



# SUPPLEMENTAL PACKET

## City Council Meeting

Monday, May 8, 2023 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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### CONSENT AGENDA

Resolution 23-048, A Resolution of the City Council of Homer, Alaska Amending the Water and Sewer Utility Financial and Rate Setting Policies and Utility Financial Plan. City Manager/Public Works Director.

Memorandum CC-23-135 from Finance Director as backup and Public Works draft policy revisions **Page 2**

### PUBLIC HEARING(S)

Ordinance 23-20, An Ordinance of the City Council of Homer, Alaska Appropriating Funds for the Fiscal Years 2024 and 2025 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, and Internal Services Funds. City Manager. Introduction April 10, 2023, Public Hearing April 24 and May 8, 2023, Second Reading May 8, 2023.

Ordinance 23-23, An Ordinance of the City Council of Homer, Alaska Appropriating the Funds for the Fiscal Years 2024 and 2025 Capital Budget. City Manager. Introduction April 24, 2023, Public Hearing May 8 and May 22, 2023, Second Reading May 22, 2023.

Budget Amendments

**Page 11**

### CITY MANAGER'S REPORT

Homer Harbor Expansion Study Monthly Written Update

**Page 30**

### PENDING BUSINESS

Resolution 23-046, A Resolution of the City Council of Homer, Alaska Authorizing a Task Order in the amount of \$379,661 to HDR Engineering, Inc. for the Homer Harbor Expansion Study's In-Kind Engineering Support Services and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director.

Memorandum 23-134 from City Clerk with Port & Harbor Commission excerpts.

**Page 34**



# MEMORANDUM

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**Resolution 23-048, A Resolution of the City Council of Homer, Alaska Amending the Water and Sewer Utility Financial and Rate Setting Policies and Utility Financial Plan. City Manager/Public Works Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Meeting Date:** 08 May 2023  
**From:** Elizabeth Walton, Finance Director

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City Council requested at the Work Session on April 24, 2023 that the Utility Financial Policy be brought forward at the next meeting for update coinciding with the proposed utility rate adjustment for Fiscal Year 2024.

Staff has begun the process of updating the Policy to align with the proposed rate, but more work needs to be done before presenting a final version to Council for review and adoption.

**Recommendation:** Staff recommends that Council postpone the Resolution adopting the Utility Financial Policy until the next meeting on May 22, 2023.

# City of Homer Water and Sewer Water and Sewer Utility Financial/Rate Setting Policies (PW AMENDED 2023)

Not a final draft, still under staff review

## Introduction

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

The establishment of written financial policies is intended to:

- Institutionalize sound financial practices
- Clarify strategic intent
- Define boundaries
- Support bond ratings
- Promote long range strategic thinking
- Manage risk
- Adhere to established best practices

## Financial Policy Goals and Objectives

The goals of the City's financial policies are to:

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

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

This framework provides recommendations that take into consideration the typical or median reserve levels for a "AAA" versus a "AA" rated utility. This framework will also enable the City Council to make more informed decisions in establishing the financial targets contained within the financial policies.

## 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). ~~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)** – Voters in the City of Homer established the HAWSP fund to improve the Health and Welfare of the community by funding capital improvements to the City's water and sewer system. The HAWSP is funded by a voter approved dedicated sales tax, and assessments levied on benefited properties. (See HCC 9.16.010(b).) Specifically, the HAWSP Fund is built from a levy of  $\frac{3}{4}$  of a percent on the retail sales tax. This tax was established by voters and can only be modified through another ballot measure. The key objectives of the HAWSP fund are as follows:

- Provide for water/sewer improvements without placing a heavy financial burden on individual property owners. (Resolution 99-53.)

- Increase the number of users to the system(s), thereby increasing revenues to the Water and Sewer Enterprise Funds. (Resolution 99-53.)
- Promote construction of additional improvements to the City water and sewer systems. (See Ordinance 99-14(S)(A).)
- Protect public health. (2016 HAWSP Policy Manual.)

The HAWSP ~~may also be used~~ ~~is generally intended~~ to provide “Seed Money” for major projects (projects that exceed \$1.1 million). The target HAWSP fund value is to be maintained at a level to provide sufficient funding for current long-term debt obligations and annual funding needs as outlined in the Utility Financial Plan. The HAWSP fund may additionally be used to pay off HAWSP-project debt, subject to City Council approval, and may furthermore be used in conjunction with CARMA for project funding, especially where an element of the project involves extension of service, expansion of capacity, or promotion of public health.

**1.2.2 Capital Asset Repair and Maintenance Allowance (CARMA)** – 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)). **For many years, CARMA was funded annually through a rate surcharge equal to 15% of water and sewer costs and collected through the water and sewer rates. The City experimented with a new method with the FY 22/23 rates; that is, using the Asset Management Plan to identify high risk components of the utility systems, estimate the costs of repairs to those components, and add a capital repair item to the rate model to cover the designated repairs. This experiment proved to be a failure. In 2022, the clarifier belts in the WWTP failed, triggering a repair cost of over \$900,000, which significantly adversely affected the Sewer CARMA. The City realized it needed a reserve to accommodate Unknown Unknowns and reinstated the 15% rate surcharge in the FY 24/25 rates. Further, the City identified minimums and maximums for the CARMA accounts; that is, a minimum of \$500,000 and a maximum of \$1,500,000 for the water utility and a minimum of \$500,000 and a maximum of \$1,500,000 for the sewer utility. Additionally, the CARMA accounts may be supplemented by transfers from the Fund Balance.**

~~CARMA shall be funded as an element of the rates at a sufficient level to fund capital improvements as identified in the Utility Financial Plan.~~

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

- 1.3 Bond Reserve** – A bond reserve fund is a restricted reserve. A bond reserve fund shall be established, as required and in accordance with anticipated bond covenants for specified projects where the City Council intends to pursue bond funding. The minimum fund balance of the bond reserve shall be equal to bond reserve requirements set by applicable bond covenants.

## **2. Debt Issuance and Debt Management**

The City, during the course of normal operations, may issue long-term debt to fund certain capital projects. The establishment of policies related to debt issuance and debt management are intended to minimize the overall long-term costs of the City and utilize long-term debt to the benefit of the City's customers. Provided below are the debt issuance and debt management policies.

- 2.1 Funding of Annual Renewal and Replacement Capital Projects** – The City will not need to issue long-term debt to fund annual renewal and replacement capital projects, as it will use rate funding, through CARMA, to properly and adequately fund the City's annual renewal and replacement capital projects. Accordingly, the minimum annual funding from rates shall be at least equal to or greater than the City's annual renewal and replacement needs as determined in the Utility Financial Plan.
- 2.2 Long-Term Debt as a Funding Mechanism for Capital Projects** – The City can consider the use of long-term debt to fund significant non-reoccurring capital projects. The policy objective when issuing long-term debt is to minimize the financial and rate impacts of significant non-reoccurring capital projects, **particularly projects with an estimated cost of at least \$300,000.** When structuring such long-term debt, the City shall consider the following factors as:
- Current interest rates (costs)
  - Current amount of the utility's outstanding debt levels
  - Consistency with the City's debt policy and overall debt level

The City shall avoid an over-reliance upon debt by considering the debt service coverage ratios of rating agencies to measure whether the City's debt to capitalization or debt to operating revenue ratios are appropriate. Specifically, the City should maintain a debt/equity ratio which is less than 50% for utility financial planning. In certain circumstances the City may need to exceed this target to fund critical infrastructure projects. In these cases, the City Council will provide guidance on the appropriate target debt/equity ratio. For each debt issuance, the City will identify the funding source for annual principal and interest payments, prior to the approval issuing the debt.

