



City of Homer

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: January 4, 2024
SUBJECT: City Manager's Report for January 8, 2024 Council Meeting

AMMA/AML Conference

In December I attended the Alaska Municipal Management Association (AMMA) and Alaska Municipal League (AML) conferences in Anchorage.

As president of the AMMA, I was responsible for a large part of the conference's coordination and I also delivered two presentations to the group. I gave an interdisciplinary presentation on public engagement and conflict concepts/frameworks from fields such as political science, energy development, and fisheries management. I also co-hosted a session on generative artificial intelligence for local government with the Deputy City Manager of Juneau. I was re-elected president of the association and will continue my leadership role with the organization in 2024.

When the AML conference got underway, I was joined by the Mayor and Councilmembers Aderhold, Davis, Erickson, and Hansen. During the AML conference I attended sessions on topics such as asset management, social determinants of health, TIFIA funding, and cybersecurity. I also attended a meeting of the Alaska Remote Sellers Sales Tax Commission, the Alaska Municipal League Investment Pool (AMLIP) annual meeting, the AML annual business meeting, and I participated in an Alaska Municipal League Joint Insurance Association (AMLJIA) board meeting as a board trustee. I also made time for a meeting with the owner of a mariculture business that operates seasonally in Homer to discuss their operation and the mariculture scene in Alaska at large.

Audit Update

Finance staff had a discussion with our auditors at BDO laying out the tentative plan for wrapping up the audit. Final review is scheduled for the week of the 8th and the week after we should be able to publish and bring the audit to completion at the second meeting in January.

Meetings with State Legislators

Councilmembers Hansen and Lord, along with me, Port Director Bryan Hawkins, and Special Projects Coordinator Jenny Carroll met with Representative Sarah Vance and Senator Gary Stevens to provide updates on the Homer Harbor Expansion general investigation. Both indicated continued support for the general investigation and are looking forward to meeting with the City in Juneau in February.

Comprehensive Plan Kick Off

In late December, City staff from planning, economic development, and engineering met with Agnew::Beck's comprehensive plan project team for a kick off meeting. We had a discussion about the project timeline, Council goals and interests, ideas for public engagement and outreach, etc. We will be meeting with them weekly for operational discussions to keep the project moving towards timely completion. The intent is to plan for a significant number of interactions with elected and appointed officials while also using staff from all over the organization to assist with outreach and data collection efforts.

Fireworks Support

City staff have collaborated closely with organizers of the New Year's Eve fireworks at Mariner Park. As the event has become more popular, coordinating efforts between Police, Fire/EMS, Public Works and the Port & Harbor has become increasingly important to a safe and enjoyable event. This year's fireworks went well from the City perspective and we look forward to continuing to work with the organizers for the continued improvement of future events.

Homer High Government Class Visits City Hall

The Homer High School Government Class visited City Hall on Tuesday, December 12th for a guided tour, followed by a Q&A session in the Council Chambers with Mayor Castner and Council Members Aderhold, Lord, Venuti, and Erickson. The students had an hour to explore the inner workings of local government, gaining insights into the daily operations of City Hall. The Q&A session aimed to provide a firsthand understanding of the roles and responsibilities of local leaders, allowing students to ask questions and engage in meaningful discussions. The goal of this experience was designed to bridge the gap between classroom learning and practical civic engagement. Mayor Ken Castner emphasized, "Homer High grads are disbursed throughout the City. You need to participate, and that begins with talking and communication." The teens were encouraged to care about the community and be aware of what is being discussed, as they are the future of Homer.





MEMORANDUM

Homer Harbor Expansion Study Monthly Written Update

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: December 26, 2023
From: Jenny Carroll, Special Projects and Communications Coordinator
Through: Rob Dumouchel, 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:

- The Vertical Team Alignment Memo is working its way from the Pacific Ocean Division in Hawaii up the chain to the Chief.
- Two-day Ecological Modeling Workshop for environmental specialists is being organized.
- Homer Small Boat Harbor Vessel Economic Survey being routed through the USACE for approval.
- Preparing permit applications to be ready to proceed with geotechnical investigations; discussed advantages of completing the geotechnical survey portion of the investigations in February 2024 so data can be used to inform the geotechnical core sampling plan and be ready to move forward when study activities resume in full.
- Developing plan for the ship simulation component of the study.

