula Area?** Since April, 2018. Have had a home in Homer since 2005. Have had property and a cabin across Kachemak Bay since 1982.

Background Information

**Have you ever served on a similar advisory body?**

If so please list when, where, and how long: I was on the Anchorage School District Budget Advisory Board for about 4 years in the late 1980s. I was one of three Supervisors on the Upper

O'Malley Limited Road Service Board from about 1990 until about 2003. I am currently on the KBBI Board of Directors since January 2024. These provided a cross-section of similar duties.

### **Other memberships**

Please list any current memberships or organizations you belong to related to your selection(s): I am a retired member of the Alaska Bar Association--from 1981 through 2021. I am a contributing member of a number of organizations, including Alaska Public Media and Kachemak Heritage Land Trust. As noted above, I am also a member of KBBI.

### **Special Training & Education**

Please list any special training, education, or background you may have which is related to your selection(s): I graduated with a Bachelor of Science degree from Michigan State University in 1972. I was an officer in the United States Army until 1978. There I was the adjutant (chief administrative officer) and assistant operations officer for a 550 person artillery battalion in Germany. I graduated from the University of Michigan in 1981 with a JD. My entire career has involved receiving, assessing, digesting and disseminating information. I have 50 years of engaging military personnel, organizations of all types, courts, juries, agencies, teams and clients, large and small. I have experience in budgeting, presentations, and working with decision makers. For forty years I practiced civil litigation in private firms throughout the state and in Homer. Among our clients were cities, boroughs, and other government entities. Successfully running the law firms' businesses was an integral part of that practice.

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

Please briefly state why you are interested in serving on the advisory body selected. This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. I am an avid life long reader. That includes broad content across multiple platforms. I strongly believe in the importance of education, learning, and maximum access to quality library/knowledge assets for all. Membership on this Board will provide an avenue to pursue those interests and goals, and to make a contribution to the community. I have time and energy to devote to the Board.

**Source URL:**<https://www.cityofhomer-ak.gov/node/9051/submission/51930>

### **Links**

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



# MEMORANDUM

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## Liquor License Package Store Endorsements

**Item Type:** Action Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 22, 2024  
**From:** Renee Krause, MMC. Acting City Clerk

---

The City Clerk's Office has been notified by the Alcohol and Marijuana Control Office of a Liquor License Premises Package Store Endorsement applications within the City of Homer for the following:

License Type: Package Store  
License #: 479  
DBA Name: The Grog Shop  
Service Location: 369 E Pioneer Avenue, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

License Type: Package Store  
License #: 2301  
DBA Name: Grog Shop East  
Service Location: 3125 East End Road, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

License Type: Package Store  
License #: 4432  
DBA Name: Rum Locker  
Service Location: 276 Ohlson Road, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

### Recommendation:

Voice non-objection and approval for the Liquor License Premises Change

### Attachments:

AMCO Applications for The Grog Shop, Grog Shop East and Rum Locker  
Homer HPD No Objection





Sent 12/15/23

Alcohol and Marijuana Control Office  
550 W 7th Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
https://www.commerce.alaska.gov/web/amco  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Package Store Endorsement(s) Application

The new endorsement application form is required to apply for an endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.400, 3 AAC 305.340, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required r required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review. In addition to the biennial fees, a \$25 Endorsement Application fee is required.

### Section 1 - Establishment and Contact Information

Enter information for the current licensee and licensed establish.

Licensee:	Uncle Thirsty's LLC	License #:	479
License Type:	package store	Doing Business As:	The Green Shop
Licensee Mailing Address:	369 Pioneer Ave, Homer AK 99603		
Full Premises Address:	369 E Pioneer Ave Homer AK 99603		
City:		State:	ZIP:
Local Governing Body:		Email:	

### Section 2 - Endorsement(s) Requested

		Check Here
Package Store Shipping Endorsement	AS 04.09.460. A package store shipping endorsement authorizes the holder of a package store license to sell alcoholic beverages to a person who makes an order to that licensee for shipment. An endorsement holder may ship alcoholic beverages only to the purchaser and may ship alcoholic beverages only in response to an order. The biennial fee for a Package Store Shipping Endorsement is \$200	X
Package Store Delivery Endorsement:	AS 04.09.470. A package store delivery endorsement authorizes the holder of a package store license to deliver alcoholic beverages to the location of a social event as set out in this section. For purposes of this subsection, the board shall define by regulation the term "social event." The biennial fee for a Package Store Delivery Endorsement is \$200	X
Package Store Repackaging Endorsement:	AS 04.09.480. A package store repackaging endorsement authorizes the holder of a package store license to subdivide and sell alcoholic beverages from original packages with federally compliant labels to smaller containers with the standard federal government warnings and the product name. The biennial fee for a Package Store Repackaging Endorsement is \$200	X
Package Store Sampling Endorsement:	AS 04.09.490. A package store sampling endorsement authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m. The biennial fee for a Package Store Sampling Endorsement is \$200	X

The below touches on a few of the many requirements, etc. within the different endorsements. Please familiarize yourself with each of the endorsements outlined within this form.

AS 04.09.460. In this section, "endorsement holder" means the holder of a package store license with a package store shipping endorsement, and an agent or employee of the holder of a package store license with a package store shipping endorsement.

AS 04.09.470. The holder of a package store delivery endorsement may deliver alcoholic beverages only to a responsible adult at the delivery location specified on the order. The responsible adult shall provide identification and acceptable proof of age under AS 04.21.050 and acknowledge in writing receipt of the alcoholic beverages.

AS 04.09.480. The holder of the package store repackaging endorsement may permit an agent or employee to subdivide alcoholic beverages but may not permit a customer or another person who is not an agent or employee of the licensee to subdivide alcoholic beverages.

AMCO  
DEC 28 2023

# 33 741585

minimum shipping, delivery, repackaging granted 12/20/23



Alaska Alcoholic Beverage Control Board

**Package Store Endorsement(s) Application**

**AS 04.09.490.** The holder of a package store sampling endorsement may serve a total volume of samples to a person on a licensed premises each day that does not exceed certain ounces by beer, wine, mead, cider, distilled spirits, or the alcoholic equivalent. The holder of a package store sampling endorsement may not publicly advertise, including through printed news, radio, or television, sampling activities conducted under the endorsement.

**Section 3 – Areas Covered by Endorsement**

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes  No   
 Does the requested endorsement expand your currently licensed premises? Yes  No

- If No, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous colored line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing MUST include:
  - Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
  - Include cross-streets
  - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
  - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- Any endorsement applications that include outdoor space are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

**Section 4 – Attestations**

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. Initial  AB

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.  AB

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.  AB

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all the information contained herein, and evidence of other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license, and or endorsement. I further understand that this is a Class A misdemeanor under AS 11.56.210 to falsify an application and commit the crime of unsworn falsification.  AB



**Alaska Alcoholic Beverage Control Board**  
**Package Store Endorsement(s) Application**

---

Tom Beck

Printed name of licensee

Signature of licensee

12/13/23

Date

AMCO  
DEC 28 2023



## Alaska Alcoholic Beverage Control Board Package Store Endorsement(s) Application

The new endorsement application form is required to apply for an endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.400, 3 AAC 305.340, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review. In addition to the biennial fees, a \$25 Endorsement Application fee is required.

### Section 1 – Establishment and Contact Information

Enter information for the *current* licensee and licensed establish.

Licensee:	Uncle Thirsty's LLC	License #:	2301
License Type:	package store	Doing Business As:	Grocery Shop East
Licensee Mailing Address:	369 Pioneer Ave, Homer AK 99603		
Full Premises Address:	3125 East End Road		
City:	Homer	State:	AK ZIP: 99603
Local Governing Body:	City of Homer	Email:	dearunclethirsty@gmail.com

### Section 2 – Endorsement(s) Requested

		Check Here
Package Store Shipping Endorsement	AS 04.09.460. A package store shipping endorsement authorizes the holder of a package store license to sell alcoholic beverages to a person who makes an order to that licensee for shipment. An endorsement holder may ship alcoholic beverages only to the purchaser and may ship alcoholic beverages only in response to an order. The biennial fee for a Package Store Shipping Endorsement is \$200	
Package Store Delivery Endorsement:	AS 04.09.470. A package store delivery endorsement authorizes the holder of a package store license to deliver alcoholic beverages to the location of a social event as set out in this section. For purposes of this subsection, the board shall define by regulation the term "social event." The biennial fee for a Package Store Delivery Endorsement is \$200	
Package Store Repackaging Endorsement:	AS 04.09.480. A package store repackaging endorsement authorizes the holder of a package store license to subdivide and sell alcoholic beverages from original packages with federally compliant labels to smaller containers with the standard federal government warnings and the product name. The biennial fee for a Package Store Repackaging Endorsement is \$200	X
Package Store Sampling Endorsement:	AS 04.09.490. A package store sampling endorsement authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m. The biennial fee for a Package Store Sampling Endorsement is \$200	X

The below touches on a few of the many requirements, etc. within the different endorsements. Please familiarize yourself with each of the endorsements outlined within this form.

AS 04.09.460. In this section, "endorsement holder" means the holder of a package store license with a package store shipping endorsement, and an agent or employee of the holder of a package store license with a package store shipping endorsement.

AS 04.09.470. The holder of a package store delivery endorsement may deliver alcoholic beverages only to a responsible adult at the delivery location specified on the order. The responsible adult shall provide identification and acceptable proof of age under AS 04.21.050 and acknowledge in writing receipt of the alcoholic beverages.

AS 04.09.480. The holder of the package store repackaging endorsement may permit an agent or employee to subdivide alcoholic beverages but may not permit a customer or another person who is not an agent or employee of the licensee to subdivide alcoholic beverages.

*repackaging granted 12/29/12*

*# 106741601*

AMCO  
DEC



Alaska Alcoholic Beverage Control Board

**Package Store Endorsement(s) Application**

AS 04.09.490. The holder of a package store sampling endorsement may serve a total volume of samples to a person on a licensed premises each day that does not exceed certain ounces by beer, wine, mead, cider, distilled spirits, or the alcoholic equivalent. The holder of a package store sampling endorsement may not publicly advertise, including through printed news, radio, or television, sampling activities conducted under the endorsement.

**Section 3 – Areas Covered by Endorsement**

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes  No   
 Does the requested endorsement expand your currently licensed premises? Yes  No

- If No, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous colored line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing MUST include:
  - Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
  - Include cross-streets
  - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
  - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- Any endorsement applications that include outdoor space are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

**Section 4 – Attestations**

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. Initial  AB

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.  AB

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.  AB

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all the information contained herein, and evidence of other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license, and or endorsement. I further understand that this is a Class A misdemeanor under AS 11.56.210 to falsify an application and commit the crime of unsworn falsification.  AB



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Package Store Endorsement(s) Application**

Tom Beck

Printed name of licensee

T. Beck

Signature of licensee

12/15/23

Date

AMCO



## Alaska Alcoholic Beverage Control Board

# Package Store Endorsement(s) Application

The new endorsement application form is required to apply for an endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.400, 3 AAC 305.340, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review. **In addition to the biennial fees, a \$25 Endorsement Application fee is required.**

### Section 1 – Establishment and Contact Information

Enter information for the **current** licensee and licensed establish.

Licensee:	Uncle Thirsty's	License #:	4432	
License Type:	package store	Doing Business As:	Rum Locker	
Licensee Mailing Address:	369 Pioneer Ave, Homer AK 99603			
Full Premises Address:	276 Ohlson Rd			
City:	Homer	State:	AK	ZIP: 99603
Local Governing Body:	City of Homer	Email:	dearunclethirsty@gmail.com	

### Section 2 – Endorsement(s) Requested

		Check Here
Package Store Shipping Endorsement	<b>AS 04.09.460.</b> A package store shipping endorsement authorizes the holder of a package store license to sell alcoholic beverages to a person who makes an order to that licensee for shipment. An endorsement holder may ship alcoholic beverages only to the purchaser and may ship alcoholic beverages only in response to an order. The biennial fee for a Package Store Shipping Endorsement is \$200	<input type="checkbox"/>
Package Store Delivery Endorsement:	<b>AS 04.09.470.</b> A package store delivery endorsement authorizes the holder of a package store license to deliver alcoholic beverages to the location of a social event as set out in this section. For purposes of this subsection, the board shall define by regulation the term "social event." The biennial fee for a Package Store Delivery Endorsement is \$200	<input type="checkbox"/>
Package Store Repackaging Endorsement:	<b>AS 04.09.480.</b> A package store repackaging endorsement authorizes the holder of a package store license to subdivide and sell alcoholic beverages from original packages with federally compliant labels to smaller containers with the standard federal government warnings and the product name. The biennial fee for a Package Store Repackaging Endorsement is \$200	<input checked="" type="checkbox"/>
Package Store Sampling Endorsement:	<b>AS 04.09.490.</b> A package store sampling endorsement authorizes the holder of a package store license to offer for consumption on the licensed premises at no charge a small sample of an alcoholic beverage from its inventory during the package store's stated hours of business, but not between the hours of midnight and 8:00 a.m. The biennial fee for a Package Store Sampling Endorsement is \$200	<input checked="" type="checkbox"/>

The below touches on a few of the many requirements, etc. within the different endorsements. Please familiarize yourself with each of the endorsements outlined within this form.

**AS 04.09.460.** In this section, "endorsement holder" means the holder of a package store license with a package store shipping endorsement, and an agent or employee of the holder of a package store license with a package store shipping endorsement.

**AS 04.09.470.** The holder of a package store delivery endorsement may deliver alcoholic beverages only to a responsible adult at the delivery location specified on the order. The responsible adult shall provide identification and acceptable proof of age under AS 04.21.050 and acknowledge in writing receipt of the alcoholic beverages.

**AS 04.09.480.** The holder of the package store repackaging endorsement may permit an agent or employee to subdivide alcoholic beverages but may not permit a customer or another person who is not an agent or employee of the licensee to subdivide alcoholic beverages.

endorsement repackaging granted  
12/29/23

100741593

AMCO  
DEC 28 2023



## Alaska Alcoholic Beverage Control Board Package Store Endorsement(s) Application

**AS 04.09.490.** The holder of a package store sampling endorsement may serve a total volume of samples to a person on a licensed premises each day that does not exceed certain ounces by beer, wine, mead, cider, distilled spirits, or the alcoholic equivalent. The holder of a package store sampling endorsement may not publicly advertise, including through printed news, radio, or television, sampling activities conducted under the endorsement.