- 2.3 Types of Long-Term Debt** – To minimize the overall costs of debt, the City shall strive, at all times, to utilize the lowest and best available cost option for issuing debt.
- 2.4 Bond Covenants** – The City, at all times, shall adhere to and meet any bond covenants put forth by bonds issued by the City. Bond covenants are legal obligations placed upon the City. If the City is not in compliance with bond covenants, the City's management team shall inform the City Council and appropriate action will be taken.
- 2.5 Debt Service Coverage Ratio** – At all times, the City shall meet the minimum debt service coverage (DSC) requirements associated with bond covenants. For financial

planning and rate setting purposes, the City shall target a minimum DSC of 1.25 times annual debt service on all outstanding debt.

- 2.6 **Debt Funding Through Assessment Revenues** – For certain capital improvements the City may use Assessment District’s to fund improvements to provide service to these areas. In these circumstances the City will establish specific criteria for each assessment to ensure the adequate repayment of the assessment to reimburse the funding of the infrastructure providing service. When structuring debt the funding sources will be identified prior to approving the Assessment District.

### 3. **Balanced Operating Budget**

- 3.1 **Self-Supporting** – The water and sewer utility shall be self-supporting, where current revenue fully funds current operating and capital expenditures on an annual basis.
- 3.2 **Adequate Funding to Preserve System Assets** – The City’s assets shall be properly operated and maintained to provide for a long life. Annual operating expenditures will be budgeted and funded at a level that promotes the efficient operation of and preservation of assets through the asset’s useful life.
- 3.3 **Evaluation and Monitoring of Cost** – Costs will be monitored monthly to ensure the utility is operated in a cost effective and economically prudent manner and reported to the City Council on a quarterly basis.
- 3.4 **Positive Annual Net Income** – The City shall plan for annual net income (total revenue less O&M, taxes or transfers, debt service, and capital projects funded from rates) greater than or equal to zero (positive balance of funds).
- 3.5 **Strive for Rate Stability** – The City’s rates should be stable over time while generating sufficient revenue. As a part of the annual budgeting process, the City shall review the rates to confirm the adequacy of the current rates.
- 3.6 **Disposition of “One-Time” Revenue** – In instances of large one-time revenues (e.g., legal settlement), if not specifically earmarked, the funds will be transferred to an appropriate reserve(s) (operating, capital, or rate stabilization).
- 3.7 **Alternative Funding/Revenue Diversification** – To minimize overall rates, the City should explore alternative revenue sources such as grants and direct developer contributions.
- 3.8 **Fund Balance – the Fund Balance is the difference between budgeted expenses and actual expenses at the end of the FY. The Fund Balance is used to purchase inventory items. It may also be used to replenish the CARMA accounts or “buy down” rates.**

### 4. **Establishing Rates and Fees**

The City shall establish rates utilizing industry recognized “generally accepted” rate setting methodologies. This will provide the City with consistency in their ratemaking process, while also establishing rates which are legally defensible. The City’s policies on establishing the water and sewer rates and fees, and the general methodologies to be utilized, are as follows:

#### 4.1 **Revenue Requirement Analysis**

The revenue requirement analysis provides a projection of the City’s revenues and

expenditures for a defined time period. The revenue requirement analysis shall provide the City Council with the information and cost-basis to determine the size and timing of any proposed rate adjustments. The City's revenue requirement analysis methodology shall consider the following:

- 4.1.1 The revenue requirement (financial plan) analysis will be developed **from the current year's budget, as part of the budget process.** ~~for a minimum projected five-year time period.~~
- 4.1.2 Revenue requirements will be established using the "cash basis" methodology. The "cash basis" methodology includes O&M expenses, taxes/transfer payments, debt service (P+I) and capital improvements (renewal and replacement) funded from rates. The revenue requirements may include a component for change in working capital/rate stabilization funds to manage reserve balances and mitigate rate impacts.
- 4.1.3 Costs shared across utilities shall be allocated to each utility based an equitable allocation method. These may include, but not be limited to, labor ratios, number of customers, revenues, usage etc. The allocation method should be whichever method most equitably allocates the specific cost.
- 4.1.4 Any wholesale increases imposed upon the City by a water supplier or wastewater treatment agency will be reviewed for financial/rate impacts.
- 4.1.5 The City's revenue requirement analysis shall fully incorporate the City's reserve, debt and budgeting policies.
- 4.1.6 The City's goal is to project revenue requirements for a minimum of five years into the future.**

#### 4.2 Cost of Service Analysis

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

- 4.2.1 The cost of service shall be developed for a projected one-year time period or the period over which rates will be set, utilizing the revenue requirements as developed in 4.1.
- 4.2.2 The cost of service analysis shall be designed and developed to consider the unique and specific circumstances of the City's water and sewer system.
- 4.2.3 The City shall allocate costs to customer class of service based upon facility requirements and usage characteristics.
- 4.2.4 When necessary, the City may phase-in the cost of service results to transition to fully-cost based rates.

#### 4.3 Rate Design Analysis



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

- 4.3.1 The City shall utilize the results of the revenue requirement analysis and cost of service analysis in the development of final proposed rate designs.
- 4.3.2 Rates shall be designed to collect the overall target level of revenues for each customer class of service.
- 4.3.3 The City's rate designs shall be reflective of the City Council's rate design goals and objectives, while also being reflective of the greater public purpose (e.g., economic development, conservation, etc.).
- 4.3.4 The City shall take into consideration both fixed and variable costs in the development of final proposed rates. The average unit costs calculated within the cost of service analysis provides the cost-information related to fixed and variable costs.
- 4.3.4 Bill comparisons shall be developed for all proposed rate designs to illustrate the general impacts to customers across a range of consumption.
- 4.3.5 In establishing the final water and sewer rates, the City's Council may take into consideration neighboring utility rates, but not to the financial detriment of the City.

