



# City of Homer

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

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

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(p) 907-235-3130

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## Memorandum Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: SEPTEMBER 12, 2022  
SUBJECT: SUPPLEMENTAL PACKET

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

Lease management attachment from Deputy City Clerk Tussey.

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### **RESOLUTIONS**

Resolution 22-067, A Resolution of the City Council of Homer, Alaska Opposing a Constitutional Convention.  
Mayor/Aderhold.

Proposed amendment from Council Member Aderhold and written public comment.

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## Memorandum

TO: PORT & HARBOR ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: AUGUST 24, 2022

SUBJECT: TRANSITION OF LEASE MANAGEMENT DUTIES STAFF REPORT

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Since April, staff in the City Manager's Office, City Clerk's Office, Port and Harbor, and Economic Development departments have been meeting to internally restructure how City leases are managed. Over the years as staffing abilities have evolved, lease management duties and responsibilities has moved between different departments, so the change is not unprecedented. The purpose of this staff report is to ensure the PHC is kept abreast of these internal City staff changes.

### **This transition will include the following changes:**

- **General lease administration, compliance tracking, recordkeeping, and form/document management will move to the City Clerk's Office, specifically me as the administration-focused Deputy City Clerk.** Reasons for this change:
  - The Clerk's Office serves as the City's record-keepers and already maintains signed contracts, MOA's, and deeds; overseeing the electronic and paper records for leases already pairs with our role with the City.
  - Both new and renewing leases must go through the legislative process, which the Clerk's Office also facilitates as part of our clerk duties to City Council and the commission.
  - The Clerk's Office is centrally located at City Hall, better for facilitating lease management business between the primary departments involved with property management and all City lessees (not just the Spit), and already oversees recording duties for City documents.
  - Bonus: I have extensive experience with the City leases from when I worked at the Port and Harbor Office from 2010 to 2017 in the Administrative Secretary position.
- **More involvement by Economic Development and Planning during the preliminary stages of lease applications, and for screening prospective applicants or current lessees regarding land use inquiries, specifically by Julie Engebretsen as the Economic Development Manager.** Reasons for this change:
  - Majority of City leases require Planning and Zoning involvement, be it for applying for Conditional Use Permits, building plans, or questions on zoning allowances. By filtering initial inquiries through Julie first, she can better (and more efficiently) verify if their use/intentions are compatible with the zoning code for the lot in question, if it works with the Land Allocation

Plan, etc. If need be, Julie will pull in Planning to talk out any other Planning/development requirements to ensure there aren't any surprises during an actual application phase.

- The existing lease process/operating procedures does not include Economic Development and Planning in the initial stages. By having them as the first point of contact, it saves prospective applicants and staff a lot of time by filtering out what is/is not viable before an applicant goes down the lengthy path of a lease application.

**What is being improved upon by the transition:**

- Standard operating procedures overall and better communication links between all City personnel involved in lease management and compliance; this includes Building Maintenance, Port and Harbor staff, and City Hall/Administration staff.
- More City Attorney involvement during any lease negotiations and lease application review process.
- Amendments to Homer City Code reflect the new standard operating procedures for lease management and further clarify processes outlined in HCC 18.08; ordinance is scheduled for final reading/adoption by Council at their first meeting in September.
- Fee Schedule amendments are also scheduled for Council approval by September; new lease fees are made with the intention of aligning the fees with actual lease procedures and recouping more of the costs from staff time, while understanding that the fees still remain considerably lower than actual staff time costs.
- Updates to our lease application forms and the standard/base lease will take place once HCC and the fee schedule are updated in September; I will be working with the City Manager's Office, Julie with Economic Development, and the City Attorney on these revisions with the goal to have all new forms/processes in place sooner than later while there are no pending new leases in the works.

**What is staying the same:**

- Port and Harbor remains an integral part of compliance and are the "eyes and ears" out on the Spit. Billing for lease payments will continue to go through their office, just as airport lease payments will go through Finance.
- All business pertaining to City leases located on the Spit will still go through the PHC for their recommendations before going before Council.
- The City Manager is still designated the City's "property manager" and all land use business/decisions will continue to go through the City Manager's Office.

**What the PHC can expect moving forward:**

Commissioners can expect all lease updates and anything regarding lease management to come from me in the Clerk's Office. I will keep commissioners updated as we proceed through this transition, and will bring pertinent lease-related agenda items to the commission when recommendations from the PHC are appropriate.

Note that both internal and external communication regarding this transition of lease management duties is still in the works; as we finalize things, a letter will be going out to current lessees with an update.

Resolution 22-067, proposed amendments from Councilmember Aderhold

Proposed amendment to title (Line 7):

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA ~~OPPOSING~~ STATING  
THAT A CONSTITUTIONAL CONVENTION MAY LEAD TO UNEXPECTED AND  
NEGATIVE EFFECTS ON THE CITY OF HOMER

Proposed amendment to resolve clause (Lines 39-41):

NOW THEREFORE, BE IT RESOLVED that the City council of Homer, Alaska hereby  
~~opposes~~ states that a Constitutional Convention ~~because it~~ may lead to unexpected and negative  
effects on the City of Homer ~~for our community, and is unnecessary at this point in time.~~

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[Home](#) > [Submit Written Testimony to City Council](#) > [Webform results](#) > Submission #65

#### Submission information

Form: [Submit Written Testimony to City Council](#) [1]

Submitted by Visitor (not verified)

Mon, 09/12/2022 - 11:43am

209.112.186.120

**First Name** Laurie

**Last Name** Daniel

**Email** [REDACTED]

**Phone Number** [REDACTED]

**Are You A City or Non-City Resident?** Non-City Resident

**Which City Council Meeting do you want to participate in?** Regular Meeting

**Date of Meeting you want to participate in?** Mon, 09/12

**What type of comments will you be giving?**

Public Hearing Comments - Citizens may comment on items scheduled for public hearing.

**Public Hearing Agenda Item:** Resolution 22-067

#### Written Testimony

Dear Council Members,

I am writing to encourage you to pass Resolution 22-067 which opposes the idea that AK hold a Constitutional Convention. Alaska's founding Constitution is exemplary and often referenced as a model by other states for its thoroughness, protection of individual liberties, and functionality.

A Constitutional Convention is wholly unnecessary and the risks far outweigh the rewards, as special interests presently angle to have their highly partisan positions dominant.

We have other measures to amend our Constitution, if needed, and we've done that in the past. However, Alaskans have consistently voted no every 10 years when the idea of a Constitutional Convention is required to be asked on the ballot.

I urge you to pass the City of Homer Resolution 22-067 at this evening's Council meeting. It is the best action to take for all Alaskans on this statewide issue.

Thank you,  
Laurie Daniel  
PO Box 3713  
Homer, AK 99603

**Electronic Signature**

Laurie Daniel

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree that I am the person identified above and that I acknowledge and agree to the above Terms of Acceptance.

**Source URL:** <https://www.cityofhomer-ak.gov/node/60081/submission/49830>

**Links**

[1] <https://www.cityofhomer-ak.gov/cityclerk/submit-written-testimony-city-council>