HDR – Owner Representative:

- Nearing completion of the Coastal Numerical Modeling (waves, tides/storm surge, sediment transport) of existing (baseline) conditions Report for USACE PDT review; completing the modeling will allow progress on the designs once the study fully starts up again and geotechnical data is gathered.
- Preparing HHE Quarterly Report to present to City Council at a January 22, 2024 in which HDR will provide an overview of the Coastal Numerical Modeling report they are completing.
- Assisting City staff to implement Communications Plan and to maintain and update [HHE website](#).

City of Homer staff:

- Attended monthly USACE Project Development Team meeting and weekly meeting with HDR.
- Distributed Homer City Council Resolution 23-130 to Governor Dunleavy's office, Jill Schaefer (Governor Dunleavy's Kenai Peninsula liaison), Representative Vance and Senator Stevens.
- Reported to Council that additional HHE match funding was not included in Governor Dunleavy's proposed FY25 budget.

- While being hosted in Juneau by the Marine Exchange of Alaska for their Board Meeting, Port Director Hawkins took the opportunity to meet with:
 - Shareen Crosby, Crosby, the Infrastructure Investment Coordinator for the Office of the Governor to brief her on the HHE study and share Resolution 23-130.
 - Coast Guard Commander Torba to discuss the USCG's interests and input in the Homer Harbor Expansion study and the proposal for a USCG Small Boat Station in Homer. More information about this meeting will be included in the January 8, 2024 City Manager's Report.
- Prepared informational materials for Council Champions in support of developing an Ordinance appropriating additional City match funds (for introduction at the January 8 City Council meeting) and for Resolution of Support requests to the Kenai Peninsula Borough Assembly and the State of Alaska.
- At the request of Council Champions arranged meetings with Representative Vance (12/18) and Senator Stevens (12/20) to discuss status of the HHE study and City's request for additional State match funding in the FY25 State budget.
- Met with Council Champions to review HHE Communications Plan and to develop materials to communicate financial progress of the study.
- Met with J&H Consultants to begin planning for advocacy in Juneau during AML's 2024 Winter Legislative Conference, February 20-22, 2024.
- Ongoing Communications/outreach: Information and updates about the study are being disseminated through the Harbor Expansion website, the City's monthly newsletter and the City of Homer Facebook and Instagram pages.

RECOMMENDATION:

Informational Only.

General Fund
Expenditure Report
Actuals through December 2023
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Property Taxes	\$ 4,115,085	\$ 4,373,562	106%	
Sales and Use Taxes	8,939,282	5,374,976	60%	
Permits and Licenses	43,797	24,600	56%	
Fines and Forfeitures	10,303	1,274	12%	
Use of Money	0	76,227		
Intergovernmental	746,338	257,567	35%	
Charges for Services	396,890	230,537	58%	
Other Revenues	-	53,733		
Airport	198,448	114,241	58%	
Operating Transfers	1,728,989	-	0%	
Total Revenues	\$ 16,179,131	\$ 10,506,717	65%	
Expenditures & Transfers				
Administration	\$ 2,288,320	\$ 894,040	39%	
Clerks/Council	927,024	362,908	39%	
Planning	387,478	125,498	32%	
Library	1,079,132	501,143	46%	
Finance	898,578	352,525	39%	
Fire	1,881,175	798,044	42%	
Police	4,282,603	2,140,498	50%	
Public Works	3,512,438	1,521,719	43%	
Airport	229,618	82,297	36%	
City Hall, HERC	179,040	81,633	46%	
Non-Departmental	179,000	154,000	86%	
Total Operating Expenditures	\$ 15,844,405	\$ 7,014,306	44%	
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%	
Total Expenditures & Transfers	\$ 16,179,131	\$ 7,014,306	43%	
Net Revenues Over (Under) Expenditures	\$ 0	\$ 3,492,411		