#### **4.4 Other Rate Setting Considerations**

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

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



# City of Homer

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

Office of the City Manager

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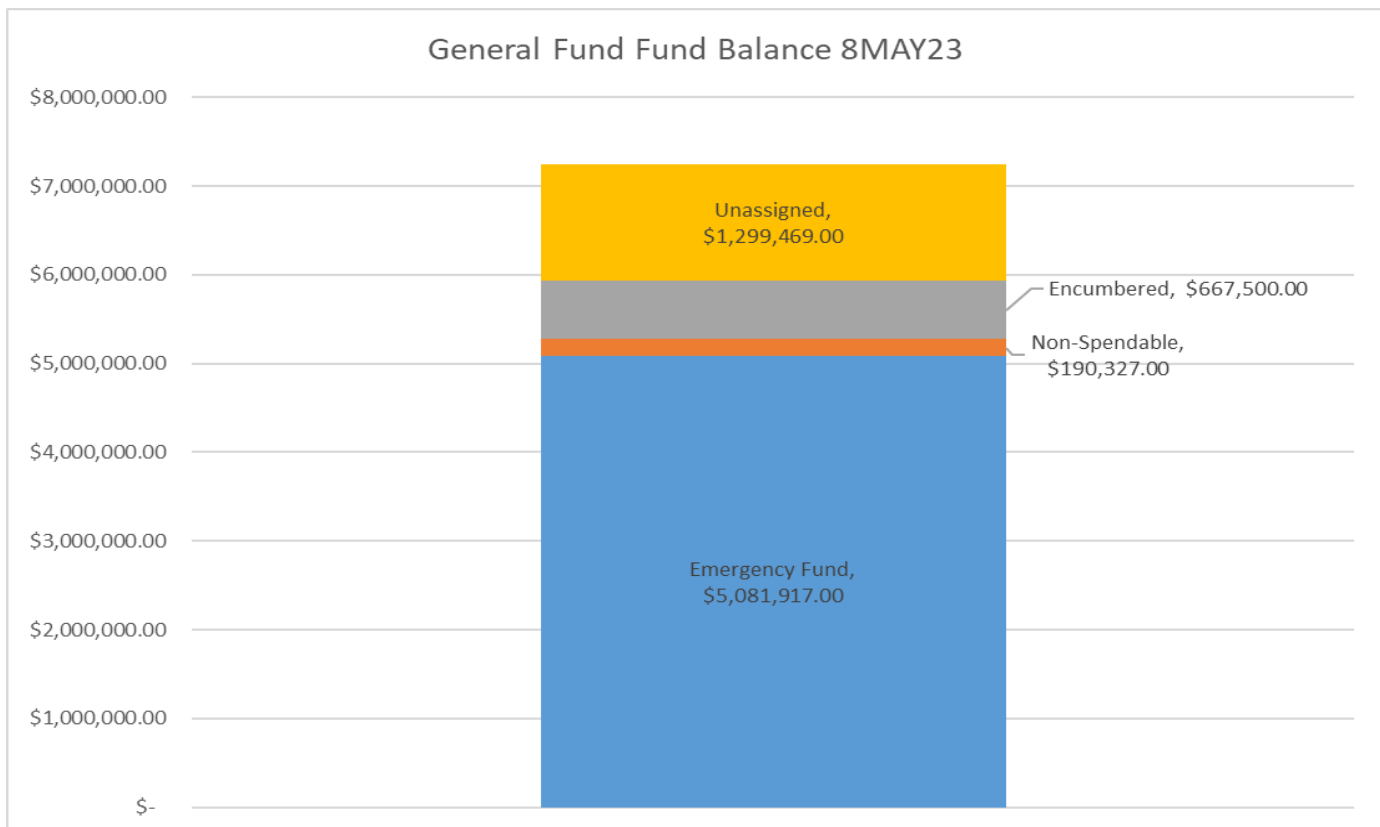
(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: May 8, 2023  
SUBJECT: General Fund Fund Balance

The General Fund Fund Balance is a moving target, but the stacked column below gives an overview of a conservative estimate the current balance.



The emergency fund grows year over year in relation to the budget. Homer City Code 3.05.049(b) requires that the equivalent of four months revenue for the current fiscal year be restricted to emergency use only. That four month number was set by Council and can be modified via ordinance.

The non-spendable funds are related PERS, inventory, pre-paid items, etc. The encumbered funds are mainly associated with Ordinance 22-82 which is funding two firefighter/EMT positions during FY24/25. I don't expect that entire appropriation to be spent because of the realities of recruiting and retaining fire positions.

The unassigned balance has no strings attached and can be spent however Council pleases.



# City of Homer

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## Office of the City Manager

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: May 8, 2023  
SUBJECT: Proposed Budget Amendments

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Attached to this memo is a spreadsheet of requests from Councilmembers related to desired changes to the operating and capital budgets. We received all different types of formats for requests and we simplified them down to what you see in the spreadsheet. We tried to make the sheet very simple to follow.

The staff recommendation is for Council to consider each request individually and allow the Councilmember who pitched the idea to explain their reasoning and/or goal before the Council discusses and votes on the amendment.

### Operating Budget Amendments - FY24/25

Request Name	Sponsor	FY24 Amount	FY25 Amount	Funding Source
Increased Funding - Homer Chamber	Davis	\$ 24,000		
Homer Business Advisor (AKSBDC)	Venuti	\$ 15,000	\$ 15,000	
Community Recreation Software	Venuti	\$ 11,000	\$ 7,000	
Sign Repair at Library	Mayor	\$ 1,800		
Sister City Advertising & Gifts	Mayor	\$ 4,000		
Community Recreation FTE	Erickson	\$ 81,000	\$ 83,000	\$10,000 in each fiscal year reduction to Pratt Museum funding; remainder
<b>Reduction</b> - Professional Services and Employee Training	Erickson	TBD	TBD	
<b>Reduction</b> - Planning Food and Staples	Erickson	\$ (2,000)	\$ (2,000)	
<b>Reduction</b> - Planning Advertising	Erickson	\$ (3,000)	\$ (3,000)	

### Capital Budget Amendments - FY24/25

Request Name	Sponsor	FY24 Amount	FY25 Amount	Funding Source
ADA Accessibility Equipment	Aderhold	\$ 9,739		General Fund CARMA
New Comprehensive Plan Development	Aderhold	\$ 400,000		General Fund CARMA
Town Center Plan Revision	Davis	\$ 250,000		General Fund CARMA
Jack Gist Park - Water/Sewer Extension	Mayor	\$ 120,000		\$42,500 HAWSP; \$77,500 General Fund Unassigned Fund Balance
Karen Hornaday Park - Water/Sewer Extension	Mayor	\$ 30,000	\$ 500,000	<b>FY24</b> - \$10,000 HAWSP; \$150,000 GF Unassigned Fund Balance <b>FY25</b> - \$20,000 HAWSP; \$350,000 General Fund Unassigned Fund Balance
Future Rec Center	Mayor	\$1,000,000	\$1,000,000	<b>FY24</b> - \$1,000,000 Future General Fund Unassigned Fund Balance <b>FY25</b> - \$1,000,000 Future General Fund Unassigned Fund Balance
Grid Repair/Replacement Design	Erickson	\$ 25,000	\$ 100,000	Port Reserves
<b>Remove</b> - Personnel Regulations and Salary Schedule Overhaul	Erickson	\$ (75,000)		Remove capital project and return funds back to General Fund CARMA
<b>Remove</b> - Wayfinding and Streetscape Implementation	Erickson	\$ (50,000)		Remove capital project and return funds back to HART Trails
<b>Remove</b> - Trail Design Criteria Manual Update	Erickson	\$ (50,000)		Remove capital project and return funds back to HART Trails
<b>Remove</b> - Pumper/Tanker Contingency	Erickson	\$ (25,000)		Remove capital project and return funds back to General Fund Fleet CARMA
<b>Remove</b> - Fuel Island Replacement	Erickson	\$ (190,000)		Remove capital project and return funds back to HART Roads

# FY24 Proposed Budget Amendment Form

**Fund Name:** Genersl CARMA (156)

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**Project Name:** ADA Accessibility Equipment

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Account #	Account name	Page #	Increase	Decrease	Balance
100-156	General CARMA			\$ 9,739.20	\$635,813

**Rationale:**

The City Council has adopted several resolutions supporting accessibility throughout the city, purchasing this equipment would provide access to numerous events supported and/or sponsored by the City and held throughout the year within the City facilities and recreational venues such as Bishop's Beach, Mariner Park, Beluga Slough, or Karen Hornaday Park. This equipment would provide accessibility compliance where currently there is none.

The MobiMat RecPath is an ADA/ABA portable non-slip rollup access mat that can be used over sand, grass, snow and ice. They are UV, water and mildew resistant and provide a semi rigid, stable rollout pathway that remains nonslip even in inclement weather. It is also salt water resistant and can be extended into the water.

The cost for the MobiMat RecPath per 50 foot roll is \$2,219.00. This is a five foot wide, portable rollout access mat for pedestrians, elderly, strollers and people with mobility issues of any kind. They are great for use in creating accessible pathways to a beach area, park pavilions, or over snow and ice to view or attend an event.