### Section 3 – Areas Covered by Endorsement

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes  No   
Does the requested endorsement expand your currently licensed premises? Yes  No

- If No, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous colored line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing MUST include:
  - Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
  - Include cross-streets
  - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
  - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- Any endorsement applications that include outdoor space are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

### Section 4 – Attestations

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. Initial  AB

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.  AB

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.  AB

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all the information contained herein, and evidence of other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license, and or endorsement. I further understand that this is a Class A misdemeanor under AS 11.56.210 to falsify an application and commit the crime of unsworn falsification.  AB





Alaska Alcoholic Beverage Control Board

**Package Store Endorsement(s) Application**

Tom Beck

Printed name of licensee

T. Beck

Signature of licensee

12/15/23

Date

AMCO  
DEC 19



# City of Homer

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

Police Department

625 Grubstake Avenue  
Homer, Alaska 99603

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

(p) 907-235-3150

(f) 907-235-3151/ 907-226-3009

## Memorandum

TO: RENEK KRAUSE, MMC, ACTING CITY CLERK

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

FROM: MARK ROBL, POLICE CHIEF

DATE: APRIL 17, 2024

SUBJECT: LIQUOR LICENSE PACKAGE STORE ENDORSEMENTS FOR THE GROG SHOP, THE GROG SHOP EAST AND RUM LOCKER – NO OBJECTION

---

Homer Police Department has no objection to the Liquor License Applications for Package Store Endorsements within the City of Homer for the following businesses:

License Type: Package Store  
License #: 4432  
DBA Name: Rum Locker  
Service Location: 276 Ohlson Road, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

License Type: Package Store  
License #: 2301  
DBA Name: Grog Shop East  
Service Location: 3125 East End Road, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

License Type: Package Store  
License #: 479  
DBA Name: The Grog Shop  
Service Location: 369 E Pioneer Avenue, Homer, AK 99603  
Licensee: Uncle Thirsty's LLC  
Contact Person: Tom Beck

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

3 City Manager/  
4 Finance Director

5 **RESOLUTION 24-043**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
8 DESIGNATING SIGNATORIES OF CITY OF HOMER ACCOUNTS AND  
9 SUPERSEDING ANY PREVIOUS RESOLUTIONS SO DESIGNATING.

10  
11 WHEREAS, Melissa Jacobsen was appointed as Interim City Manager via Resolution 24-  
12 038; and

13  
14 WHEREAS, Jennifer Carroll was confirmed as Acting City Manager via Resolution 24-0xx.

15  
16 NOW, THEREFORE, BE IT RESOLVED by the City Council that for banking purposes, the  
17 persons listed hereinafter are authorized as signers on accounts of the City of Homer, with dual  
18 signatures required for checks over \$5,000 as follows:

19  
20 KEN CASTNER, MAYOR  
21 MELISSA JACOBSEN, INTERIM CITY MANAGER  
22 RACHEL LORD, MAYOR PRO-TEMPORE  
23 JENNIFER CARROLL, ACTING CITY MANAGER  
24 ELIZABETH FISCHER, FINANCE DIRECTOR/TREASURER  
25 JENNA DELUMEAU, DEPUTY TREASURER  
26 ANDREA BROWNING, PERSONNEL DIRECTOR

27  
28 PASSED AND ADOPTED by the City Council of Homer, Alaska this 22nd day of April, 2024.

29  
30 CITY OF HOMER

31  
32 \_\_\_\_\_  
33 KEN CASTNER, MAYOR

34 ATTEST:

35  
36 \_\_\_\_\_  
37 RENEE KRAUSE, MMC, ACTING CITY CLERK

38  
39 Fiscal Note: N/A



# MEMORANDUM

---

**Resolution 24-044, A Resolution of the City Council of Homer Alaska Amending the City of Homer Personnel Regulations Chapter 5, Adding Section 5.17 to Address Longevity Pay. City Manager/HR Director.**

**Item Type:** Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 22, 2024  
**From:** Andrea Browning, HR Director  
**Through:** Melissa Jacobsen, Interim City Manager

---

## Overview

At the April 8, 2024 work session discussing the Longevity Pay, the City Council was interested in implementation on an annual basis. Council directed HR Director Browning to bring forward a Longevity Pay options of 1.5% and 2%, for Council consideration. This memo is a response from Administration to that request.

## Background

Many municipalities have longevity pay, which is a standard tool for recruitment and retention. The City of Kenai and the City of Soldotna offer longevity pay to employees who have been at the final step on the wage scale for a period of at least two (2) years. Longevity pay is two percent (2%) of their annual base pay rate. The City of Homer does not offer longevity pay. If an employee maxes out at a step "O" they cannot receive any future bumps in pay unless the Council approves a COLA.

I respectfully request Council consideration to update Personnel Regulations to include one of the following options:

### **Option #1 2% annually (suggested Personnel Regulations language addition italicized below)**

**5.17 Longevity Pay.** *All employees who have been a step "O" for a period of at least two (2) years, and employed in full-time or part-time status by the City of Homer for the past consecutive five (5) years, shall be eligible for a longevity bonus. Employee will continue to receive annual evaluations on the employee's anniversary date. Annually, the employee shall receive longevity pay in an amount equal to 2% of their annual base pay. This will be paid as a lump sum following their evaluation.*

FY25 Fiscal impact: \$43,939.00 (21 employees)

FY26 Fiscal impact: \$48,202.00 (23 employees)

**Option #2 1.5% annually (suggested Personnel Regulations language addition italicized below)**

***5.17 Longevity Pay.** All employees who have been a step “O” for a period of at least two (2) years, and employed in full-time or part-time status by the City of Homer for the past consecutive five (5) years, shall be eligible for a longevity bonus. Employee will continue to receive annual evaluations on the employee's anniversary date. Annually, the employee shall receive longevity pay in an amount equal to 1.5% of their annual base pay. This will be paid as a lump sum following their evaluation.*

FY25 Fiscal impact: \$32,955.00 (21 employees)

FY26 Fiscal impact: \$36,155.00 (23 employees)

**PERS (Public Employees’ Retirement System)**

Both options of the above draft Personnel Regulations language have been reviewed by PERS, and they confirmed in writing that neither of these longevity pay structures would have PERS implications.

**Employees affected**

The City currently has 21 employees who are maxed out at step “O” on the wage scale. These employees have been at the final step on the wage scale for at least two years in FY25, and would be eligible for longevity pay (as outlined in Option 1 or 2). Two additional employees would be eligible in FY26.

**Employee Committee**

The Employee Committee met on March 27<sup>th</sup>, and recommended the 2% being paid on an annual basis.

**Recommendation:**

Administration has brought forward a resolution with the 2% option for the April 22, 2024 City Council meeting. Recommend adoption.

\*If the Council decides to implement the 1.5% option outlined in this memo as an alternative, recommend a substitute to current resolution. Implementation would not be effective until FY25.

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

3 Interim City Manager/  
4 Personnel Director

5 **RESOLUTION 24-044**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE CITY OF HOMER PERSONNEL REGULATIONS,  
9 CHAPTER 5, ADDING SECTION 5.17 LONGEVITY PAY.

10  
11 WHEREAS, Pursuant to Regulation 1.6, Revisions and Amendments, the City Manager  
12 may recommend revisions to the Personnel Regulations at any time with the revisions effective  
13 upon the approval of the City Council; and

14  
15 WHEREAS, The Interim City Manager recommends amending Chapter 5, adding Section  
16 5.17, Longevity Pay; and

17  
18 WHEREAS, The City Council has discussed the topic of Longevity Pay at multiple work  
19 sessions; and

20  
21 WHEREAS, The City Council wishes to implement 2% Longevity Pay on an annual basis  
22 into the operating budget.

23  
24 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby  
25 amends the City of Homer Personnel Regulations, Chapter 5, Adding Section 5.17 Longevity  
26 Pay.

27  
28 PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of April, 2024.

29  
30 CITY OF HOMER

31  
32 \_\_\_\_\_  
33 KEN CASTNER, MAYOR

34 ATTEST:

35  
36 \_\_\_\_\_  
37 RENEE KRAUSE, MMC, ACTING CITY CLERK

38  
39 Fiscal Note: FY25 \$43,939.00 21 Employees FY26 \$48,202 23 Employees



## MEMORANDUM

CC-24-091

---

**Resolution 24-045, A Resolution of the City Council of Homer, Alaska, Expressing Support for the Homer Port Coastal FREIGHT Project, Endorsing the City's Grant Application to the United States Department of Transportation Maritime Administration's FY2024 Port Infrastructure Development Program and Committee Local Match Funds. City Manager/Port Director.**

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** April 18, 2024  
**From:** Jenny Carroll, Special Projects and Communications Coordinator  
**Through:** Melissa Jacobsen, Interim City Manager and Bryan Hawkins, Port Director

---

The purpose of this Memorandum is to request City Council support for the City's FY24 Federal Port Infrastructure Development Program grant application via Resolution 24-045. A Resolution of support from the governing body is required to be included in the application, which is due May 10, 2024.

**Background:** With City Council support, the City applied to the FY23 PIDP for funds to assist with replacing Float Systems 1 and 4 in the Homer Port and Harbor. The FY23 application went to the US Department of Transportation Secretary's desk for final funding evaluation, but ultimately was not selected. In an application debrief with the Maritime Administration, we were encouraged to apply again.

Staff is currently working on the FY24 application, with support from HDR under a Task Order approved by Ordinance 24-12. The project application, named Homer Port Coastal FREIGHT (short for **F**reight **R**esiliency & **E**fficiency - **I**mproving **G**reater **H**omer-area **T**ransportation) is in the final stages. The project replaces float systems 4 & 1 which moor 503 of the harbor's 920 vessels and offer 3,100 linear feet of transient moorage and are in critical condition. Project scope includes design, environmental review and permitting and bringing electrical, fire suppression and water supply systems up to code and insure ADA standards are met.

The PIDP (with an infusion of Infrastructure Improvement and Jobs Act funds) provides a unique opportunity to leverage significant Federal funding (79.5%) to replace the Float Systems which is a Legislative Priority project in the City's FY24 Capital Improvement Plan, and a 2022 City Council Priority project. We are seeking to replace two float systems at an estimated cost of \$60.6M to capture as much financial assistance as we can during this short window of Federal IJA funding, and maximize project cost savings by having to mobilize only once for construction of two float systems. The funder has the option to make a partial award to replace only one of the Systems.

A commitment to 20.5 percent local match, or \$12,423,000 is required for application competitiveness. The PIDP grant program gives extra consideration to projects with match in certain percentiles, and a match above 20% and under 39% appears to offer the best combination of competitiveness and match affordability for the City. Direction from the NOFO follows, with emphasis added in italics:

“MARAD will sort project applications’ non-Federal leverage percentage from high to low, and the assigned ratings will be based on quintile: projects in the 80th percentile and above receive the highest rating; the 60th-79th percentile receive the second highest rating; 40<sup>th</sup>-59th, the third highest rating; *20th-39th, the fourth highest rating*; and 0-19th, the lowest rating. A project in a higher quintile will be more competitive than a comparable project in a lower quintile.” (NOFO page 53, emphasis added)

“Projects that receive a “High” rating in Safety, Efficiency, or Reliability Improvements, no less than a “Medium” rating in Port Resilience, *and whose calculated non-Federal share of the project’s future eligible costs exceeds 20 percent* will be designated “Highly Recommended” and automatically advance for second-tier analysis.” (NOFO page 61, emphasis added).

The plan to meet local match is bonding. The Alaska Municipal Bond Bank Authority (AMBBA) provided the City with a Projected Debt Service Schedule that provides annual payments for a 20-year \$1M bond, which can be scaled to any estimated bond amount. Based on current interest rates, the bond for the 20.5% match amount of \$12,423,000 would require annual payments estimated between \$860,000 and \$924,000 over the lifetime of the bond. The actual payment may be lower as the FY24/25 Port Enterprise budget set aside significant funds (over \$2 million by the end of FY25) to support large, partially grant-funded projects.

These payments will be funded from a combination of new revenues and a diversion of existing Port & Harbor revenues currently in the FY24/FY25 budget under transfer to reserves. New revenues anticipated and/or proposed include campground revenues estimated at \$130,000 per season (beginning in FY23), and parking revenues estimated at \$130,000 per season (beginning in May of 2024). The Port & Harbor is also considering proposing a Passenger Vessel Transit Fee, which could generate an additional \$100,000-\$150,000 per season based on conservative estimates.

The US Department of Transportation offers low-interest Transportation Infrastructure Finance and Innovation Act (TIFIA) financing options for qualified transportation infrastructure projects listed in the State’s Transportation Improvement Program (STIP). The project has been included in the Statewide STIP and staff will schedule meetings with program staff to determine if the FREIGHT project is eligible.

Staff is seeking to leverage additional non-federal funds for the project. On April 12, 2024 we submitted an FY25 application to the Denali Commission for funding assistance with design, environmental review and permitting. We also submitted a FY25 State Legislative capital request, but it was not included in the House and Senate version of the Capital Budget. Once design is complete, staff can apply for construction funding assistance from the State’s Municipal Harbor Facilities grant program as well.

**RECOMMENDATION:** Approve a Resolution of support and match commitment for the Homer Port Coastal FREIGHT project FY2024 PIDP application.





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

3 City Manager/  
4 Port and Harbor Director

5 **RESOLUTION 24-045**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 EXPRESSING SUPPORT FOR THE HOMER PORT COASTAL  
9 FREIGHT PROJECT, ENDORSING THE CITY'S GRANT APPLICATION  
10 TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION  
11 MARITIME ADMINISTRATION'S FY2024 PORT INFRASTRUCTURE  
12 DEVELOPMENT PROGRAM AND COMMITTING LOCAL MATCH  
13 FUNDS.

14  
15 WHEREAS, The City of Homer strives to provide and improve city-operated facilities and  
16 services to meet community and regional needs; and

17  
18 WHEREAS, The City of Homer owns and maintains the Homer Port & Harbor, a regional  
19 maritime transportation hub facility that provides broad community benefits, serving:

- 20 • barges and landing craft that deliver cargo and essential supplies to over 45 non-  
21 road connected communities and villages located in Southcentral, Southwestern  
22 and Western Alaska,
- 23 • tugs and pilot boats that assist freight delivery to the Port of Alaska and industries  
24 located in Southcentral, Southwestern, and Western Alaska, and
- 25 • commercial fishing vessels working nearly every fishery in the State of Alaska; and

26  
27 WHEREAS, A comprehensive Homer Port & Harbor Condition Assessment completed in  
28 2022 by R&M Consultants identifies the need to replace floating docks, trestles, and other items  
29 in poor or worse condition in Float Systems 1, 2, 4, and 5 due to decades of deferred  
30 maintenance by the State under its prior ownership and the age of the facility for a rough order  
31 of magnitude estimated cost of \$72.6M; and

32  
33 WHEREAS, The assessment report also noted that electrical, fire suppression and water  
34 supply to these float systems are not up to code; and

35  
36 WHEREAS, The assessment further concluded that the issues that can no longer be  
37 adequately or economically addressed through continued maintenance and major repairs;  
38 and

39  
40 WHEREAS, Demand for moorage and regional freight movement have increased over  
41 time, driving the need to safeguard and maximize moorage capacity and efficiencies in  
42 Homer's Port & Harbor to meet this demand; and,

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WHEREAS, the City of Homer has prioritized replacing Float Systems 4 and 1 and connecting float A, which range in age from 37 to 60 years old, are in serious to critical condition, were transferred to City ownership in 1999 through a Transfer of Responsibility Agreement from the State of Alaska, and would cost \$60.6M to replace; and

WHEREAS, The Homer Port Coastal FREIGHT (*Freight Resiliency & Efficiency – Improving Greater Homer-area Transportation*) project designs, permits and replaces these two float systems to preserve the foundational integrity and maximum, efficient functioning of the Homer Port facility to serve regional and statewide maritime transportation needs; and

WHEREAS, the project will furnish float systems that are in compliance with modern safety, fire and electrical codes and ADA standards to address safety and accessibility issues; and

WHEREAS, The project has strong local and regional support evidenced by being selected as Legislative Priority project in the City’s Capital Improvement Plan and by letters of support; and

WHEREAS, The project is aligned with Alaska’s Statewide Long-Range Transportation Plan goal of sustainability of Alaska’s public harbor system; and

WHEREAS, The project is identified as an objective in the Kenai Peninsula Borough Comprehensive Economic Development Strategy: to advance the stability and resilience of Homer’s marine transportation infrastructure so that it continues its critical role in facilitating regional economic activity and community resilience; and

WHEREAS, The do-nothing option will require load restrictions in the short-term and will require that the float systems be condemned and decommissioned in the mid-term to mitigate the risk of sudden and catastrophic float failure; and

WHEREAS, Losing these float systems will displace a significant number of vessels from the Port facility, increase rafting of vessels on the remaining floats, increase safety hazards for vessel owners and their crews, create vessel delays, and disrupt reliable, affordable means to move freight, supplies and people; and

WHEREAS, The United States Department of Transportation Maritime Administration is making Port Infrastructure Development Program (PIDP) grant funds available to support investments in the planning, design and construction that improves port resilience, efficiencies in freight movement, equity and workforce development; and

WHEREAS, the Homer Port Coastal FREIGHT project aligns with PIDP’s intent and merit criteria; and

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WHEREAS, PIDP provides a key funding opportunity to complete the rehabilitation of this critical port infrastructure for the benefit of the communities, industry and other regional stakeholders in Southcentral and Western Alaska, which would otherwise be out of reach for us; and

Whereas, In light of the regional importance of the project, the City of Homer has developed a financial plan to provide significant match funds through bond/loans, and meeting loan payments utilizing current and new revenues in the Port & Harbor Enterprise Reserve Account.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports the Homer Port Coastal FREIGHT project and the City’s application to the USDOT FY2024 PIDP Grant Program; and

BE IT FURTHER RESOLVED that the City Council of Homer, Alaska commits to providing local match funds of twenty and one-half (20.5) percent of the project cost, the total of which is anticipated at \$12,423,000.

PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of April, 2024.

CITY OF HOMER

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

ATTEST:

\_\_\_\_\_  
Renee Krause, MMC, DEPUTY CITY CLERK

Fiscal Note: N/A



# MEMORANDUM

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**Resolution 24-046, A Resolution of the City Council of Homer Alaska Providing Direction to the Port & Harbor Staff, The Port and Harbor Advisory Commission and The Finance Department regarding the Development of Draft Financial Policies for the Port and Harbor Enterprise Fund. Lord/Davis.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**CC:** Port & Harbor Staff  
Finance Department  
Port and Harbor Advisory Commission (PHAC)  
**Date:** April 22, 2024  
**From:** Councilmembers Lord and Davis  
**Through:** Melissa Jacobsen, Interim City Manager

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Resolution 23-120 provided direction for developing Fund-specific financial policies, using the Utility Fund as an example. We recognize that this resolution did not have sufficient direction for the Port and Harbor Enterprise Fund, and we are bringing forward another resolution that provides a more robust outline for this effort.

As “Finance Champions”, we will be working with City staff to draft a General Fund Financial Policy. There may be overlap between the three City funds in policy directives, and we will lean on staff to help us ensure we are staying on track.

We look forward to discussion with the Port and Harbor Advisory Commission during our joint worksession, and look forward to their feedback on this policy development.

We anticipate the following general schedule, appreciating that we are entering the busy season:

- Monday, April 15 - Joint worksession with City Council, general discussion on the proposed resolution and direction.
- Monday, April 22 - Council considers the financial policy resolution
- If passed, we anticipate staff will begin pulling together the pieces of a financial policy. The PHAC could include the topic at their April 24<sup>th</sup> meeting to provide additional feedback and thoughts to staff to consider in policy drafting.

- After initial feedback from PHAC, staff will draft Enterprise Fund financial policy and bring that complete draft back to the PHAC for their review and feedback (target date is September). Council champions can be available to help answer questions and liaison back to Council during this process, depending on its complexity.
- Once the PHAC has completed their review, the Port & Harbor Enterprise Fund Financial Policy would then come to City Council for review, discussion, and a vote.

Some resources may be helpful in this process, and we encourage everyone involved to review the City's Utility Fund Financial Policy (included) as well as:

MRSC Financial Policies Overview website and examples

<https://mrsc.org/explore-topics/finance/policies/financial-policies-overview>

GFOA Best Practices: Adopting Financial Policies

<https://www.gfoa.org/materials/adopting-financial-policies>

GFOA Best Practices: Working capital targets for enterprise funds

<https://www.gfoa.org/materials/working-capital-targets-for-enterprise-funds>

**Attachments:**

Resolution 23-120

City of Homer Utility Fund Financial Policy

**CITY OF HOMER  
HOMER, ALASKA**

Lord/Erickson/Mayor

**RESOLUTION 23-120**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
PROVIDING DETAIL AND DIRECTION FOR WORKING WITH STAFF  
TO UPDATE FINANCIAL REPORTING TO THE COUNCIL AND  
DEVELOP A FINANCIAL PLAN FOR THE CITY.

WHEREAS, During the Council’s 2021 strategic planning session, the concept of a “financial plan” was put at the top of the list of priorities, highlighting that a solid financial understanding and sideboards are paramount to responsible decision-making; and

WHEREAS, Homer City Code 3.05.12 lays out the requirement for the City to have a Complete financial plan which is defined as the budget: “The budget shall provide a complete financial plan of all City funds and activities for the next two fiscal years.” ; and

WHEREAS, The City of Homer is organized as a municipality with a manager acting as the chief administrative officer, (AS 29.20.460); and

WHEREAS, As the chief administrator the manager shall make monthly financial reports and other reports on municipal finances and operations as required by the governing body, (AS 29.20.500); and

WHEREAS, Improving the consistency and timeliness of our monthly reporting is the Council's current priority; and

WHEREAS, The Mayor and Council have identified additional areas that need to be better understood and communicated pertaining to the City’s finances to ensure transparency and prudent decision-making by the Council; and

WHEREAS, A “financial plan” for the purposes of these activities will be a report which outlines guidelines and expectations about: the budget document, monthly & quarterly financial reporting, Fund-specific financial policies, Citywide CARMA planning, procurement, and audit expectations; and

WHEREAS, We encourage open and respectful dialogue, questions from the public, and a problem-solving perspective as we work through these topics.

41 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council establishes a financial  
42 plan workgroup with two members of Council, staff, and the Mayor to develop a draft plan for  
43 the Council’s review by February 2024 which includes:

- 44 ● A defined and agreed upon system, with approved templates, of regular financial  
45 reporting to the Council (i.e. monthly balance sheet for specified funds, budget to  
46 actuals, etc.)
- 47 ● Using the Utility Fund as an example, complete financial policies for the General Fund  
48 and Enterprise Fund. We direct the Port and Harbor Commission to begin working with  
49 staff on a Financial Policy for the Enterprise Fund. This should include how we budget  
50 for projects that we don’t anticipate during the budgeting process (reserve accounts!),  
51 how different funds are used and minimum/maximum amounts to target within those  
52 funds, how we fund large capital projects, etc.
- 53 ● Citywide CARMA planning, in line with what Public Works has done for the Fleet, Roads,  
54 and Utility, exploring the potential of moving back to subaccounts within General  
55 CARMA to better track funding.
- 56 ● A review of the audit process, an established goal for audit timeline, and our current  
57 audit contracts with recommendations for when we are off-target of our goals.
- 58 ● An update to the City’s Procurement Policy.

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60 BE IT FURTHER RESOLVED that the City will do a full review of Homer City Code Title 3  
61 in 2024 following Council review, feedback, and approval of the financial plan outlined above.

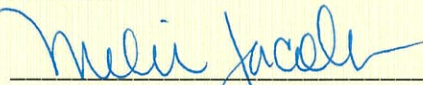
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63 PASSED AND ADOPTED by the Homer City Council this 23<sup>rd</sup> day of October, 2023.

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65 CITY OF HOMER

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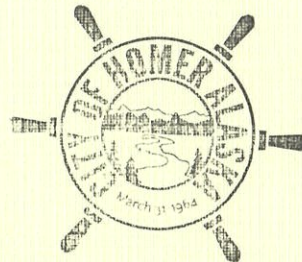
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68 KEN CASTNER, MAYOR

69 ATTEST:

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72 MELISSA JACOBSEN, MMC, CITY CLERK

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74 Fiscal note: N/A





1 **City of Homer Water and Sewer**  
2 **Water and Sewer Utility**  
3 **Financial/Rate Setting Policies**  
4 **Resolution 23-048(S)(A)**

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6  
7 **Introduction**

8 Financial policies are an important tool for maintaining a financially healthy and sustainable  
9 utilities while also maintaining required and/or mandated measures. The Government Finance  
10 Officers Association (GFOA), bond rating agencies, and other industry organizations (e.g., the  
11 American Water Works Association (AWWA), the Water Environment Federation (WEF))  
12 recommend written financial/rate setting policies to provide clear policy direction and guidance.  
13

14 The establishment of written financial policies is intended to:

- 15 • Institutionalize sound financial practices
- 16 • Clarify strategic intent
- 17 • Define boundaries
- 18 • Promote long range strategic thinking
- 19 • Manage risk
- 20 • Adhere to established best practices

21  
22 **Financial Policy Goals and Objectives**

23 The goals of the City’s financial policies are to:

- 24 1. Maintain sufficient revenues for operating and capital needs,
- 25 2. Maintain sufficient reserves, and,
- 26 3. Provide rate stability. Notwithstanding (1) and (2) above, rates will be set to provide  
27 rate/revenue stability and avoid major periodic increases.

28 A detailed set of financial policies have been adopted to establish consistency in utility financial  
29 planning and rate setting decision-making for the City Council and City management team.  
30

31 This framework provides recommendations that take into consideration the typical or median  
32 reserve levels for a “AAA” versus a “AA” rated utility. This framework will also enable the City  
33 Council to make more informed decisions in establishing the financial targets contained within  
34 the financial policies.  
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# Review and Discussion of the City’s Financial/Rate Setting Policies

The Utility Financial Plan will take into consideration the following financial policies. The financial planning period will be for a minimum of five years to determine overall trends and impacts to reserves and rates over a long-term horizon. The Utility Financial Plan is an integral component of the City’s approach to effectively managing the utilities at a sustainable level to support the service levels of the community.

## 1. Reserve Funds

Reserve funds shall be established for the City to properly account for the City’s funds, but to also provide adequate reserve levels to address the different types of funding requirements of the City. The City’s reserve policies shall be as follows:

**1.1 Operating Reserve** – The City’s operating reserve is an unrestricted reserve. The minimum operating reserve shall be established at 90 Days of annual O&M expenses (approximately 25% of annual O&M for both the Water and Sewer Funds) as outlined in Exhibits 4 and 6 in the Utility Financial Planning models for water and sewer.

**1.2 Capital Reserve** – The City currently has two different capital reserves for the water and sewer utilities. The first is the Homer Accelerated Water and Sewer Program (HAWSP). HAWSP is funded through a portion of the voter approved sales tax and assessments levied on benefited properties. The second is the Capital Asset Repair and Maintenance Allowance (CARMA) Fund. CARMA is funded annually through a rate surcharge equal to 15% of water and sewer costs and collected through the water and sewer rates.

In general, HAWSP is intended to provide seed money to support expanded access to the City water and sewer system while CARMA is intended to support improvements, repairs, and replacements of the City’s existing infrastructure, and may also be used for Capital Contingencies or Infrastructure Replacement. CARMA and HAWSP funds may be used jointly to fund a project where applicable. The development of the projection of CARMA and HAWSP funds is provided in Exhibits 8 and 9 respectively of the Utility Financial Plan.

**1.2.1 Homer Accelerated Water and Sewer Program (HAWSP)** – HAWSP will not be incorporated into this financial policy, as HAWSP has its own dedicated policy manual.

**1.2.2 Capital Asset Repair and Maintenance Allowance (CARMA) Fund** – The CARMA reserve was established to fund improvements, repairs, and replacements to the City’s existing water and sewer systems. The level of CARMA funding can be adjusted by the City Council. “The amount of the CARMA funds shall be established by City Council in the biennial budget based on the projected maintenance and repair needs of the City.” (Ordinance 19-35(S)(A)). CARMA is funded annually through a rate surcharge equal to 15% of budgeted water and sewer costs and collected through the water and sewer rates. Balance minimums and maximums are as follows: Water CARMA - minimum of \$500,000 and a maximum of \$1,500,000; Sewer CARMA - minimum of \$500,000 and a

81 maximum of \$1,500,000. Additionally, the CARMA accounts may be supplemented by  
82 transfers from the Utility Operations Fund Balance (with Council appropriation).

83 The intent of the City of Homer Water and Sewer CARMA Fund is “for appropriation and  
84 expenditure for equipment replacement, fleet replacement, engineering or planning  
85 services, major maintenance of city facilities, or any other purpose as identified and  
86 recommended by the City Manager and authorized by the City Council...and to extend  
87 the life and use of taxpayer funded assets, facilities and infrastructure.” (See Ordinance  
88 19-35(S)(A)). The Water and Sewer Utilities - which operate independently - use CARMA  
89 Funds for improvements, repairs, and replacements to the City’s existing water and  
90 sewer systems. CARMA Funds may additionally be used for capital contingencies or  
91 infrastructure replacement and can be used in conjunction with HAWSP to jointly fund  
92 a project.

## 93 **2. Balanced Operating Budget**

94 **2.1 Self-Supporting** – The water and sewer utility shall be self-supporting, where current  
95 revenue fully funds current operating expenditures on an annual basis.

96 **2.2 Adequate Funding to Preserve System Assets** – The City’s assets shall be properly  
97 operated and maintained to provide for a long life. Annual operating expenditures will  
98 be budgeted and funded at a level that promotes the efficient operation of and  
99 preservation of assets through the asset’s useful life.

100 **2.3 Evaluation and Monitoring of Cost** – Costs will be monitored monthly to ensure the  
101 utility is operated in a cost effective and economically prudent manner and reported to  
102 the City Council on a quarterly basis.

103 **2.4 Positive Annual Net Income** – The City shall plan for annual net income (total revenue  
104 less O&M, taxes or transfers, debt service, and capital projects funded from rates)  
105 greater than or equal to zero (positive balance of funds).

106 **2.5 Strive for Rate Stability** – The City’s rates should be stable over time while generating  
107 sufficient revenue. As a part of the annual budgeting process, the City shall review the  
108 rates to confirm the adequacy of the current rates.

109 **2.6 Disposition of “One-Time” Revenue** – In instances of large one-time revenues (e.g.,  
110 legal settlement), if not specifically earmarked, the funds will be transferred to an  
111 appropriate reserve(s) (operating, capital, or rate stabilization).

112 **2.7 Alternative Funding/Revenue Diversification** – To minimize overall rates, the City  
113 should explore alternative revenue sources such as grants and direct developer  
114 contributions.

115 **2.8 Fund Balance** – the Fund Balance is an accumulation of fiscal year net activity (revenues  
116 over expenditures). The Utility Operating Fund Balance is used when purchasing  
117 inventory items. These items will be expensed (pulled out of inventory) when utilized.  
118 It may also be used to replenish the CARMA accounts or “buy down” rates.

## 119 **3. Establishing Rates and Fees**

120 The City shall establish rates utilizing industry recognized “generally accepted” rate setting  
121 methodologies. This will provide the City with consistency in their ratemaking process, while also

122 establishing rates which are legally defensible. The City’s policies on establishing the water and  
123 sewer rates and fees, and the general methodologies to be utilized, are as follows:

124 **3.1 Revenue Requirement Analysis**

125 The revenue requirement analysis provides a projection of the City’s revenues and  
126 expenditures for a defined time period. The revenue requirement analysis shall provide  
127 the City Council with the information and cost-basis to determine the size and timing of  
128 any proposed rate adjustments. The City’s revenue requirement analysis methodology  
129 shall consider the following:

130 3.1.1 The revenue requirement (financial plan) analysis will be developed from the  
131 current year’s budget, as part of the budget process.