These numbers are preliminary and are subject change

Water and Sewer Fund
Expenditure Report
Actuals through November 2023
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
Revenues				
Water Fund	\$ 2,369,005	\$ 1,071,875	45%	
Sewer Fund	1,948,388	930,321	48%	
Total Revenues	\$ 4,317,393	\$ 2,002,196	46%	
Expenditures & Transfers				
<u>Water</u>				
Administration	\$ 309,507	\$ 157,687	51%	
Treatment Plant	684,568	308,630	45%	
System Testing	33,000	18,682	57%	
Pump Stations	115,707	43,957	38%	
Distribution System	372,744	187,632	50%	
Reservoir	19,025	7,857	41%	
Meters	285,597	27,770	10%	
Hydrants	214,533	100,525	47%	
<u>Sewer</u>				
Administration	\$ 303,612	\$ 152,926	50%	
Plant Operations	836,304	353,129	42%	
System Testing	18,000	5,953	33%	
Lift Stations	216,060	93,372	43%	
Collection System	306,884	120,353	39%	
Total Operating Expenditures	\$ 3,715,541	\$ 1,578,472	42%	
Transfer to Other Funds				
Leave Cash Out	\$ 15,769	\$ -	0%	
GF Admin Fees	-	-	0%	
Other	22,945	-	0%	
Total Transfer to Other Funds	\$ 38,714	\$ -	0%	
Transfers to CARMA				
Water	\$ 309,001	\$ -	0%	
Sewer	254,138	-	0%	
Total Transfer to CARMA Funds	\$ 563,138	\$ -	0%	
Total Expenditures & Transfers	\$ 4,317,393	\$ 1,578,472	37%	
Net Revenues Over(Under) Expenditures	\$ 0	\$ 423,724		

These numbers are preliminary and are subject change

Port and Harbor Fund
Expenditure Report
Actuals through November 2023
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY24	FY24 YTD	
	ADOPTED BUDGET	ACTUAL	
		\$	%
Revenues			
Administration	\$ 614,164	\$ 394,100	64%
Harbor	3,961,361	3,084,322	78%
Pioneer Dock	307,804	161,961	53%
Fish Dock	578,477	381,886	66%
Deep Water Dock	182,426	54,578	30%
Outfall Line	4,800	-	0%
Fish Grinder	7,390	10,393	141%
Load and Launch Ramp	130,000	62,829	48%
Total Revenues	\$ 5,786,422	\$ 4,150,069	72%
Expenditures & Transfers			
Administration	\$ 1,143,305	\$ 617,432	54%
Harbor	1,609,487	704,925	44%
Pioneer Dock	86,345	41,381	48%
Fish Dock	747,966	316,442	42%
Deep Water Dock	104,705	49,159	47%
Outfall Line	13,500	4,015	30%
Fish Grinder	27,682	23,831	86%
Harbor Maintenance	533,783	239,622	45%
Main Dock Maintenance	51,393	22,306	43%
Deep Water Dock Maintenance	61,893	24,696	40%
Load and Launch Ramp	138,815	58,161	42%
Total Operating Expenditures	\$ 4,518,876	\$ 2,101,972	47%
Transfer to Other Funds			
Leave Cash Out	\$ 73,867	\$ -	0%
GF Admin Fees	-	-	0%
Debt Service	0	-	0%
Other	375,092	-	0%
Total Transfer to Other Funds	\$ 448,959	\$ -	0%
Transfers to Reserves			
Harbor	\$ 818,588	\$ -	0%
Load and Launch Ramp	-	-	0%
Total Transfer to Reserves	\$ 818,588	\$ -	0%
Total Expenditures & Transfers	\$ 5,786,422	\$ 2,101,972	36%
Net Revenues Over(Under) Expenditures	\$ 0	\$ 2,048,097	

These numbers are preliminary and are subject change

WORK SESSION

AGENDA CALENDAR 2024

Council Meeting Dates	Work Session Topic
Monday, January 8	
Monday, January 15 Off-cycle	<i>Joint Session with Parks Art Recreation & Culture Advisory Commission</i>
Monday, January 22	<i>Homer Harbor Expansion Baseline Conditions Report Overview – Ronny McPherson & KC Kent HDR</i>
Monday, February 12	
Monday, February 26	
Monday, March 11	
Monday, March 18 Off-cycle	<i>Joint Session with ADA Advisory Board</i>
Tuesday, March 26	
Monday, April 8	
Monday, April 12 Off-cycle	<i>Joint Session with Port & Harbor Advisory Commission</i>
Monday, April 22	
Monday, May 13	
Monday, May 20 Off-cycle	<i>Joint session with Planning Commission</i>
Tuesday, May 28	
Monday, June 10	
Monday, June 17 Off-cycle	<i>Joint session with Economic Development Advisory Commission</i>
Monday, June 24	
Monday, July 22	

Council Meeting Dates	Work Session Topic
<i>Monday, August 12</i>	
<i>Monday, August 26</i>	
<i>Monday, September 9</i>	
<i>Monday, September 16</i> <i>Off-cycle</i>	<i>Joint Session with Library Advisory Board</i>
<i>Monday, September 23</i>	
<i>Monday, October 14</i>	
<i>Monday, October 28</i>	
<i>Monday, November 12</i>	
<i>Monday, November 25</i>	