The Mobi Mat Roll & Stow Manual dispenser is \$3659.00. This is a manual dispenser that is designed to transport, deploy and recover up to 164 feet of the MobiMat RecPath with or without a vehicle in a few minutes. It can also be fitted with a tow coupling to use a vehicle with the standard tow hitch. Shipping is quoted at \$1,642.20 via ground by UPS, USPS or FED Ex. The Total estimated cost is \$9,739.20

The balance above is based on the General Fund CARMA General line item on page 29 of the capital budget provided to us in our April 24, 2023 packet that includes currently proposed General Fund CARMA

Requested By: ADA Advisory Board/Aderhold Prepared By: Renee Krause, ADA Coordinator

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# FY25 Proposed Budget Amendment Form

Fund Name:

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Project Name:

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Account #	Account name	Page #	Increase	Decrease	Balance

Rationale:

Requested By:

Prepared By:



  
100% non-slip surface

Guidance white stripes to facilitate the access for people with visual impairment



### ADVANTAGES



- > Durable
- > Permeable
- > Customizable
- > 100% recyclable environmental friendly
- > UV, weather & salt water resistance
- > Flexible
- > Lightweight
- > Robust
- > Retains sand and dust
- > Highly engineered

## Technical specifications

Dimension		Roll weight	Roll diameter	Blue Jay	Golden Sand
Width	Length				
1m 3.25ft	5 m   16 ft	8 kg   18lb	30 cm   12"	300248-0500**	300252-0500
	10 m   33 ft	15 kg   33 lb	35 cm   14"	300249-1000**	300253-1000
	15 m   50 ft	21 kg   46 lb	43 cm   17"	300249-1520**	300253-1520
	20 m   66 ft*	28 kg   62 lb	50 cm   20"	300250-2000**	300254-2000
	25 m   82 ft*	34 kg   75 lb	56 cm   22"	300250-2500**	300254-2500
	30 m   100 ft	41 kg   90lb	58 cm   23"	300251-3040**	300255-3040
1,50m 5ft	5 m   16 ft	11 kg   24 lb	30 cm   12"	300256-0500	300260-0500
	10 m   33 ft	21 kg   46 lb	35 cm   14"	300257-1000	300261-1000
	15 m   50 ft	31kg   68 lb	43 cm   17"	300257-1520	300261-1520
	20 m   66 ft*	41 kg   90 lb	50 cm   20"	300258-2000	300262-2000
	25 m   82 ft	50 kg   110 lb	56 cm   22"	300258-2500	300262-2500
	30 m   100 ft	60 kg   132 lb	58 cm   23"	300259-3040	300263-3040
2m 6.5ft	5 m   16 ft	15 kg   33 lb	30 cm   12"	300264-0500	300268-0500
	10 m   33 ft	28 kg   62 lb	35 cm   14"	300265-1000	300269-1000
	15 m   50 ft	41 kg   90 lb	43 cm   17"	300265-1520	300269-1520
	20 m   66 ft*	54 kg   119 lb	50 cm   20"	300266-2000	300270-2000
	25 m   82 ft	67 kg   148 lb	56 cm   22"	300266-2500	300270-2500
	30 m   100 ft	80 kg   176 lb	58 cm   23"	300267-3040	300271-3040
3m 10ft	3 m   10 ft	12kg   26 lb	25cm   8"	300470-0306	300276-0306
	5 m   16 ft	22 kg   49 lb	30 cm   12"	300470-0500	300276-0500
	10m   33 ft	42 kg   93 lb	35 cm   14"	300471-1000	300277-1000
	15 m   50 ft	61 kg   134 lb	43 cm   17"	300471-1520	300277-1520
	20 m   66 ft*	81 kg   179 lb	50 cm   20"	300472-2000	300278-2000
	25 m   82 ft*	100 kg   220 lb	56 cm   22"	300472-2500	300278-2500

Exact widths in m → 0,99m | 1,53m | 1,98m | 3,06m  
\*Lengths non standard in the USA  
\*\* Color not available in the USA

### Mobi-mat® AFX Pedestrians & Vehicles of 3.5 tons & more (depending on the type of ground)

Tensile strength*	>100 kN/m   10 t/m   680lb/ft
Weight	<2kg/m²   0.4lb/sqft
Temperature : use & storage*	-40°C / + 80°C   -104°F / +176°F
Combustion classification*	UL94 HB

\*Non-contractual data



2 years warranty



ISO 9001 & ISO 14001 certification



experience of Access Mat solutions



### Mobility: maximum ground grip



- Bare foot friendly**
- > Soft
  - > Heat resistant



- ADA/ABA compliant**  
Disable standards



- Pedestrians and family with**
- > Strollers
  - > Wagons



- Traffic**
- > Bikes
  - > Quads, Scooters...
  - > Service vehicles
  - > Small trailers



Light strip option - USB power cable  
Maximum power 5W

## Easy installation & low maintenance

### QUICK INSTALLATION

Mobi-mat® is easy and quick to install.  
**Unpack, unroll and anchor** the mat on the ground !

Additional anchoring options :

- **Concrete anchoring kit**
- **Wood anchoring kit**
- **Compact ground anchoring kit**
- **Underwater anchoring kit for soft ground**
- **Underwater anchoring kit for compact ground**

### EASY MAINTENANCE

Excellent corrosion resistance:

- **Galvanized steel anchors**
- **Aluminum rivets and stainless steel eyelets**

Use a broom, a leaf blower or a high pressure water jet to clean Mobi-mat®.



*All anchors are provided with the mat.  
 Depending on the dimensions of the mats , the number of eyelets and anchors varies.*

## Endless applications



BEACHES &  
BOATRAMPs



TOURISM



SKI STATIONS



SCHOOL &  
UNIVERSITIES



PARKS &  
GARDENS



EVENTS



FARMING



CEMETERIES



CONSTRUCTION &  
LANDSCAPING



HOUSES & POOLS



HOTELS & RESORTS



SPORTS

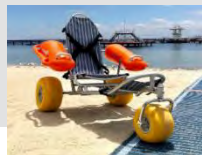


## What are our additional products?

**Mobi-roller™**  
Mat dispenser



**Mobi-chair™**  
Floating Wheelchair



**Mobi-com™**  
Advertising mat



**Mobi-fence™**  
Sand fence



 [info@mobi-mat.com](mailto:info@mobi-mat.com)



## Roll-Out Access Pathway



**Mobi-Mat® RecPath™ is a portable and removable rollout access pathway for pedestrians, wheelchair users, strollers, bicycles and ATVs.**

### ADA/ABA/AODA - Compliant

Firm, safe and stable, easy for any type of wheelchair, stroller or walker to maneuver on – providing a smooth continuous surface without gaps.

### Environmentally Friendly

Made of 100% recycled polyester, Mobi-Mat® RecPath™ contributes to the environment by utilizing recycled plastics.



RecPath™ channels traffic along designated areas to protect sensitive dunes.

### User friendly Cool and smooth surface

The blue AFX Mobi-Mat® RecPath™ permeable structure remains cool when exposed to very high temperature up to 80°C (176°F), for the benefit of barefoot beachgoers and disabled people.

### Lightweight and Easy Installation

Mobi-Mat® is only 0.27 lbs/sqft, facilitating installation and retrieval of a 50' long section by two persons in ten minutes. Installation and retrieval can be performed by one person when using our Mobi-Roller™.

### Color: Blue Jay




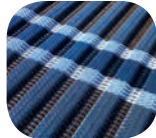
Easily provides dedicated traffic lanes. It is great for visually impaired persons.

### Low Maintenance:

The Mobi-Mat® permeable structure allows sand to filter through, without sinking into the sand. Mobi-Mat® RecPath™ is easily maintained by sweeping any excess sand build up with a broom or with a leaf blower.