132 3.1.2 Revenue requirements will be established using the “cash basis” methodology.  
133 The “cash basis” methodology includes O&M expenses, and taxes/transfer  
134 payments. The revenue requirements may include a component for change in  
135 working capital/rate stabilization funds to manage reserve balances and  
136 mitigate rate impacts.

137 3.1.3 Costs shared across utilities shall be allocated to each utility based an equitable  
138 allocation method. These may include, but not be limited to, labor ratios,  
139 number of customers, revenues, usage etc. The allocation method should be  
140 whichever method most equitably allocates the specific cost.

141 3.1.4 Any wholesale increases imposed upon the City by a water supplier or  
142 wastewater treatment agency will be reviewed for financial/rate impacts.

143 3.1.5 The City’s revenue requirement analysis shall fully incorporate the City’s reserve  
144 and budgeting policies.

145 3.1.6 The City’s goal is to project revenue requirements for a minimum of five years  
146 into the future.

147 **3.2 Cost of Service Analysis**

148 A cost of service analysis provides an equitable method to allocate the City’s water and  
149 sewer revenue requirements to the customers utilizing the service. The City’s cost of  
150 service analysis for the water utility shall use generally accepted cost of service  
151 methodologies as defined by the American Water Works Association (AWWA) and the  
152 analysis developed for the City’s sewer utility shall use cost of service methodologies as  
153 defined by the Water Environment Federation (WEF). The City’s water and sewer cost  
154 of service shall be developed to provide an equitable allocation of costs by taking into  
155 consideration a customer group’s (e.g. residential, commercial) facility requirements  
156 and usage characteristics. The City’s specific cost of service policies are as follows:

157 3.2.1 The cost of service shall be developed for a projected one-year time period or  
158 the period over which rates will be set, utilizing the revenue requirements as  
159 developed in 4.1.

160 3.2.2 The cost of service analysis shall be designed and developed to consider the  
161 unique and specific circumstances of the City’s water and sewer system.

162 3.2.3 The City shall allocate costs to customer class of service based upon facility  
163 requirements and usage characteristics.

164 3.2.4 When necessary, the City may phase-in the cost of service results to transition

165 to fully-cost based rates.

166 **3.3 Rate Design Analysis**

167 The development of cost-based rate designs concludes the City’s rate setting process.  
168 The development of rate designs utilizes the results from the revenue requirement and  
169 cost of service analysis to establish the target level of revenues for each customer class  
170 of service (rate schedule). The City’s rate design analysis is primarily focused on the  
171 structure of the rates. The City’s rate design analysis policies are as follows:

172 3.3.1 The City shall utilize the results of the revenue requirement analysis and cost of  
173 service analysis in the development of final proposed rate designs.

174 3.3.2 Rates shall be designed to collect the overall target level of revenues for each  
175 customer class of service.

176 3.3.3 The City’s rate designs shall be reflective of the City Council’s rate design goals  
177 and objectives, while also being reflective of the greater public purpose (e.g.,  
178 economic development, conservation, etc.).

179 3.3.4 The City shall take into consideration both fixed and variable costs in the  
180 development of final proposed rates. The average unit costs calculated within  
181 the cost of service analysis provides the cost-information related to fixed and  
182 variable costs.

183 3.3.4 Bill comparisons shall be developed for all proposed rate designs to illustrate the  
184 general impacts to customers across a range of consumption.

185 3.3.5 In establishing the final water and sewer rates, the City’s Council may take into  
186 consideration neighboring utility rates, but not to the financial detriment of the  
187 City.

188 **3.4 Other Rate Setting Considerations**

189 Provided below are other policies related to the City’s rate setting process.

190 3.4.1 At a minimum, the City shall conduct a comprehensive rate study every five (5)  
191 years to update assumptions and determine financial sustainability.

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

3 Lord/Davis

4 **RESOLUTION 24-046**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 PROVIDING DIRECTION TO THE PORT AND HARBOR STAFF, PORT  
8 AND HARBOR ADVISORY COMMISSION AND THE FINANCE  
9 DEPARTMENT REGARDING THE DEVELOPMENT OF DRAFT  
10 FINANCIAL POLICIES FOR THE PORT AND HARBOR ENTERPRISE  
11 FUND.

12  
13 WHEREAS, Sound Financial policies are an important tool for maintaining a financially  
14 healthy and sustainable operation and provide transparency with public funds; and

15  
16 WHEREAS, The City of Homer maintains separate funds including but not limited to the  
17 General Fund, Utility Fund and the Port & Harbor Enterprise Fund; and

18  
19 WHEREAS, The City Council developed and adopted the Utility Fund Financial Policy  
20 with the help of advisors in 2023 and has committed to developing similar policies for the  
21 General Fund and the Port & Harbor Enterprise Fund; and

22  
23 WHEREAS, The Port & Harbor Advisory Commission provides the City Council with  
24 valuable advice on the Port & Harbor Enterprise operations.

25  
26 NOW, THEREFORE, BE IT RESOLVED, Port and Harbor staff will draft Financial Policies  
27 for the Enterprise Fund that include, at a minimum:

- 28 ● Financial Goals  
29 ● Reserve Policies, including minimum and maximum balances and intent  
30 ● Policies for a balanced operating budget  
31 ● Policies for rate setting  
32 ● Debt policy

33  
34 BE IT FURTHER RESOLVED, Staff will gather initial feedback from the Port and Harbor  
35 Advisory Commission prior to beginning work on policy drafting, and will provide the  
36 Commission with drafts for discussion and their feedback as needed until which time the  
37 Commission is ready to send the final draft to the Council.

40 BE IT FURTHER RESOLVED, The draft Enterprise Financial Policies will come back to  
41 Council for review no later than October 28, 2024.

42  
43 PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of April, 2024.

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45 CITY OF HOMER  
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48 KEN CASTNER, MAYOR

49 ATTEST:  
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51 \_\_\_\_\_  
52 RENEE KRAUSE, MMC, ACTING CITY CLERK

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54 Fiscal Note: NA

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

3 City Manager

4 **RESOLUTION 24-047**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
7 CONFIRMING THE INTERIM CITY MANAGER'S APPOINTMENT OF  
8 JENNIFER CARROLL AS THE ACTING CITY MANAGER FOR AN  
9 INTERIM TERM.

10  
11 WHEREAS, Melissa Jacobsen was confirmed as Acting City Manager with the adoption  
12 of Resolution 24-001; and

13  
14 WHEREAS, Melissa Jacobsen has been confirmed as Interim City Manager by City  
15 Council in Resolution 24-038; and

16  
17 WHEREAS, Homer City Code 1.20.010(b) states that the City Manager shall annually  
18 appoint an Acting City Manager, subject to the City Council confirmation which is revocable at  
19 any time, by the Council; and

20  
21 WHEREAS, Pursuant to Homer City Code Section 1.20.010(b) the Acting City Manager  
22 shall assume the duties and powers of the City Manager in their absence; and

23  
24 WHEREAS, Reviews of City emergency plans related the COVID-19 pandemic have  
25 highlighted a need for an order of succession beyond the Acting City Manager appointment  
26 required by Homer City Code 1.20.010(b).

27  
28 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that Jennifer Carroll is  
29 hereby appointed by Interim City Manager Jacobsen and confirmed by the Homer City Council  
30 to serve as Acting City Manager in the Interim City Manager's absence for the interim term.

31  
32 BE IT FURTHER RESOLVED that if both the Interim City Manager and the Acting City  
33 Manager are not available for duty, the role of Acting City Manager will be held by the next  
34 available department head from the list below (ranked by tenure with the City of Homer):

- 35  
36 1. Police Chief Mark Robl  
37 2. Port Director Bryan Hawkins  
38 3. Community Development Director Julie Engebretsen  
39 4. Finance Director Elizabeth Fischer

40  
41 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 22<sup>nd</sup> day of April, 2024.  
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CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: N/A



# MEMORANDUM

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## **Resolution 24-0xx, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Port and Harbor Advisory Commission and the Economic Development Advisory Commission Regarding Cruise Ships in Homer**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 22, 2024  
**From:** Council Members Erickson and Lord

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The 2024 cruise ship season is quickly approaching, and with it will come a large ship to Homer that cannot tie up to our deep water dock. Other cruise ships had requested coming to Harbor earlier in the season, and they were told we do not have the operational capacity to safely accommodate them. This has highlighted a number of issues that the Port & Harbor Advisory Commission (PHC) can consider, and additional broader issues that the City should better understand when considering any policy making from the business and overall community.

There is potential for additional cruise ships, including larger cruise ships, to have interest in docking in Homer in the future. As itineraries are developed early, it is prudent for the City to understand our infrastructure and staffing capacity, and the community to broadly understand their interest and appetite for cruise ships sooner rather than later. We understand the turnaround time on these requests to the PHC and the Economic Development Advisory Commission (EDC) may feel tight, but we'd encourage the Commissions to engage in this dialogue and provide a summary of what they are able to cover - including where more time and information may be needed, and/or any immediate policy recommendations for the Council to consider.

To facilitate a dialogue, we are asking the Port and Harbor Advisory Commission to engage in this topic with staff to understand:

- The capacity of our current docks for different size classes of large vessels
- Passenger lightering considerations, including moorage and safety
- What responsibilities and potential liabilities the Port and Harbor has for accepting cruise ships of any size, including what amenities we share with companies requesting these services
- What the emergency response plan is for potential tsunami evacuation

- What are the costs and effects of cruise ship landings on our EMS and HPD staff
- What increased staffing considerations are made by Harbor operations staff to address additional trash and restroom cleaning needs
- What criteria are used currently for deciding capacity to accept a cruise ship, including when there is passenger lightering required, and are those criteria adequate
- How this topic will be integrated into the Comprehensive Plan
- Revenue and expense considerations surrounding cruise ship business at the Port
- The broad legal landscape of local policies around the cruise ship industry

Additionally, we would like to encourage the Chamber of Commerce to engage with Homer-area businesses to better understand the limitations and opportunities within the private sector around cruise ship tourism in Homer. We believe this conversation needs to be integrated into the Comprehensive Plan process, and would like the Economic Development Advisory Commission to begin having conversations with stakeholders to better inform the City Council on policy options and the pros/cons of different City cruise ship policies.

For an interesting reference, look up Bar Harbor, Maine and their long-standing and recent municipal policies surrounding cruise ships. They see much higher passenger counts than Homer does, similar to Juneau and other Southeast communities, but news articles and documents from the Town of Bar Harbor are interesting to review.

The City and Borough of Juneau reached an agreement with CLIA (Cruise Lines International Association) to limit the number of ships to no more than five per day starting this year. An article in the Petersburg Pilot from January 2024 is titled: "*Wrangell assembly raises rates for lightering cruise passengers to shore.*" These are offered as references of conversations other municipalities have been having around cruise ship impact.

**CITY OF HOMER  
HOMER, ALASKA**

Erickson/Lord

**RESOLUTION 24-048**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, REQUESTING THE PORT AND HARBOR ADVISORY COMMISSION DISCUSS AND CONSIDER CRUISE SHIP CAPACITY AND POLICY ADOPTION FOR THE PORT AND HARBOR OPERATIONS AND THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION DISCUSS AND CONSIDER BROADER COMMUNITY EFFECTS AND POTENTIAL CITY CRUISE SHIP POLICIES.

WHEREAS, The City of Homer has been a port of call for numerous cruise ships over the years; and

WHEREAS, The City should expect continued interest in cruise ship calls in the coming years; and

WHEREAS, The City's Deep Water Dock can accommodate cruise ships up to certain sizes, but larger ships cannot dock there and must anchor out and tender, or lighter, passengers to harbor floats to disembark; and

WHEREAS, The City operates the Port and Harbor under written policies that may not fully encompass the considerations for cruise ships, especially larger vessels that have to lighter passengers; and

WHEREAS, In addition to effects on the City, large cruise ships also influence the business community and the community-at-large; and

WHEREAS, Cities around Alaska and the country have addressed cruise ship tourism through the implementation of different policies.

NOW, THEREFORE BE IT RESOLVED, Port and Harbor staff will engage the Port and Harbor Advisory Commission (PHC) in discussion around cruise ship calls to the Port, including:

- The capacity of our current docks for different size classes of large vessels;
- Passenger lightering considerations, including moorage and safety;
- What responsibilities and potential liabilities the Port and Harbor has for accepting cruise ships of any size, including what amenities we advertise as available as a City for cruise ship companies looking to make a call at our public Port;
- What the emergency response plan is for potential tsunami evacuation;
- What are the costs and impacts of cruise ship landings on our HVFD and HPD staff;

- 44 • What increased staffing considerations are made by Harbor operations staff to
- 45 address additional trash and restroom cleaning needs;
- 46 • What criteria are used currently for deciding capacity to accept a cruise ship,
- 47 including when there is passenger lightering required, and are those criteria
- 48 adequate;
- 49 • How this topic will be integrated into the Comprehensive Plan;
- 50 • Revenue and expense considerations surrounding cruise ship business at the Port;
- 51 • The broad legal landscape of local policies around the cruise ship industry.

52  
53 BE IT FURTHER RESOLVED, The Economic Development Advisory Commission (EDC)  
54 should develop an understanding of City/Municipal cruise ship policies from other  
55 communities, and engage in a conversation with the Chamber of Commerce and other  
56 stakeholders about the effects of the Cruise Ship industry on the local businesses and the  
57 community to help inform any potential City policy development.

58  
59 BE IT FURTHER RESOLVED, Both the EDC and the PHC will provide reports back to the  
60 City Council with summaries of their conversations, noting where further discussion may be  
61 needed, and any immediate policy recommendations by:  
62 Port and Harbor Advisory Commission: July 22, 2024 Council Meeting  
63 Economic Development Advisory Commission: September 23, 2024 Council Meeting

64  
65 PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of April, 2024.

66  
67 CITY OF HOMER

68  
69 \_\_\_\_\_  
70 KEN CASTNER, MAYOR

71  
72 ATTEST:

73  
74 \_\_\_\_\_  
75 RENEE KRAUSE, MMC, ACTING CITY CLERK

76  
77 Fiscal Note: NA



# MEMORANDUM

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## **Ordinance 24-20, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 18.08.040 Council approval of leases. Erickson/Hansen.**

**Item Type:** Action Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 3, 2024  
**From:** Renee Krause, MMC, Acting City Clerk

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Following are memorandums from Port & Harbor staff and Commission and relevant minutes excerpt on the proposed amendments to Homer City Code Chapter 18.08.040 amending the language to have advisory review of proposed leases on the Homer Spit by the Port and Harbor Advisory Commission.

The Port & Harbor Advisory Commission brought this topic forward at their regular meeting on November 8, 2023, Commissioner Shavelson performed amendments to the draft documents and presented the final draft at the regular meeting in January of this year. The Commission has recommended adoption of the proposed amendments. The relevant documents have been provided as backup.

### **Recommendation**

Adopt Ordinance 24-20.