Product Trade-mark	Material	Grade	Color	Part Number	Roll Dimensions*			Roll weight (lbs)
					Width (ft)	Length (ft)	Diameter (in)	
 Mobi-Mat®	 100% Recycled Polyester	 0.27	 Blue Jay	206 483	5	16.5	12	22
				206 484		33	14	45
				206 485		50	16	68
				206 486		82	18	111
				206 488		100	20	135
				206 494	6.5	16.5	12	29
				206 495		33	14	58
				206 496		50	16	88
				206 497		82	18	144
				206 498		100	20	176

**Anchorage included in the kit:**

- X connection



- Staples and/or Spikes



\* For any customized length, please contact DMS Inc. Phone# (973) 928-3040  
 The installation sheet can be downloaded on [www.mobi-mat-chair-beach-access-dms.com](http://www.mobi-mat-chair-beach-access-dms.com)

• The installation sheet can be downloaded on [www.mobi-mat-chair-beach-access-dms.com](http://www.mobi-mat-chair-beach-access-dms.com)



• Discover our complete range on [www.mobi-mat-chair-beach-access-dms.com](http://www.mobi-mat-chair-beach-access-dms.com)



5' & 6.5' wide RecPath™



RecPath™ Sign



Mobi-Roll'N Stow™



6.5' & 10' wide VMM™



DESCHAMPS MATS SYSTEMS INC.





218 Little Falls Road, Unit 12  
 Cedar Grove NJ 07009, USA

☎ : + 1 973 928 3040

✉ : [info@mobi-mat.com](mailto:info@mobi-mat.com)



[www.mobi-mat.com](http://www.mobi-mat.com)

-  [mobimat.access](https://www.facebook.com/mobimat.access)
-  [MobiMatUS](https://www.pinterest.com/MobiMatUS)
-  [recpath Mobi-Mat](https://www.youtube.com/recpathMobi-Mat)
-  [company/deschamps](https://www.linkedin.com/company/deschamps)

## FY24 Proposed Budget Amendment Form

**Fund Name:** General Fund CARMA (156)

---

**Project Name:** Develop a New Comprehensive Plan

---

Account #	Account name	Page #	Increase	Decrease	Balance
100-156	General Fund CARMA			\$400,000	\$245,552

**Rationale:**

In late February city council voted unanimously in favor of Ordinance 23-11 to fund a comprehensive plan and Title 21 rewrite. Through veto powers, Mayor Castner reduced the budget from \$650,000 to \$250,000, removing the comprehensive planning process and leaving the Title 21 rewrite portion of the scope of work. In the override vote, council voted 3-3 and the override stood. Among the discussion points during the override process was that the capital spending project should be included in the upcoming budget process.

I am bringing the comprehensive plan portion of this capital project back to council during the budgeting process so that we can reevaluate our decision in the context of the full 2-year operating and capital budgets for FY24 and FY25.

The balance above is based on the General Fund CARMA General line item on page 29 of the capital budget provided to us in our April 24, 2023 packet that includes currently proposed General Fund CARMA expenditures.

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Requested By: Aderhold

Prepared By: Aderhold

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## **Budget Amendment: \$250,000 for Revision to Town Center Plan**

The shortage of year-round housing for our workforce, and for young adults returning home after working or studying outside Homer, is a widely shared concern in our community, but one that the draft budget does not appear to address.

I propose taking the \$250,000 that remained following the veto of the Comprehensive Plan rewrite, and reprogramming it to support revisions to the existing Town Center plan, to include an exploration of how the City might best spark incremental private sector development on portions of this 40-acre site in the heart of Homer.

The existing Town Center plan and its pedestrian- and greenspace-friendly zoning are solid, but need several revisions, at a minimum:

- an increased focus on mixed use development that incorporate small-scale year-round housing units into new commercial projects;
- removal of the large new City Hall that was envisioned for the site; and
- removal of the large retail anchor that was planned, with a focus on smaller developments on a more human, pedestrian-friendly scale.

Any revision of the Town Center plan should also study the applicability of Town Center zoning to other areas of the Central Business District, with the aim of making those, too, more conducive to mixed use developments with year round housing, and to all forms of transportation, including non-motorized means of transport.

Erickson Budget Amendments:

1. Personnel Regulations and Salary Schedule Overhaul \$75,000 remove money back to General Fund Balance.
2. Wayfinding & Streetscape Implementation: \$50,000. Put in Anticipated 26/27 (due to the possibility of the Harbor Expansion, and we would not want to have to redo it). Back to the General Fund Balance.
3. Trail Design Criteria Manual Update: Reduce to \$25,000. Balance put to HART – Trails
4. 2023-2028. Pioneer Ave Gateway Redevelopment: Project Total reduced to \$7 million
5. Pumper/Tanker Contingency \$25,000 leave in Fleet CARMA to fund the Deputy Chief Vehicle Replacement, along with the \$68,394 that was left over from the Enforcer 2500 gallon tender fire truck.
6. Port & Harbor: combine the grid repair/replacement design for both the wood and steel grid for a total of \$25,000 and make both of them a revenue stream for the port. Repairs in 2025 money of \$100,000. From Port Reserves
7. Camera System Ramps 1-5. Reduce to \$125,000 for in house buying and installation – balance back to Port Reserves.
8. Kachemak Sponge Green Infrastructure project – property acquisition: Please label as grant match. \$418000
9. Fuel Island Replacement – Construction – \$190,000. Back to General Fund. If the city is going to move the facility in the next 5 years, it would be better to wait.
10. Both Professional Services and Employee Training have huge increases in the budget. All the wages have gone up, and even with the lack of new employees, it still is up. Reduction needs to happen in the employee training and professional services, especially if the employee salary and wages is increas

## FY24 Proposed Budget Amendment Form

**Fund Name:** 100 - General Fund

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**Project Name:** Homer Chamber - New GL

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Account #	Account name	Page #	Increase	Decrease	Balance
5830	Maintenance and Operations	20	24000		\$75,000

**Rationale:** The Chamber has long partnered with the City to conduct tourism marketing and economic development support. The marketing costs far exceed what the city pays (the difference between what we paid and what the Chamber spent on marketing Homer last year was \$167,700), and the cost paid by the city is almost certainly more than offset by increased sales tax revenues from visitors.

In addition to marketing Homer, the Chamber throughout the year puts on a number of community-focused events that provide greater engagement for our residents and add to the quality of life here, especially for youth .

The City's contribution has been unchanged since 2017, meaning in real terms it has been declining. Adjusting it for inflation would require an increase to \$63,000.

The Chamber is requesting an increase to \$75,000, to allow it to continue to provide a similar level of marketing that it has been able to provide in the past, and to allow it to host the popular community events. I strongly support this request.

Requested By: \_\_\_\_\_  
Jason Davis

Prepared By: \_\_\_\_\_  
Jason Davis



The Homer Chamber of Commerce & Visitor Center, has been partnering with the City of Homer for over 10 years to conduct tourism marketing and economic development support under 3-year Marketing Agreements. The annual amount of that agreement was \$51,000 which has been the same amount since 2017. The current agreement ended after last year.

If that \$51,000 was just adjusted for inflation, the current value would be at least \$63,200.

Annually the Chamber spends around \$222,000 on marketing efforts. We do receive some ad revenue from Visitor Guide ads and ads on our website, which brings the net marketing expenditures to around \$167,700.

That figure does not include any payroll for full-time or part-time staff.

We also manage 4 Visitor Centers for the city to help visitors and residents plan activities and connect with our business members. They are mainly staffed with an incredible group of volunteers but we also bring in paid part-time seasonal staff to cover weekends at the main center and we are now trying to keep our Spit Shack open during the summer season. That part-time staffing costs around \$13,000 a season.

In addition to the marketing we do for the city, the Chamber also puts on a number of community-focused events designed to bring out more engagement of our residents and add to the quality of life experiences, especially for our younger aged population.

The Chamber is requesting an increase in this year's annual Marketing allotment to at least \$75,000 so we can continue to provide a similar level of marketing that we've been able to provide in the past and allow us to host the popular community events. We believe the sales tax revenue generated by increased visitor stays should more than offset this additional expense.