### **Attachments:**

Memorandum PHC-24-001

Memorandum from Commissioner Shavelson re: Property Leasing

Excerpt of the PHC Minutes dated January 24, 2024



# ACTION ITEM REPORT

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## Property Leasing

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff  
**Meeting Date:** January 24, 2024

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### Summary Statement:

Commissioner Shavelson has revised his proposed draft ordinance to amend City Lease Code. If the commission makes a motion of support and a councilmember sponsors it, it will be forwarded to the City Manager and the City Attorney for review prior to moving forward to Council. Depending on the duration of that review, it would likely appear on the agenda at the February 26<sup>th</sup> and March 11<sup>th</sup> meetings.

### Staff Recommendation:

Review the draft ordinance and supporting memorandum. Weigh potential benefits to the City against potential costs to City or Lessee due to a longer timeline for lease approval.

### Attachments:

Memorandum from Commissioner Shavelson  
Draft Ordinance from Commissioner Shavelson



## Memorandum

**To:** Port & Harbor Commission & Staff  
**From:** Bob Shavelson  
**Date:** January 2, 2024  
**Subject:** Property Leasing

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

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

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

At its December 13, 2023, meeting, the PHC discussed this proposal, and raised two primary concerns: 1) additional PHC review could delay turn-around times for leasing activities and 2) lease options, renewals and extensions were not covered in the original proposed language.

To address concern 1, the proposal has been modified to allow both the City Council and the City Manager to forego PHC review if they find time is of the essence. To address concern 2, the proposal now includes reference to lease extensions, options to renew and renewals.





## City of Homer

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

### Port and Harbor

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Homer, AK 99603

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(f) 907-235-3152

These policy goals can be achieved with the following amendment to the Homer City Code:

Add to the end of HCC 18.08.04(a): “All leases, including but not limited to lease extensions, renewals and options, on the Homer Spit shall be reviewed by the Port & Harbor Commission prior to submission to the Council or the City Manager for approval; the Council and the City Manager may forego this requirement if either finds time is of the essence for the leasing activity.”

## Draft Ordinance of the Homer City Council (January 2024)

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

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

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

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

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

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

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

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

Add to the end of HCC 18.08.04 (a): "All leases, including but not limited to lease extensions, renewals and options, on the Homer Spit shall be reviewed by the Port & Harbor Commission prior to submission to the Council or the City Manager for approval; the Council and the City Manager may forego this requirement if either finds time is of the essence for the leasing activity."

7.B. Port & Harbor Staff Report – December 2023

Port Director Hawkins noted the second and final reading of the ordinance pertaining to the City’s share of additional funding in the amount of \$266,000, which passed at City Council’s meeting on Monday. He added that a resolution was passed requesting the state to match the additional funding. The Kenai Peninsula Borough also passed a resolution to state supporting the increase of their share of the funds for the project.

Other discussion topics included:

- Oil spills in the harbor.
- Property leasing on the Spit.
- Large Vessel Haul Out Facility.
- Cruise Boom Documentary.

7.C. Homer Marine Trades Association (HMTA) Report

**8. PUBLIC HEARING(S)**

**9. PENDING BUSINESS**

9.A. Property Leasing

SIEKANIEC/PITZMAN MOVED TO APPROVE COMMISSIONER SHAVELSON’S MEMORANDUM REGARDING PROPERTY LEASING FOR RECOMMENDATION TO CITY COUNCIL.

Mr. Shavelson offered clarification that the end of the proposed changes would include a sentence that reads, “This requirement does not apply to subleases.”

There was no further discussion.

Chair Matthews requested a roll-call vote.

VOTE: YES: VELSKO, ZEISET, FRIEND, SIEKANIEC, MATTHEWS, PITZMAN, SHAVELSON, ROGERS.

Motion carried.

**10. NEW BUSINESS**

10.A. Scheduling Work Session for Port & Harbor Advisory Commission

The Commission agreed to schedule a work session for Tuesday, March 5<sup>th</sup> at 5:30 p.m.

**11. INFORMATIONAL MATERIALS**

11.A. Port Operations Report

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

Erickson/Hansen

3  
4 **ORDINANCE 24-20**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
7 AMENDING HOMER CITY CODE SECTION 18.08.040 COUNCIL  
8 APPROVAL OF LEASES.  
9

10 WHEREAS, The City of Homer owns real property throughout the City, including on the  
11 Homer Spit; and  
12

13 WHEREAS, The City-owned property on the Homer Spit contains significant economic  
14 and non-economic value for the City and its residents; and  
15

16 WHEREAS, The Homer City Code 18.08.005 states purposes of the City's property leasing  
17 program to be to "maximize the value of City assets" and to "provide the highest and best use  
18 of City-owned property; and  
19

20 WHEREAS, The City often enters long-term leases with terms of 20-35 years and options  
21 for five year renewals; and  
22

23 WHEREAS, Pursuant to Homer City Code 2.64.040 Duties and responsibilities of the  
24 Commission, the Port and Harbor Advisory Commission (PHC) is to act in an advisory capacity  
25 on the development of the City port and harbor facilities and consideration may include the  
26 physical facilities, possible future development and recommendations on land use within the  
27 port and harbor areas; and  
28

29 WHEREAS, The PHC analyses of city owned property located on the Homer Spit should  
30 assist the City Council and Manager in Port and Harbor lease activity; and  
31

32 WHEREAS, It is in the best interests of the City for the City Council and City Manager to  
33 receive advisory comments from the PHC on proposals for Homer Spit leases.  
34

35 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
36

37 Section 1. Homer City Code Section 18.08.040 Council approval of leases, is hereby  
38 amended as follows:  
39

40 18.08.040 Council approval of leases.

41 a. All long-term leases for more than five years shall be approved by Council via  
42 ordinance. All long-term leases for five years or less shall be approved by Council via

43 resolution. **All leases, including but not limited to, lease extensions, renewals and**  
44 **options, on the Homer Spit shall receive advisory review by the Port & Harbor**  
45 **Advisory Commission prior to submission to the Council or the City Manager for**  
46 **approval. Tthe Council and the City Manager may forego this requirement if either**  
47 **finds time is of the essence or if the best interests of the City requires otherwise**  
48 **for the leasing activity. This requirement does not apply to subleases.**

49  
50 b. The City Manager may execute short-term leases without Council approval when the  
51 City Manager determines that a short-term lease is in the best interests of the City and  
52 notifies the Council in writing of the short-term lease and its essential terms.

53  
54 c. Short-term leases are not required to go through the competitive bidding process  
55 unless the short-term lease would result in the lease of City-owned property to the  
56 same lessee for more than one consecutive year.

57  
58 d. Except as expressly provided in this chapter, property leased by the City from a third  
59 party that is available for sublease or the lease of space in City-owned buildings located  
60 on real property owned by a third party is exempt from this chapter.

61  
62 Section 2. This Ordinance is of a permanent and general character and shall be  
63 included in the City Code.

64  
65 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_, 2024.

66  
67 CITY OF HOMER  
68  
69 \_\_\_\_\_  
70 KEN CASTNER, MAYOR

71 ATTEST:  
72  
73 \_\_\_\_\_  
74 RENEE KRAUSE, MMC, ACTING CITY CLERK

75  
76 YES:  
77 NO:  
78 ABSTAIN:  
79 ABSENT:  
80  
81 First Reading:  
82 Public Hearing:  
83 Second Reading:  
84 Effective Date:



# City of Homer

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

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, Interim City Manager  
DATE: April 20, 2024  
SUBJECT: City Manager's Report for April 22, 2024 Council Meeting

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### **East Bunnell/Charles Way Water and Sewer Special Assessment District**

Attached to this report is a memorandum from Finance Director Fischer regarding the East Bunnell/Charles Way Water Main Extension ADEC Loan and the City owned lot in that district. We anticipate having the final assessment roll completed in the very near future and scheduling a public hearing prior to certifying the final assessment roll. Historically, city parcels are not included in the SADs and we don't use the ADEC loan programs for the City's portion of the project costs. In this instance the city parcel was included and it impacts the subsidy amount that was awarded for the water portion project. Director Fischer's memo provides more specifics for Council to consider prior to the public hearing and presentation of the final assessment roll.

### **City Grant Activity Update**

Attached is an update to City Council on grant related activities with the official award letter from Alaska Department of Transportation and Public Facilities informing the City that the Homer All-ages and Abilities Pedestrian Pathway project was selected for award under the Transportation Alternatives Program.

### **City of Homer Partners with Kenai Peninsula Borough on Safety Plan**

The City of Homer joins partner cities Kenai, Soldotna, Seward, Seldovia and Kenai in working with the Kenai Peninsula Borough on the first regional Comprehensive Safety Action Plan (CSAP). KPB had 238 fatal or serious injury accidents between 2017 and 2022; the CSAP will help us understand causes and contributing factors to these accidents and identify ways to improve safety. This is a federally funded project with a modest local match from participating communities. Community Development Director Julie Engebretsen is the City of Homer's representative on the project. She is sharing the lessons learned from Homer's draft Comprehensive Transportation Plan and will connect southern peninsula transportation professionals to the project as it moves forward. The project will include a series of public meetings, surveys and focus groups. A completed plan will allow the borough and partner cities to apply for grants that they would otherwise not be eligible for. The first public meeting is Tuesday, May 7, 5-7PM at Homer High with a short presentation at 5:30. See the project flier for a QR code to the survey, and additional project and meeting details.

### **Alaska Infrastructure Development Symposium**

City Engineer Leon Galbraith attended two days of the Alaska Infrastructure Development Symposium hosted in Anchorage April 2-4 by the Alaska Municipal League. On day one, he attended sessions in the Water and Wastewater track, including Financing Options sessions. He heard presentations on available grant funding

opportunities from representatives at EPA, ADEC, and USDA. On day two, he attended the Transportation Equity Considerations sessions and heard from folks at DOT&PF and AML about things like the “complete streets” program. Afternoon sessions attended were the Housing Summit that covered local actions and land transfers, trusts and collaborations and lots of talk about upcoming DNR land conveyance opportunities. Special Projects Coordinator Jenny Carroll attended the Plenary Session on April 4, which included keynote addresses from Senator’s Sullivan and Murkowski and Representative Peltola and several panel discussions on IIJA application and implementation lessons learned and strategic planning for upcoming opportunities. On Friday, April 5, Ms. Carroll attended the Alaska Grant Symposium hosted by Senator Lisa Murkowski. There she met with staff from each member of Alaska’s Congressional Delegation, and representatives from the Denali Commission, FEMA Region 10, the State of Alaska Division of Homeland Security and Emergency Management, AK Department of Transportation and Public Facilities, the Economic Development Administration, Alaska Municipal League and the U.S. Department of Energy.

### **No Mow May**

The Homer Beekeepers Association reached out to the City about supporting No Mow May around the City. According to [beecityusa.org](http://beecityusa.org), No Mow May was first popularized by an organization based in the United Kingdom, but is now gaining traction across North America. The goal of No Mow May is to pause mowing during the month of May, allowing flowers to bloom in your lawn to help early season pollinators, like bees, butterflies, and other insects. Late winter and early spring is a time when floral resources are often limited. In 2020, residents of Appleton, Wisconsin, an affiliate of Bee City USA, became energized about No Mow May and they convinced their City Council to suspend their weed ordinance for the month of May. Over 435 registered property owners participated that year. Empowered by their success in 2020, the Appleton Bee City committee spread the word and attracted even more participants in 2021, and in 2022 it spread to communities across the country. While not mowing in May isn’t right for everyone or every region, the campaign can be a good tool for getting new people involved in pollinator conservation by mowing less and adding flower species to their grass.

### **Attachments:**

- Memorandum from Finance Director Fischer re: East Bunnell/Charles Way Water Main Extension – ADEC Loan Update
- Grant Activity update
- Homer Harbor Expansion monthly report
- Memorandum from City Planner Foster re: Community Rating System Program Status
- KPB Comprehensive Safety Action Plan Flyers
- KPEDD Industry Overview Forum April 25<sup>th</sup> Event Flyer
- Electronic Recycling April 27<sup>th</sup> Event Flyer
- No Mow May Flyer



# MEMORANDUM

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## East Bunnell/Charles Way Water Main Extension – ADEC Loan Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** April 16, 2024  
**From:** Elizabeth Fischer, Finance Director  
**Through:** Melissa Jacobsen, Interim City Manager

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### **ADEC LOAN BACKGROUND:**

Resolution 22-018 authorized the City Manager to apply for two ADEC loans connected to the East Bunnell/Charles Way Special Assessment District (SAD). The ADEC loan in question is the Drinking Water Fund loan in an amount not to exceed \$473,787 authorized for project water improvements. Principal Forgiveness in the amount of \$225,690 was allocated to the Drinking Water Fund loan.

### **ESTIMATED PROJECT COSTS:**

Resolution 22-023 estimated the cost of the water improvements to be \$525,637. A Principal Forgiveness Subsidy of \$225,690 gets applied to this loan, therefore reducing the estimated costs to \$299,947. Property owners are responsible for 75% of this overall estimated cost (\$224,960). The remaining 25% (\$74,987) is funded by HAWSP. The amount of the ADEC loan was estimated at \$450,650 (\$224,960 property owner share + \$225,690 Principal Forgiveness Subsidy).

### **ISSUE:**

Homer City Council has set a precedent that the City only loans for the property owner share and also excludes any City parcel(s) from that share. The City owns a substantial parcel within this particular district. The project questionnaire was submitted to ADEC including the City's parcel in the property owner share and, therefore, is a factor in determining the principal forgiveness subsidy amount.

If the City parcel were removed from the loan amount, there would be financial impacts on all property owners within the district. The ADEC subsidy is proportional based on loan amount and would be reduced if the City opted to remove its owner share, thus increasing the assessment amount applied to each property owner. The City has the option to pay off the City's owner share after the loan has been finalized. This would save the City interest expense and still allow for maximization of the subsidy.

### **NEXT STEPS:**

Administration will bring forward a resolution in an upcoming City Council meeting confirming the assessment roll. It will be presented with the City parcel included as part of the ADEC loan. City Council and the public will have the opportunity to comment on this at the upcoming public hearing.