We try hard to keep up our level of marketing to stay competitive with our other Alaska Tourist Destinations. However, unlike all those other cities, Homer does not have a bed tax type of funding option to use for tourism marketing. So this has put that burden back on the City and Chamber to raise the dollars needed to promote Homer.

Our 2023 budget was forecasting a \$23,000 net profit but our smaller Winter King Tournament event is projected to bring in about \$40,000 less than planned, so now we're now facing about a \$17,000 loss for the year. It is becoming increasingly difficult to subsidize the \$167,700 balance of the marketing budget with the Chamber's fundraising activities which can fluctuate.

Thank you in advance for your consideration of the increased funding request.

Brad Anderson  
HCOC Executive Director

201 Sterling Highway, Homer, Alaska 99603

907.235.7740

[exdir@homer.alaska.org](mailto:exdir@homer.alaska.org)

[www.homer.alaska.org](http://www.homer.alaska.org)

## FY24 Proposed Budget Amendment Form

**Fund Name:**

100 General Fund

**Project Name:** Homer Business Advisor

Account #	Account name	Page #	Increase	Decrease	Balance
5210	Economic Development		\$15,000		

**Rationale:**

This is a request for the local position of Homer Business Advisor for \$15,000 in the f/t 24 budget.

This request originated and is fully supported by the Economic Development Advisory Commission.

The Council recognizes the benefits of being a business-friendly city. It takes a village for small businesses to thrive. We can support small businesses by funding this local Homer Business Advisory position. This is a part of the Alaska Small Business Development Center (AKSBDC). This is opening doors for citizens wanting to begin a small business by offering resources and guidance. The City Council will receive reports from the Advisor and apprised of the number of businesses that have received services.

Requested By:  
Councilmember Venuti

Prepared By:  
Caroline Venuti



## FY25 Proposed Budget Amendment Form

**Fund Name:** 100 General Fund

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**Project Name:** Homer Business Advisor

---

Account #	Account name	Page #	Increase	Decrease	Balance
	Economic Development		15,000		

### Rationale

**This is funding for \$15,000 to provide Homer with a local Business Advisor Position. This is a continuation of the funding of a position that is part of the Alaska Small Business Development Center (AKSBDC). The knowledge and resources this position provides locally for citizens that are wanting to start a small business. The Council recognizes that small businesses are the backbone of our community. The Homer Business Advisor will prepare reports that will be shared with the City Council. This budget request is fully supported by the economic Development Advisory Commission.**

**Requested By:**  
Councilmember Venuti

**Prepared By:**  
Caroline Venuti

## FY24 Proposed Budget Amendment Form

**Fund Name:** 100-general fund 0115-community recreation

**Project Name:** software for community recreation

Account #	Account name	Page #	Increase	Decrease	Balance
5635	maintenance and operations	36	\$11,000		

**Rationale:**

Community Recreation has many volunteers that currently are collecting cash for the activities and keeping track of participants on clipboards. The operations need to be streamlined so there is online registration and payments. The participant tracking can be used as data when funding a new recreation center. The programs need to be marketed and managed in a less cumbersome and more effective way so that the volunteers can be available for working with the scheduling and communications. This request is heavily supported by community members.

- As a suggestion about funding, I propose that the library purchase one half of the library chairs in f/y 24 and the remaining half in f/y 25. This would cover the \$11,000 initial fee for the software in f/y 24 and the \$7,000 required in f/y 25 for the continuation service charges for software.

**Requested By:**  
 \_\_\_\_\_  
 Councilmember Venuti

**Prepared By:**  
 \_\_\_\_\_  
 Caroline Venuti

## FY25 Proposed Budget Amendment Form

**Fund Name:** 100- General Fund 0115 Community Recreation

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**Project Name:**

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Account #	Account name	Page #	Increase	Decrease	Balance
5635	maintenance and operations	36	\$7,000		

**Rationale:**

This a a fee charged for the software that was requested in f/y 24. Community Schools is using that data to measure the impact of Community School programs in Homer. This software allows users to pay and schedule online for the classes. Thus, the volunteers are being used to do other important tasks and not collecting money or taking the names of participants on clipboards. This was requested by Mikel Ilg, Recreation Manager and community members.

Requested By:  
Councilmember Venuti

Prepared By:  
Caroline Venuti

## FY24 Proposed Budget Amendment Form

Fund Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

A  
B

Account #	Account name	Page #	Increase	Decrease	Balance
100-0145-5270	Prof. SERVICES	14	1800 <sup>00</sup>		11,200
100-0100-5280	VOLUNTEER INCENT.	15	4,000 <sup>00</sup>		8,000

**Rationale:**

- A) REPAIR OF SIGN AT LIBRARY BY ARTIST  
BRAD HUGHES
- B) Sister City Advertising & Gifts  
40th Year w/ Tesio, Japan

Requested By: MAYOR

Prepared By: MAYOR

**From:** [Robert Dumouchel](#)  
**To:** [Melissa Jacobsen](#)  
**Subject:** FW: 5227 Advertizing  
**Date:** Monday, May 8, 2023 10:45:41 AM

---

-----Original Message-----

**From:** Shelly Erickson <ShellyErickson@ci.homer.ak.us>  
**Sent:** Monday, May 8, 2023 7:50 AM  
**To:** Robert Dumouchel <RDumouchel@ci.homer.ak.us>  
**Subject:** 5227 Advertizing

Advertizing - \$10,000 reduce to \$3000. Same as 2023. Back to General Fund Balance Sent from my iPad



# City of Homer

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

## Administration

491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor and City Council  
FROM: Jenny Carroll, Special Projects and Communications Coordinator  
THROUGH: Rob Dumouchel, City Manager and Bryan Hawkins, Port & Harbor Director  
DATE: May 8, 2023  
SUBJECT: Homer Harbor Expansion Study Monthly Written Update

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

### Study Leadership Team and Organizational Structure

The study leadership team consists of the following representatives from the City, the U.S. Army Corps of Engineers (USACE), and HDR as they are contracted as owner representatives. Currently, team members meet weekly to coordinate activities and discuss the study's progress.

<b>USACE Project Team</b>	<b>HDR, Owner-Manager</b>	<b>City of Homer</b>
Curtis Lee, Project Manager	Ronny McPherson, HDR Project Manager	Bryan Hawkins, Port & Harbor Director
Robin Carr, Planning	Amy Burnett, Communications	Rob Dumouchel, City Manager
Megan Green, Economic		Amy Woodruff, Port & Harbor Administrative Supervisor
Lauren Oliver, Hydraulics & Hydrology		Jenny Carroll, Special Projects & Communications Coordinator
Twain Cacek, Geotech		
Gene Hubbell, Geomatics		
Kayla Campbell, Environmental Review		
Tyler Teese, Culture		
Todd Romine, Real Estate		