Grant Activity Update 4/15/2024

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
<b>Slope Stability- Erosion Mitigation Program</b>						
Kachemak Drive Peatland Water Quality Improvement (Kahcemak Sponge)	\$4,388,791	NOAA Habitat Conservation KBNERSS led/City partner	\$ 1,188,275.00 (land acquisition)	\$ 418,000.00 (land acquisition)	Submitted Awarded 4/1/2023 Award Executed	UAA accepted award; sent sub-award agreement to City Ord 23-46 to accept sub-award introduced 6/26/23 Grant is for Kachemak Drive peatlands acquisition
Beluga Slough Stormwater Treatment System	\$ 690,000.00	Alaska Clean Water Actions	\$ 153,307.00	\$ 107,182.00	Submitted 11/9/2022 Awarded 3/1/2023 Accepted via Ord 23-16(S)	City Council approved grant agreement Ord City costs in-kind + eligible for funds from ADEC Clean Water Revolving Loan Fund
<b>Transportation</b>						
Transportation Planning	\$ 960,000.00	Safe Streets For All KPB Applic/City partner	\$ 960,000.00	\$ 23,000.00 (in-kind)	Award announced KPB executing grant agreement	Application approved Reso 22-063
Non-Motorized Trans Network (REACH Project)	\$ 2,050,000.00	Fed FY24 RAISE Planning Grant	\$ 2,050,000.00	\$ -	Submitted 2/28/24	FY23 RAISE REACH application made to Sec. of Trans- portation Desk; not awarded by a Merit application and encouraged to apply in FY24. Reso 24-007 approving HDR grant writing assistance Reso 24-018 Supporting FY24 application
Homer All-Ages & Abilities Pedestrian Pathway	\$ 3,900,000.00	State of AK Transportation Alternatives (TAP) (AK DOT&PF manages/constructs )	\$ 3,432,000.00	\$ 468,000.00	Submitted 2/15/2023 Advanced to final round: Public Evaluation Board (PEB) TAP funding awarded	HAPP sections in PW's 5-year road plan Project support Reso 23-011 approved PEB Review 12/202024 (\$500,000 set aside in HART for grant matching)
Main Street Rehab/ Sidewalk South	\$ 4,200,000.00	State of AK Community Transportation Program (CTP)	\$ 3,696,000.00	\$ 504,000.00	Submitted 2/15/2023 Advanced to final round Not funded	Main St in 7-10 year horizon in PW Road Plan Project support Reso 23-011 approved PEB Review 12/202024 (\$500,000 set aside in HART for grant matching)
<b>Port &amp; Harbor</b>						
Float Systems 4 & 1 Replacemen	\$ 59,289,547.00	FY24 Fed Port Infrastructure Development Projects (PIDP)	\$47,135,190	\$ 12,154,357.00 (20.5% match)	Grant deadline 5/10/24	FY23 applic made it to Secretary's desk but was not funded Added to draft STIP as illustrative project HDR application support Ords 24-12 & 24-13 Revenue bond or TIFIA loan for match
		Municipal Harbor Grant			Grant for construction only must complete design to apply	If funded, leverages State match to lower City match on Federal PIDP Grant
		Denali Commission Grant Design/Env Review/Permitting	\$ 1,102,500.00	\$ 1,102,500.00	Grant deadline 4/12/24 Submitted	Can be used as non-Federal Match for PIDP application
		FY25 CDS (Appropriations) Req Design/Env Review/Permitting	\$ 1,543,500.00	\$ 661,500.00	Submission deadline 3/22/2024 Submitted 3/22/2024	

designates grants awarded

designates grants NOT awarded

designates updates since the 02/22/24 grant update

Grant Activity Update 4/15/2024

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Fish Grinding Building Replace & Drainage Improvements	\$ 374,978.00	ADFG Dingle-Johnson	\$ 250,000.00 (preliminary)	\$ 93,744.50 (preliminary)	Submitted 7/12/2022 Prelim award announced 7/7/2023 \$41,950 awarded for Phase 1	\$100,000 allocated in FY23 City Capital Budget; for final design and partial match; additional match to meet Ordinance 24-16 accepted grant
Building Code Development	\$ 587,500.00	State BRIC Sub-Grant (Building Resilient Infrastructure & Communities)	\$ 470,000.00	\$ 117,500.00 (covered by State of Alaska)	Submitted 12/21/2022 Accepted for further review Awaiting decision	Council Approved application Reso 22-086 As a sub-applic State covers local match 1st Req. for Information received from FEMA 4/10/24
Parks & Recreation						
Bayview Park Renovations	\$ 139,230.00	State of AK Healthy & Equitable Community Round 2	\$ 74,919.00	\$ 52,314.00 Addl redistribution funds requested	Submitted 4/24/2023 Awarded 5/8/2023 Accepted via Ord 23-36	Council Approved Resolution 23-031 \$12,000 donation from Kach Bay Rotary Additional funds from HART approved in COH Cap budget
HERC HazMat Assesment & Remediation		EPA Multipurpose Brownfield Federal Discretionary Grant  AK DEC Brownfields Assesment & Cleanup (DBAC)	\$1,000,000		Submitted 11/13/2023  Submitted 2/15/2024	Council Approved Resolution 23-117  DBAC Services pending EPA review
Utilities - Infrastructure						
Spit Road Erosion Mitigation	\$ 1,812,052.00	Federal PROTECT Grant  FEMA BRIC Grant	\$ 1,812,052	-	Submitted 8/18/2023 Awaiting Decision  Submitted	Application requested planning funds for Homer Spit Erosion Mitigation. City of Homer is project sponsor, but if awarded City will enter MOU with DOT to implement grant activities AML submitted application with State of AK State pays 25% match; Project programmed in STIP
	\$ 1,794,420	FY25 CDS (Appropriations) Req	\$ 1,414,420	\$ 380,000 (State of AK match)	Submitted 3/22/2024	Awaiting decision
Raw Water Transmission Main		FEMA Disaster Mitigation	\$ 1,988,650 (direct project costs)	-	Submitted 1/30/2020 Obligating Award Document Recd 11/3/2023	4/11/23: Responded to latest FEMA request for information 5/2/23: Congressional Delegation approved award 7/11/23: FEMA Received Period of Performance Waiver 11/13 Ordinance to accept the grant approved 4/1/2024 Grant Kick-off Meeting with DHS&EM
A-Frame Water Transmission Main		CDS (Appropriations) Request	\$ 794,360	\$ 264,787 (AK Revolving Loan Funds)	Submitted 3/22/2024	Awaiting Decision
IT - Communications						
FY22 Cybersecurity (City-wide Cybersecurity Assessment and Remote Backup System for Cybersecurity Response & Recovery)	\$ 252,794.00	AK Division of Homeland Security FY22 State & Local Cyberscurity Grant Program	\$ 50,000	-	Submitted 8/31/2023 Award announced	\$50,000 awarded for Cybersecurity Assessment Ord 24-15 accepted award
FY22-23 Cybersecurity - Remote BU system, SIEM, Cybersec Plan	\$ 328,943	AK Division of Homeland Security	\$ 328,943	-	3/8/2024 Grant Deadline Submitted 3/8/2024	Awaiting Decision
Public Safety Communications (HPD Backup Repeater & Radio Equip HVFD APX-600 Radio Upgrade)	\$ 119,046.56	AK Division of Homeland Security FY23 State Homeland Security Grant Program	\$ 88,196.56	\$ -	Submitted 1/31/2023 Prelim Award 9/18/2023 Obligating Award Document Recd	11/13 Ordinance 23-55 to accept approved



3132 Channel Drive, Suite 200  
P.O. Box 112500  
Juneau, Alaska 99811-2500  
Main: 907-465-4070  
Fax: 970-465-6984  
dot.alaska.gov

April 16, 2024

Jenny Carroll, Special Projects, City of Homer  
491 E Pioneer Ave, Homer, AK, 99603, USA jcarroll@ci.homer.ak.us  
(907) 435-3101

Dear Ms.Carroll,

On behalf of The Department of Transportation and Public Facilities (DOT&PF) and the Transportation Alternatives Program (TAP) Project Evaluation Board, I am pleased to inform you that your project nomination has been accepted for award.

STIP ID: 34426      Project Title: Homer All-ages and Abilities Pedestrian pathway (HAAP)

The purpose of this project is to combine two high priority sidewalk projects to connect two major gaps in Homer’s non-motorized pathways which significantly improves pedestrian access to everyday destinations, key facilities and recreational opportunities.

<b>Federal Award:</b>	\$3,486,787
<b><u>Required Match:</u></b>	\$ 388,713
<b>Your total project cost:</b>	\$3,875,500

The federal-aid agreement requires federal and matching shares as percentages. **The matching share for this project is 10.03%.** The City of Homer is expected to maintain this matching share through the life of the project, including if the total project cost changes. A match waiver, signed by the Commissioner, is required for any decrease to the matching share and may come with penalties as described in 17 AAC 05.175(l).

This project has been programmed into the 2024-2027 Statewide Transportation Improvement Program (STIP) with the design and construction phases in the STIP programmed years (2024-2027) Funding is expected to be available for the construction phase in FFY27 These dates are subject to change pending project development and funds availability.

Next steps:

- DOT&PF Central Region Field Office and the City of Homer will work together to prepare the Project Memorandum of Agreement (MOA) detailing match and maintenance commitments and roles and responsibilities.
- The City of Homer must provide matching funds including contingency (by phase) to DOT&PF.
- After these steps are completed (signed MOA is in place; project is in an approved STIP; matching funds received by DOT&PF), the project may begin.

Please expect to hear from your Regional Planner, Joselyn Biloon, to initiate the Project Agreement within the next few weeks. You may contact your planner at [Joselyn.biloon@alaska.gov](mailto:Joselyn.biloon@alaska.gov) or 907 269-0508.

Sincerely,

A handwritten signature in blue ink that reads "Ben White". The signature is written in a cursive style.

Ben White, Central Region Planning Chief  
Project Delivery Division

cc: Karin McCoy, Acting STIP Manager, DOT&PF  
Sara Lucey, Planning Manager, DOT&PF  
Region Pre-construction Engineer, DOT&PF  
Judy Chapman, Deputy Director of Planning, Project Delivery Division, DOT&PF  
Ben White, Central Region Planning Chief, DOT&PF



# MEMORANDUM

## Homer Harbor Expansion Study Monthly Written Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** April 17, 2024  
**From:** Jenny Carroll, Special Projects and Communications Coordinator  
**Through:** Melissa Jacobsen, Acting City Manager and Bryan Hawkins, Port Director

---

**Purpose:** This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

### The U.S. Army Corps of Engineers (USACE) Project Development Team (PDT)

Continuing study activities:

- April 8-10, the USACE PDT conducted their first iteration of fieldwork for the Homer Navigation Improvements Study. They documented species in/around the study area and conditions with a CTD (Conductivity, Temperature, and Depth), conducted eDNA sampling, beach seining, and bottom trawling. They plan to do more fieldwork throughout the summer of 2024 to characterize the area in order to further enhance the understanding conditions in and around the potential harbor expansion footprint, and compare findings with existing data to see if there is any variance in findings. The fieldwork was focused on the potential footprint currently under consideration, an area on the east side of the Homer Spit. Photos taken of the fieldwork below are Fern Spaulding and Christopher Hoffman who work with Kayla Campbell in Environmental Resources.



- Homer Small Boat Harbor Vessel Economic Survey is still routing through the US Office of Management and Budget for approval.

- Hosted a two-day Ecological Modeling Workshop (April 11-12) at the Islands & Oceans Visitor Center with Todd Swannack, the co-lead of the USACE Engineer Research Development Center's (ERDC) Ecological Modeling Team. Todd worked with local scientists and members of the Environmental Stakeholders Working Group to identify inputs for developing a modeling tool that will help analyze proposed Homer Harbor Expansion designs.



**HDR – Owner Representative:**

- Provides communications support on an as-needed basis.
- Preparing to issue geotechnical contract for Phase 1 of geotechnical work: sub-bottom profiling.
- KC Kent participated in the Ecological Modeling Workshop.

**City of Homer staff:**

- Attended monthly USACE Project Development Team meeting and weekly meeting with HDR.
- Prepared and sent letters to USACE General Gibbs and Col. Palazzini; distributed response letter (attached to this Memo) to Mayor and City Council.
- Communications Coordinator Carroll disseminated State Legislative and capital budget updates to City Council and Port & Harbor Advisory Commissioners.
- City Council HHE Champion Lord, Special Projects Coordinator Carroll, Interim City Manager Jacobsen, Port Director Hawkins, and J&H Consultants met with Senator Gary Stevens on Monday, April 8 and learned that additional state match funds for the HHE GI are included in the Senate version of the Capital Budget.
- Made travel arrangements are coordinated appointments for a trip to Washington DC to meet with Alaska's Congressional Delegation and the Assistant Secretary of the Army for Civil Works.
- Harbormaster Matt Clarke presented an overview at the Ecological Modeling workshop; Public Works Aaron Yeaton participated in the workshop.
- Port Director Hawkins presented to the State House Transportation Committee on April 18.
- Ongoing Communications/outreach: Information and updates about the study are being disseminated through the Homer Harbor Expansion website, the City's monthly newsletter, the City of Homer Facebook and Instagram pages and through HHE email subscriber list as needed.

**RECOMMENDATION:**

Informational Only.



**DEPARTMENT OF THE ARMY**  
**PACIFIC OCEAN DIVISION, U.S. ARMY CORPS OF ENGINEERS**  
**573 BONNEY LOOP, BUILDING 525**  
**FORT SHAFTER, HAWAII 96858-5440**

April 5, 2024

The Honorable Ken Castner  
Mayor of Homer  
491 East Pioneer Avenue  
Homer, Alaska 99603-7624

Dear Mayor Castner:

Thank you for your letter and the partnership between the City of Homer and the U.S. Army Corps of Engineers (USACE). It is encouraging to hear about the enthusiasm and support from the maritime community, the City of Homer, and the wider community.

As you know, \$800,000 was included in the President's Budget for Fiscal Year 2025 in the USACE Civil Works Program for the on-going feasibility study for Homer Navigation Improvements, Alaska. This marks another significant step in our collective efforts along with the approval I made recently for the work-in-kind for the project.

This project remains a high priority for USACE. Early February, I met with the Congressional Members in Washington DC and emphasized this project is high visibility with senior leaders in USACE. On April 9, Colonel Palazzini and his staff are scheduled to meet with the Congressional Members to also emphasize the importance of this project.

I acknowledge your interest and desire to have the project included in the Fiscal Year 24 Work Plan but cannot guarantee or speculate on specific allocations at this time. As you noted, Congress recently signed the Energy and Water Appropriations Act and additional funds for the Work Plan would come from this appropriation. Across the nation, allocations for projects are being considered for the limited amount of funds that were made available. The Alaska District will continue to keep you apprised of the funding status as information becomes available.

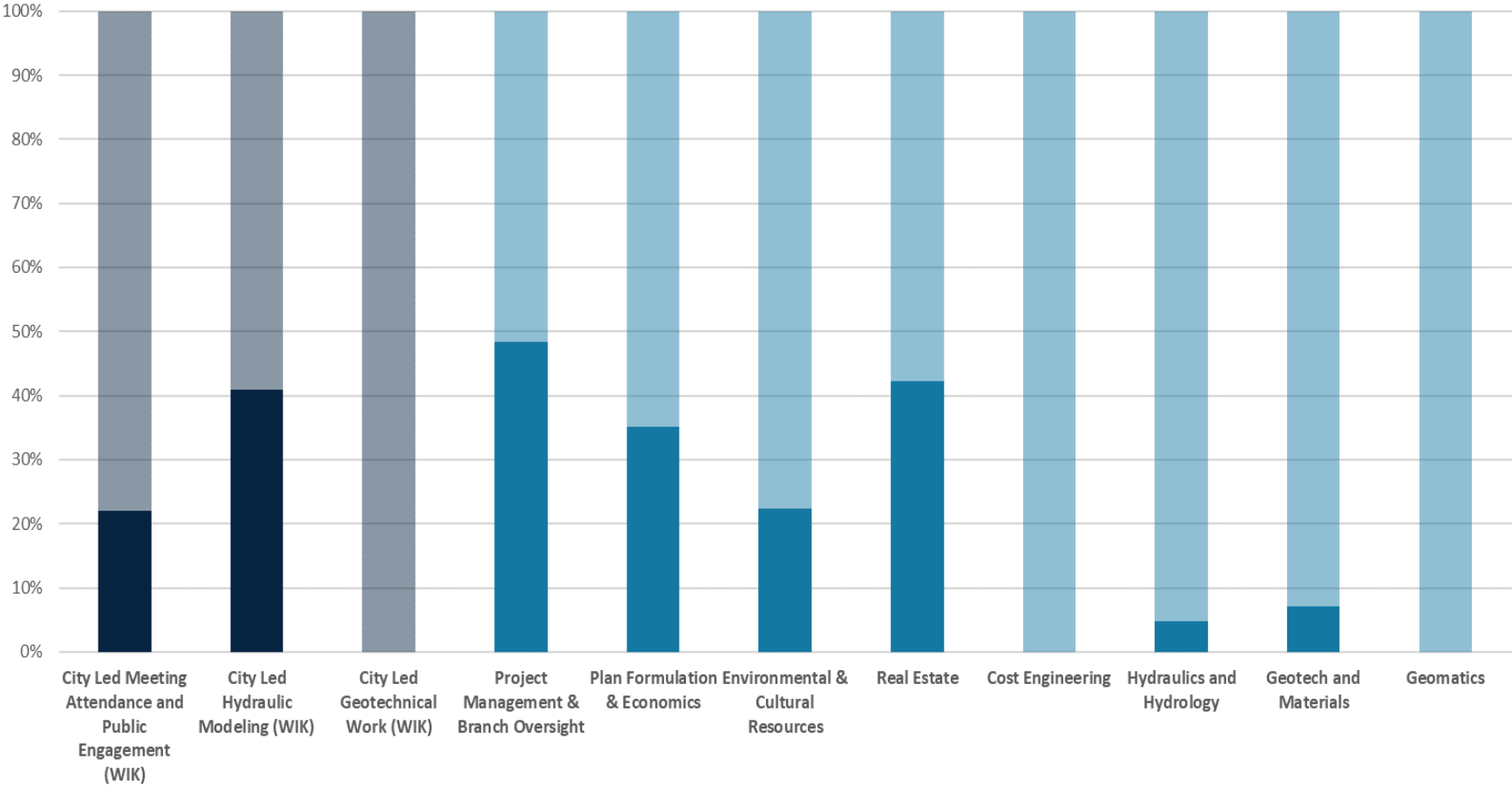
The navigation project in Homer exemplifies the power of multi-level partnerships in addressing the evolving needs of maritime transportation. I am pleased to be a part of this collaborative effort and remain committed to working closely and collaboratively with you and the City of Homer as we move forward. Please feel free to contact me through e-mail at pod-pao@usace.army.mil or poa.ExecutiveOffice@usace.army.mil.