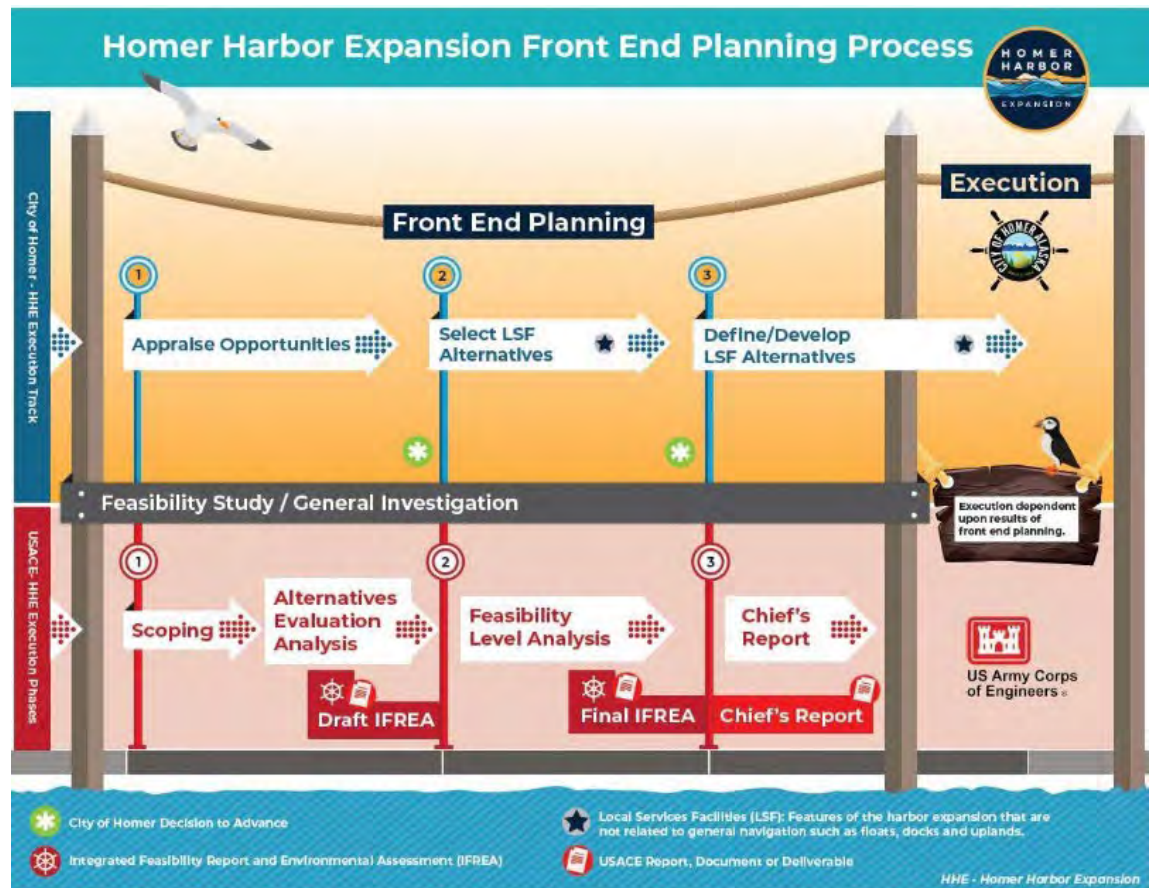
### Organizational Structure

The study's organizational structure is designed to integrate and coordinate the two parallel planning processes (as illustrated in the diagram below) to ensure effective and timely study management.

Curtis Lee manages the USACE study team. USACE is authorized to define and quantify Federal and non-Federal harbor moorage needs and navigational safety conditions, solicit input from the community and

stakeholders, develop alternative approaches and designs to solve the problems, conduct an environmental review, and determine whether the benefits of the project merit Federal investment in construction.

The City and HDR are developing a plan and timeline for activities that will engage Homer stakeholders in appraising opportunities, needs and limitations for local services facilities and to develop and refine local services facility alternatives in step with the USACE study timeline and milestones.



### Lines of Communication

The project team has established open lines of communication among the study leadership team, and is committed to keeping City Council at the forefront of communications and keeping Advisory Commissions, stakeholders and the public informed and engaged throughout the study process.

### Points of Contact

For questions regarding the study, everyone should email [info@homerharborexpan.com](mailto:info@homerharborexpan.com). This is the official mechanism to communicate questions and information about the study for all stakeholders, including City Council and Commission members. It is monitored by members of the study team; questions and comments will be routed to the proper team member. This email address is published on the Homer Harbor Expansion website and the City of Homer website.

Council Members and Commissioners who have questions or comments about the USACE study process or City-led process can contact to Port & Harbor Director Bryan Hawkins or City Manager Rob Dumouchel.

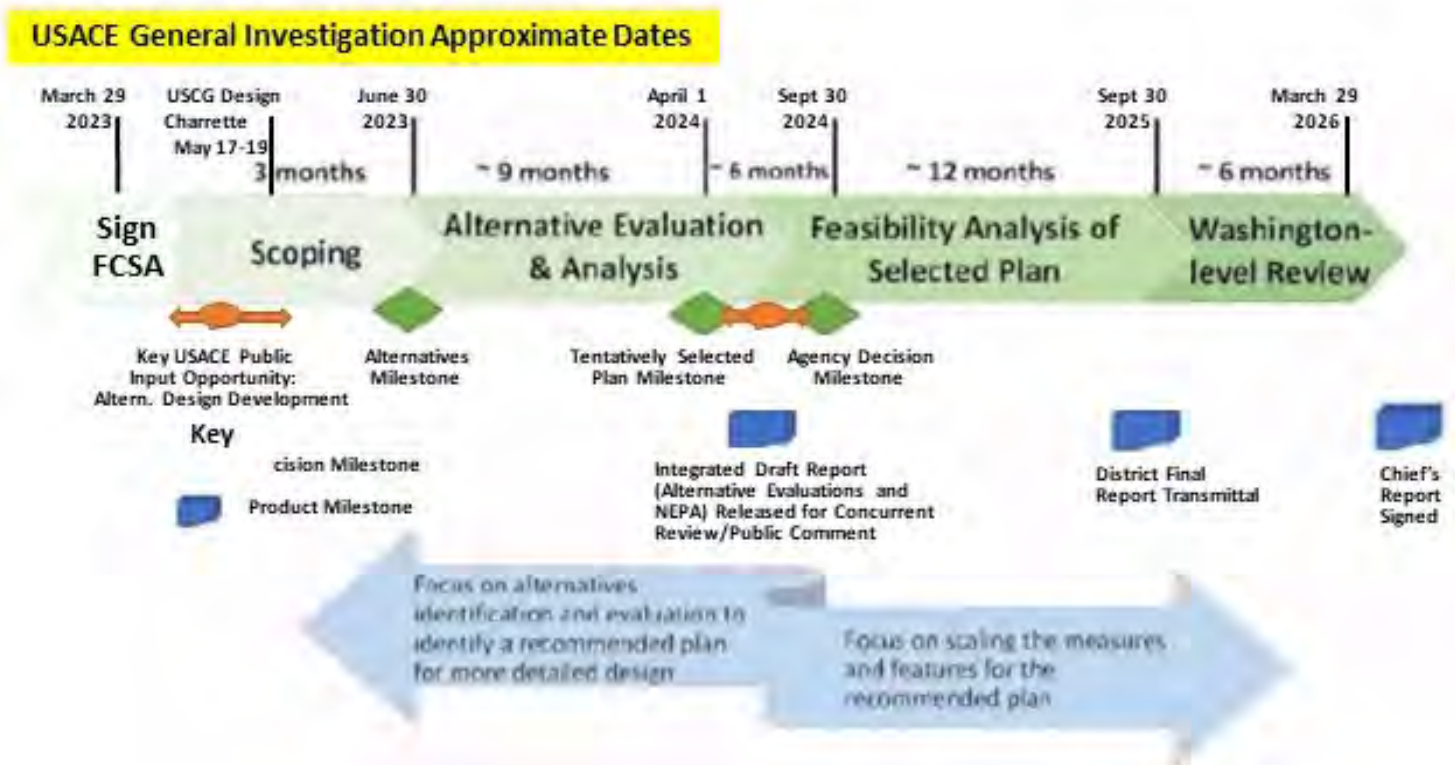
### Interactive Project Website

HDR is actively developing a Homer Harbor Expansion website [www.homerharborexpan.com](http://www.homerharborexpan.com) to provide study updates, FAQs, announce public work sessions and other opportunities for public input, and provide a public comment form. The interactive part of the website will be rolled out later in the study when alternatives are being developed. Once built out, [www.homerharborexpan.com](http://www.homerharborexpan.com) will be the go-to for study information and updates. In the meantime, community members can utilize [www.cityofhomer-ak.gov/port/homer-harbor-expansion](http://www.cityofhomer-ak.gov/port/homer-harbor-expansion) to access study information.

[www.homerharborexpan.com](http://www.homerharborexpan.com) is also the formalized mechanism for City Council and Commissioners to provide significant questions to study leadership team that want to be answered publicly and housed on the website. The web tool is still under development, but we anticipate answers/responses to questions will be handled through the FAQ feature on the website likely in topic areas.

### Current Timeline Guidance

The study is being conducted according to timeframe guidance provided by USACE at the April 21, 2023 project team meeting (see below). Two additions have been made to the USACE-provided diagram: approximate dates of study milestones and key opportunities for public input to the USACE (indicated in orange). Please note, the General Investigation is very early in the study process. Please note: lengths of study phases shown below provide a general timeframe.



### Study Activities Update

The General Investigation is currently in the Scoping phase. Activities to date (detailed below), include preparing for and conducting City-led Charter Document joint work session, planning and preparing to host the USACE-led Design Charrette, collecting data and studies to provide to the USACE study team, building organizational structures, work flows and tools with partner teams, and conducting initial public outreach.

- As of the report date, City staff members Bryan Hawkins, Amy Woodruff and Jenny Carroll, and HDR Owner Representative Ronny McPherson virtually attended two Project Development Team meetings with the US Army Corps of Engineers (USACE).
  - The April 21, 2023 meeting covered introductions, an overview of the USACE General Investigation process, study phases and key milestones.
  - The May 4, 2023 meeting discussed logistics/format details for the upcoming USACE-led Design Charrette.
- On April 28, 2023, HDR facilitated a joint work session with the Harbor staff, Homer City Council and Port & Harbor Advisory Commission to draft a Charter Document. The Charter Document, currently in



a draft form, defines a shared vision, collective goals and objectives, and success factors for the City's role in the Homer Harbor Expansion. The draft Charter will be on the Homer Port & Harbor Advisory Commission's May 24, 2023 Regular Meeting agenda and will then be reviewed for City Council adoption at their June 12, 2023 Regular Meeting.

### Scoping Meetings

The first of three scoping meetings for the Homer Harbor Expansion Study is the USACE-led Design Charrette scheduled for Wednesday, May 17 through Friday, May 19. The USACE conducts design charrettes in the early stages of a general investigation study to gather functional information from customers and stakeholders, assess the project site, develop alternatives to be considered in the scoping phase and allow for public engagement with the USACE Project Development Team.

The USAC-led Design Charrette agenda includes:

- four public work sessions at the Islands & Ocean Visitor Center (located at 95 Sterling Highway in Homer)
- two focus sessions with key industry stakeholders and environmental stakeholders, and
- Homer Port & Harbor site visit.

The community is invited to attend any and all of the public work sessions. Participants may attend the public work sessions either in-person or virtually. The full schedule of events is available at [www.cityofhomer-ak.gov/port/homer-harbor-expansion](http://www.cityofhomer-ak.gov/port/homer-harbor-expansion). The link for virtual participation is not yet established, but will be published at [www.homerharborexpan.com](http://www.homerharborexpan.com) prior to the design charrette.

### Outreach Materials

Outreach materials about the upcoming USACE-led Design Charrette were sent to Council via memo on May 2, 2023. Public notice about the USACE-led Design Charrette was included in the City's May newsletter, posted on the City website and was shared to email subscribers. A press release was issued on May 4, 2023 to local and Kenai Peninsula media outlets.

HDR is currently developing frequently asked questions to provide to City Council and Commission members. In the meantime, we encourage you to rely on the FAQ on the City website <https://www.cityofhomer-ak.gov/port/homer-proposed-large-vessel-harbor-expansion-faqs>. Staff will distribute the supplemented FAQs to City Council Members and Commissioners when complete.

### Written Monthly Updates/Quarterly In-Person Update

The project team is committed to providing written monthly updates on the study's progress. The City Clerk's office will schedule quarterly in-person updates, likely initiating at the July 17, 2023 City Council regular meeting.



# MEMORANDUM

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**Resolution 23-046, A Resolution of the City Council of Homer, Alaska Authorizing a Task Order in the amount of \$379,661 to HDR Engineering, Inc. for the Homer Harbor Expansion Study's In-Kind Engineering Support Services and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Meeting Date:** 08 May 2023  
**From:** Melissa Jacobsen, MMC, City Clerk

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The following excerpts of the Port & Harbor Advisory Commission's unapproved minutes from their April 26, 2023 meeting are provided for Council's information.

## **6. VISITORS/PRESENTATIONS**

Ronny McPherson, HDR – Homer Harbor Expansion Work-in-Kind Amendment Presentation

Mr. McPherson presented to the Commission regarding the Homer Harbor Expansion Work-in-Kind Amendment that's outlined in Resolution 23-046. He provided an overview of HDR's role in the project, explained what's included in the feasibility study and what work-in-kind means related to the project, and provided an overview of that the amendment entails. He responded to Commissioner's questions after his presentation.

## **10. NEW BUSINESS**

There was consensus of the Commission to take up item 10.C. at the beginning of new business.

10.C. Resolution 23-046, A Resolution of the City Council of Homer, Alaska Authorizing a Task Order in the amount of \$379,661 to HDR for the Homer Port Expansion Study's In-Kind Engineering Support Services and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Pending referral from the City Council. Agenda Item Report PHC 23-022

Mayor Castner explained he requested this be referred to the Commission because he wanted the Commission to have the opportunity to see it before it was adopted by Council. He referenced and reviewed the sections of the document where the amendments start and the comported task order later in the document. The comported includes a lot of things HDR had agreed to do alongside with the Army Corps of Engineers (USACE) and the amendment is the new work. He shared concerns he had with the original task order regarding cost

estimates and quantifications, and with the computerized section because a lot of their interface is through staff. He thinks a lot of the problem they've been having is a lot of the process has been to staff centric, when there's a place for elected and appointed members to be taking part. This was something put together in a way that may be administratively efficient, but to him its lacking in any kind of savviness as far as how we're going to get this done. Mr. McPherson has alleviated a lot of that concern related to the money part, but he still has concern about lines of communication.

In response to questions Mr. McPherson explained the amendment is unique in that HDR is performing part of the feasibility study. The original contract is essentially for the owner's representative and being an extension of the staff, supporting the City through the USACE process. USACE has invited the City to perform parts of the feasibility as work -in-kind and that's what this task order is accomplishing. He believes that because of the relationship and the reputation HDR has, USACE is offering preliminary engineering design to the City. Otherwise USACE would perform the work in house with the local district if they have capacity, or they'll farm it out to the Engineering Research and Development Center (ERDIC) in Vicksburg, Mississippi to perform the preliminary engineering on the harbor design. Whatever is included in the scope of work has to be something USACE would have done, the communication piece falls under the general owner's representative piece. It's clear to HDR that having good communications and workflows between Commissions, Council, and staff is very critical. He explained exceedance related to task 11.2 #1, is not the same as glacial rebound but figuring storm surge and extreme water levels that could occur for any sort of design type of situation. Glacial rebound would be included in the relative sea-level rise portion of the study. Point was raised that the City is perusing some erosion support from USACE too. Mr. McPherson said where ever they can be of assistance so work isn't be repeated or could be leveraged to get addition funds makes a lot of sense to them.

No action was requested from Council regarding this matter and Commissioner Shavelson thanked the Mayor for the opportunity to receive this information.