Sincerely,

Jeffrey S. Palazzini  
Colonel, U.S. Army  
Commanding  
USACE Alaska District

Kirk E. Gibbs  
Brigadier General, U.S. Army  
Commanding  
USACE Pacific Ocean Division

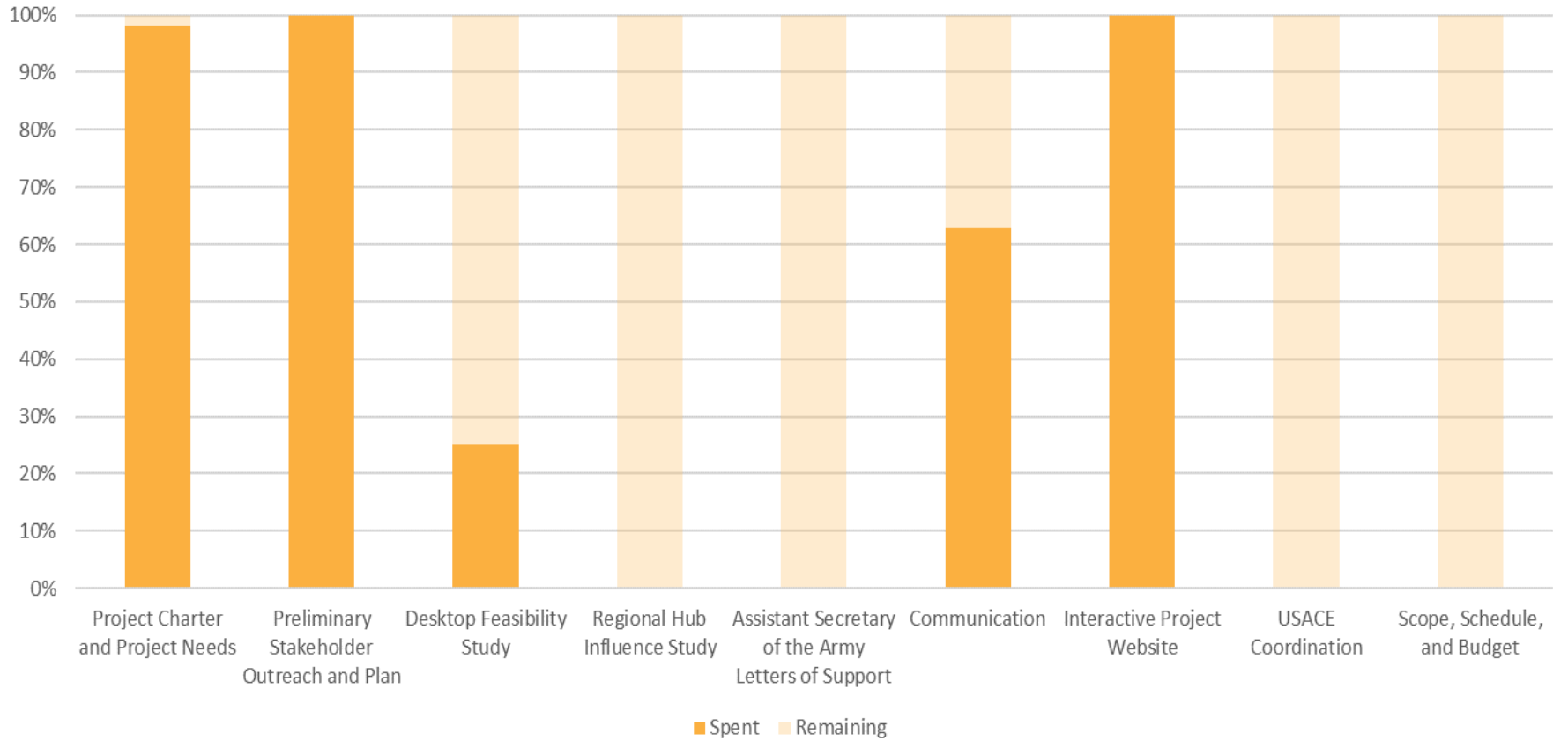
### Spent to Date by Study Budget Category



As of 4/15/24



### Owner's Representative Spent to Date by Task



*As of 4/8/24*



# MEMORANDUM

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## Community Rating System Program Status

**Item Type:** Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 22, 2024  
**From:** Ryan Foster, AICP, City Planner  
**Through:** Melissa Jacobsen, Acting City Manager

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The purpose of this memorandum is to provide an update on the status of the City's participation in Community Rating System (CRS) Program and to inform the Council of the intention to withdraw from the program. The CRS is a voluntary federal incentive program that encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP).

The City of Homer joined the CRS program in approximately 2014. At that time the Planning Division staff consisted of 4 full-time equivalent (FTE) positions and had the resources and time to pursue a voluntary program. With a current staff of 2.5 FTEs, the ability to prepare the paperwork and tracking for the program is difficult and time consuming, drawing resources and staff time away from required tasks of the Planning Division. Homer is rated a CRS class of 9 with the discount amount for flood insurance from the program of 5% (the lowest discount amount class). There are currently 12 properties covered under this discount, with a total community savings of \$3,236.

Based on the return on investment of staff time and resources and the limited community benefit received, staff is preparing to withdraw from the CRS program and will work with Federal Emergency Management Administration staff to complete that process. Upon withdrawal from the CRS program, the City of Homer would still be in the National Flood Insurance Program and all applicable floodplain management codes still apply for all future development.

The Kenai Peninsula Borough similarly withdrew from the CRS program in January 2023, but remains in the NFIP. While there were 210 policies affected by the change, the total savings to policyholders was \$4,671.30. The Borough found the cost to continue the program "exceeded the intended benefits of the program."

# KENAI PENINSULA BOROUGH COMPREHENSIVE SAFETY ACTION PLAN

Because everyone deserves to get home safely

## ABOUT THE PROJECT

Kenai Peninsula Borough (KPB), with the partner cities Homer, Kenai, Seldovia, Seward and Soldotna, were awarded grant funds to develop a Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (CSAP).

*Humans are vulnerable and sometimes make mistakes and our transportation system needs to account for this reality.*

## WHAT IS A CSAP?

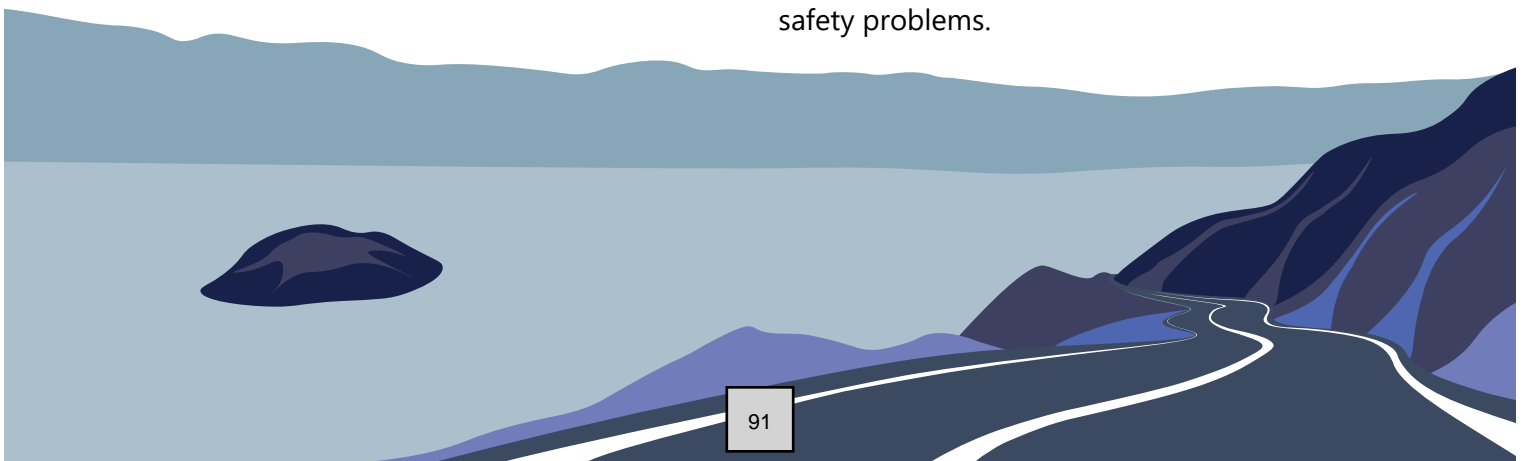
A CSAP is a long-term strategy for enhancing the safety of the borough's roads through a holistic approach to reduce (and eventually prevent) roadway fatalities and serious injuries borough wide. The CSAP will be structured around the Safe System Approach (SSA) National Roadway Safety Strategy developed by the USDOT.

## WHY DO WE NEED A CSAP?

The KPB had **14 non-motorist fatalities** and serious injuries between 2016 and 2021, according to the Alaska Department of Transportation & Public Facilities (DOT&PF) Alaska Vulnerable Road User Safety Assessment. In September 2023, a driver and passenger were killed while slowing in a school zone. In December 2022, a head on collision near Clam Gulch resulted in two fatalities. Also, in December 2022, a pedestrian/vehicle accident resulted in a pedestrian fatality. According to the AKDOT&PF the KPB had 238 fatal or serious injury crashes (both motorist and non-motorist) between 2017 and 2022.

Humans are vulnerable and sometimes make mistakes and our transportation system needs to account for this reality. The CSAP will help the KPB and their partner cities to understand the causes and contributing factors, and recommend countermeasures, creating redundancy and reducing risk. The plan will identify opportunities to improve safety through proactive and systemic programs, policies, processes, partnerships, and projects, especially for areas revealed to be of the highest concern.

A CSAP situates the borough, and partner cities to apply for future grant funds for projects and strategies identified in the plan to address roadway safety problems.



# KENAI PENINSULA BOROUGH COMPREHENSIVE SAFETY ACTION PLAN

## WHAT IS THE SSA?

The Safe Systems Approach (SSA) is a framework to help agencies prioritize safety policies, programs, and projects. The SSA principles are:

- No fatal or serious injury crashes
- A transportation system that can accommodate errors in human judgment
- A transportation system that limits speed
- Investments that prevent future crashes
- Engagement and coordination from all transportation and safety agencies
- Investments in solutions across the system, not at individual locations



## WE WANT TO HEAR FROM YOU!

You are the users of the KPB roadways as pedestrians, bicyclists, public transportation users, motorists, commercial vehicle operators and micromobility and personal conveyance users. Your knowledge and perspectives on issues and opportunities to improve the safety of the transportation system is essential.

### Opportunities to participate:

#### Public Workshop 1

May 7, 2024; 5-7 PM, Homer High School Commons; 600 Fairview Avenue, Homer

May 8, 2024; 5-7 PM, Donald E. Gilman River Center, 514 Funny River Road, Soldotna

May 9, 2024; 5-7 PM, Seward Community Library & Museum, 239 6th Avenue, Seward

Virtual TBD

#### Public Workshop 2

TBD; Fall 2024

#### Public Workshop 3

TBD; Winter 2024/25

## WHERE DO I FIND MORE INFORMATION?

Questions? Contact:

**Beth McKibben**, AICP

Lead Planner

[bmckibben@rmconsult.com](mailto:bmckibben@rmconsult.com)

907.646.9664

**Van Le**, AICP, Project Manager

[vle@rmconsult.com](mailto:vle@rmconsult.com)

907.646.9659

**Robert Ruffner**, Planning Director,

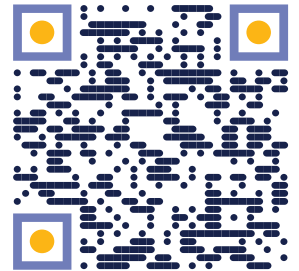
Kenai Peninsula Borough

[RRuffner@kpb.us](mailto:RRuffner@kpb.us) 907.714.2378

**Celina Robinson**, GIS Specialist,

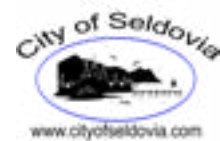
Kenai Peninsula Borough

[crobinson@kpb.us](mailto:crobinson@kpb.us) 907.714.2221



Project Website

<https://kpb-ss4a-comprehensive-safety-plan-kpb.hub.arcgis.com/>



# KPB COMPREHENSIVE SAFETY ACTION PLAN

Because everyone deserves to get home safely

## PUBLIC WORKSHOP

The Kenai Peninsula Borough, with partner cities Homer, Kenai, Seldovia, Seward and Soldotna, is developing its first Comprehensive Safety Action Plan (CSAP) structured around the Safe System Approach (SSA) National Roadway Safety Strategy developed by the USDOT. Humans are vulnerable and sometimes make mistakes and our transportation system needs to account for this reality. The CSAP will help the KPB and their partner cities to understand the causes and contributing factors, and identify opportunities to improve safety, especially for areas of highest concern.

Please join us for this public workshop to learn more about the KPB CSAP and how you can be involved!

### CSAP PUBLIC WORKSHOP SCHEDULE

- **Tuesday, May 7, 2024;** 5-7 PM, Homer High School Commons; 600 Fairview Avenue, Homer
- **Wednesday, May 8, 2024;** 5-7 PM, Donald E. Gilman River Center, 514 Funny River Road, Soldotna
- **Thursday, May 9, 2024;** 5-7 PM, Seward Community Library & Museum, 239 6th Avenue, Seward
- **Virtual TBD**

Come and meet our project team, grab a snack, and learn about safety planning, the project schedule, and share your areas of transportation safety concerns.

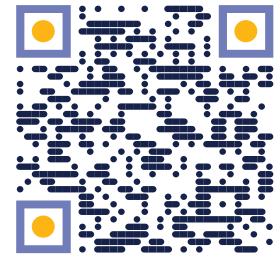
Open house begins at 5 PM and ends at 7 PM. There will be a short presentation at 5:30. Each workshop will follow the same format.



### FOR MORE INFORMATION:

#### Project Website

<https://kpb-ss4a-comprehensive-safety-plan-kpb.hub.arcgis.com/>



### CONTACTS

**Beth McKibben**

Lead Planner

bmckibben@rmconsult.com

907.646.9664

**Robert Ruffner**

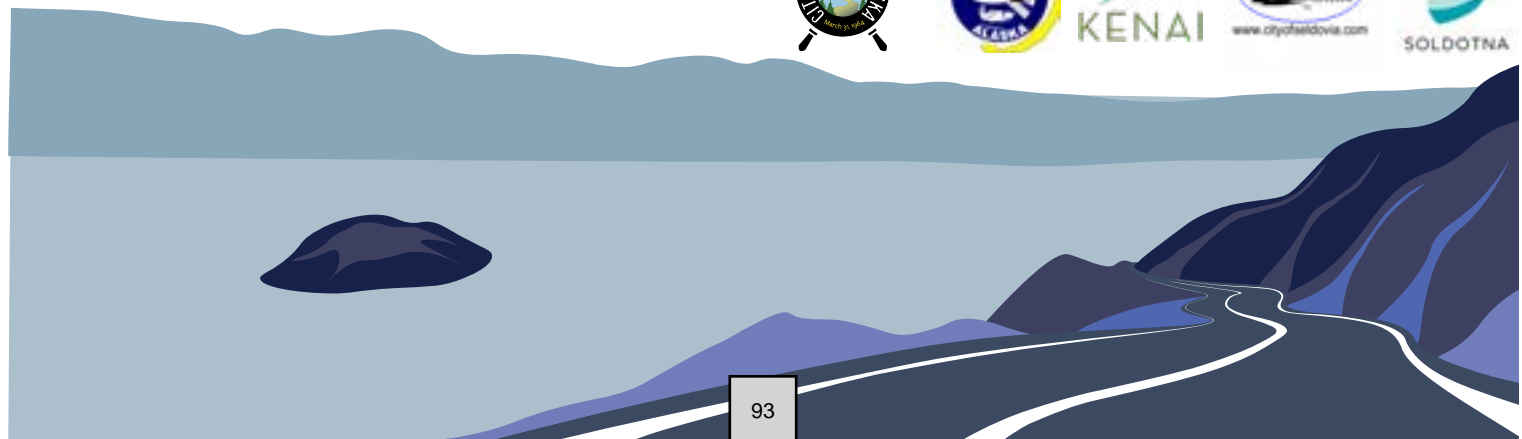
Planning Director

Kenai Peninsula Borough  
RRuffner@kpb.us 907.714.2378

**Celina Robinson**

GIS Specialist

Kenai Peninsula Borough  
crobinson@kpb.us 907.714.2221





# 2024 IOF

## INDUSTRY OVERVIEW FORUM

### Location:

Soldotna Regional Sports Complex

# 25 APRIL

THURSDAY

**8:30 AM CHECK IN & REGISTRATION**

**9:00 AM START**

**4:30 PM END**



SCAN TO REGISTER

### INDUSTRY TOPICS & HIGHLIGHTS:



**REGIONAL  
LABOR  
STATISTICS**



**WORKFORCE  
DEVELOPMENT  
PROGRAMS**



**CRITICALLY  
INTERCONNECTED  
TOPICS INCLUDE:**

- HOUSING
- TRANSPORTATION
- CHILDCARE



**HIGHLIGHTS OF  
EMERGING INDUSTRIES:**

- BLUE ECONOMY  
FEATURING  
MARICULTURE
- REGIONAL ENERGY  
PROJECTS,  
DEVELOPMENT AND  
PROGRAMS



**SOLDOTNA  
RIVERFRONT  
DEVELOPMENT  
PROJECT UPDATE**

YOU CAN ALSO REGISTER HERE:

**[HTTPS://FORMS.GLE/68ASUAHIXGOYPT98](https://forms.gle/68ASUAHIXGOYPT98)**

OR SCAN THE QR CODE ABOVE

**REGISTRATION IS SUGGESTED**

**CLOSES APRIL 19TH**

*Homer*

# ELECTRONICS RECYCLING

**\$15 SUGGESTED DONATION  
FOR TVs AND MONITORS**

All items accepted regardless of ability to pay

*Sponsored by*



**South  
Peninsula  
Hospital**



## *Accepted Items*

- Computers
- Laptops, Monitors
- Printers
- Servers, Routers, Hubs
- Televisions
- VCR's, DVD Players
- Stereos and Audio Components
- Cameras – Video and Digital
- iPhone, iTouch, iPad
- Copiers / Scanners / Fax Machines
- Cell Phones and Telephones
- Electronic Scales
- Credit Card Machines
- Alarm Clocks and Clock Radios
- Handheld Games
- Vacuums
- Communications Equipment

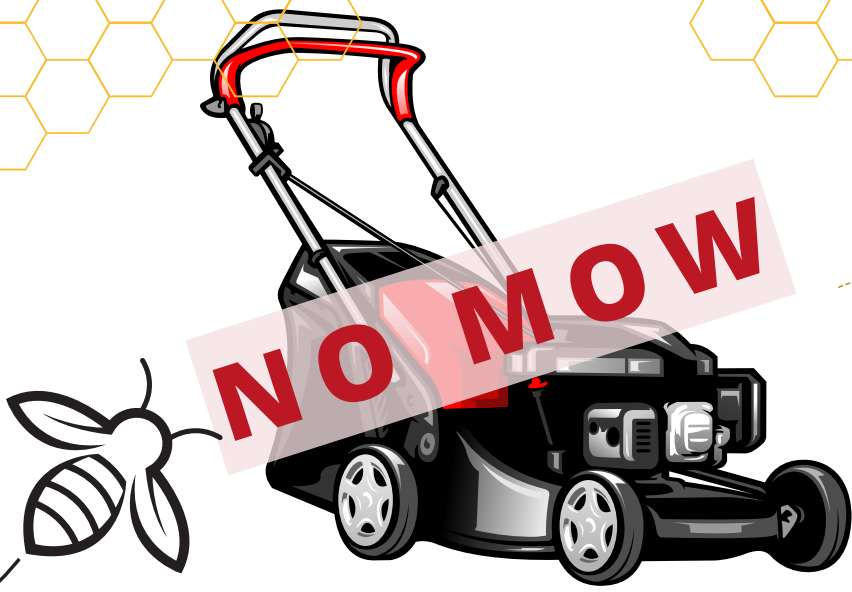
Contact 907-235-4068 ext.22  
or [recycle@inletkeeper.org](mailto:recycle@inletkeeper.org) to volunteer  
or schedule an appointment for a  
business, school, tribe, nonprofit or  
government agency.

**SATURDAY**

# April 27th

**10 AM - 2 PM | SPENARD BUILDERS SUPPLY**





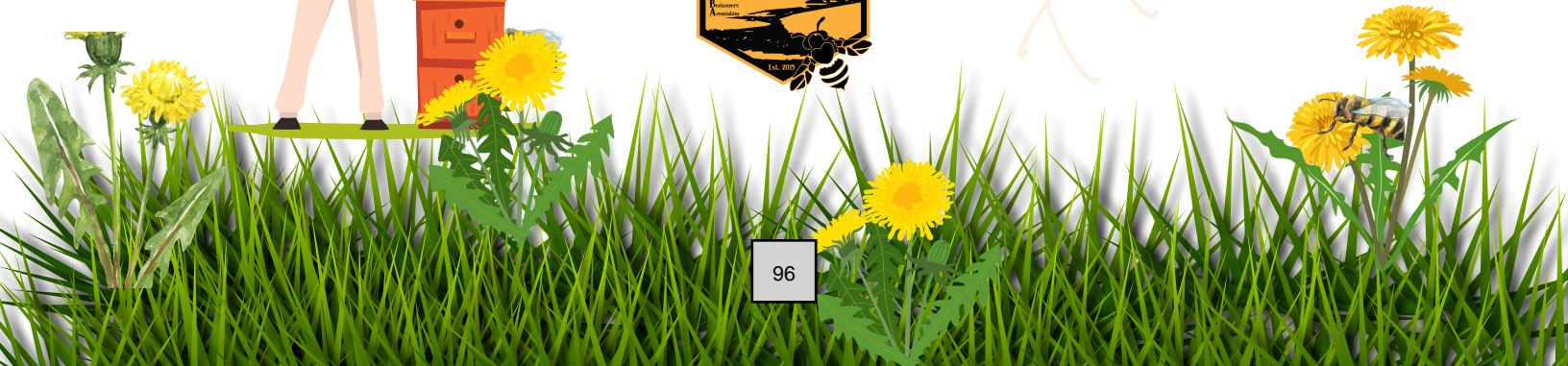
# MAY

**SUPPORTING OUR LOCAL BEES**

**LEAVE YOUR LAWN & DANDELIONS FOR THE BEES DURING MAY**

**ALL PARTICIPATING INDIVIDUALS THAT DISPLAY THEIR SUPPORT WILL BE ENTERED TO WIN A GIFT BASKET PROVIDED BY OUR LOCAL BEEKEEPERS HOMER AND SURROUNDING AREAS**

[homerbeekeepers@gmail.com](mailto:homerbeekeepers@gmail.com)  
to sign up today!





General Fund  
Expenditure Report  
Actuals through March 2024  
75% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Property Taxes	\$ 4,115,085	\$ 4,488,322	109%	
Sales and Use Taxes	8,939,282	6,761,744	76%	
Permits and Licenses	43,797	34,911	80%	
Fines and Forfeitures	10,303	2,814	27%	
Use of Money	0	258,222		
Intergovernmental	746,338	590,306	79%	
Charges for Services	396,890	408,291	103%	
Other Revenues	-	83,212		
Airport	198,448	167,114	84%	
Operating Transfers	1,800,016	-	0%	
<b>Total Revenues</b>	<b>\$ 16,250,158</b>	<b>\$ 12,794,936</b>	<b>79%</b>	
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 2,312,286	\$ 1,494,181	65%	
Clerks/Council	932,785	657,161	70%	
Planning	392,673	202,973	52%	
Library	1,084,122	782,872	72%	
Finance	904,572	549,139	61%	
Fire	1,887,213	1,236,249	66%	
Police	4,288,762	3,290,790	77%	
Public Works	3,515,361	2,309,240	66%	
Airport	229,618	188,156	82%	
City Hall, HERC	179,040	144,996	81%	
Non-Departmental	189,000	189,000	100%	
Total Operating Expenditures	\$ 15,915,432	\$ 11,044,758	69%	
Transfer to Other Funds				
Leave Cash Out	\$ 221,360	\$ -	0%	
Other	103,366	-	0%	
Total Transfer to Other Funds	\$ 324,725	\$ -	0%	
Transfer to CARMA				
General Fund Fleet CARMA	\$ -	\$ -	0%	
General Fund CARMA	-	-	0%	
Seawall CARMA	10,000	-	0%	
Total Transfer to CARMA Funds	\$ 10,000	\$ -	0%	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 16,250,158</b>	<b>\$ 11,044,758</b>	<b>68%</b>	
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 1,750,178</b>		

These numbers are preliminary and are subject change

Water and Sewer Fund  
Expenditure Report  
Actuals through March 2024  
75% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Water Fund	\$ 2,371,928	\$ 1,701,513	72%	
Sewer Fund	1,948,388	1,363,849	70%	
<b>Total Revenues</b>	<b>\$ 4,320,316</b>	<b>\$ 3,065,362</b>	<b>71%</b>	
<b>Expenditures &amp; Transfers</b>				
<u>Water</u>				
Administration	\$ 310,092	\$ 224,090	72%	
Treatment Plant	685,152	544,301	79%	
System Testing	33,000	26,979	82%	
Pump Stations	115,707	74,018	64%	
Distribution System	373,035	308,111	83%	
Reservoir	19,025	12,663	67%	
Meters	285,597	42,850	15%	
Hydrants	214,533	155,388	72%	
<u>Sewer</u>				
Administration	\$ 304,197	\$ 227,807	75%	
Plant Operations	836,596	613,840	73%	
System Testing	18,000	7,235	40%	
Lift Stations	216,352	146,750	68%	
Collection System	307,177	189,773	62%	
<b>Total Operating Expenditures</b>	<b>\$ 3,718,464</b>	<b>\$ 2,573,807</b>	<b>69%</b>	
Transfer to Other Funds				
Leave Cash Out	\$ 15,769	\$ -	0%	
GF Admin Fees	-	-	0%	
Other	22,945	-	0%	
<b>Total Transfer to Other Funds</b>	<b>\$ 38,714</b>	<b>\$ -</b>	<b>0%</b>	
Transfers to CARMA				
Water	\$ 309,001	\$ -	0%	
Sewer	254,138	-	0%	
<b>Total Transfer to CARMA Funds</b>	<b>\$ 563,138</b>	<b>\$ -</b>	<b>0%</b>	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 4,320,316</b>	<b>\$ 2,573,807</b>	<b>60%</b>	
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 491,555</b>		

Port and Harbor Fund  
Expenditure Report  
Actuals through March 2024  
75% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Administration	\$ 622,910	\$ 643,063	103%	
Harbor	3,961,361	3,541,749	89%	
Pioneer Dock	307,804	206,323	67%	
Fish Dock	578,477	470,747	81%	
Deep Water Dock	182,426	94,993	52%	
Outfall Line	4,800	4,800	100%	
Fish Grinder	7,390	10,393	141%	
Load and Launch Ramp	130,000	65,131	50%	
<b>Total Revenues</b>	<b>\$ 5,795,168</b>	<b>\$ 5,037,199</b>	<b>87%</b>	
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 1,148,734	\$ 840,043	73%	
Harbor	1,611,779	1,035,697	64%	
Pioneer Dock	86,646	62,423	72%	
Fish Dock	748,267	446,772	60%	
Deep Water Dock	105,007	61,631	59%	
Outfall Line	13,500	(1,455)	-11%	
Fish Grinder	27,682	30,930	112%	
Harbor Maintenance	533,783	380,743	71%	
Main Dock Maintenance	51,393	34,480	67%	
Deep Water Dock Maintenance	61,893	37,660	61%	
Load and Launch Ramp	138,936	80,253	58%	
<b>Total Operating Expenditures</b>	<b>\$ 4,527,622</b>	<b>\$ 3,009,176</b>	<b>66%</b>	
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 73,867	\$ -	0%	
GF Admin Fees	-	-	0%	
Debt Service	0	-	0%	
Other	375,092	-	0%	
<b>Total Transfer to Other Funds</b>	<b>\$ 448,959</b>	<b>\$ -</b>	<b>0%</b>	
<b>Transfers to Reserves</b>				
Harbor	\$ 818,588	\$ -	0%	
Load and Launch Ramp	-	-	0%	
<b>Total Transfer to Reserves</b>	<b>\$ 818,588</b>	<b>\$ -</b>	<b>0%</b>	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 5,795,168</b>	<b>\$ 3,009,176</b>	<b>52%</b>	
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 2,028,023</b>		