



# City of Homer

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

Port and Harbor

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## Memorandum 22-196

TO: HOMER CITY COUNCIL & MAYOR CASTNER

FROM: BRYAN HAWKINS, HARBORMASTER/PORT DIRECTOR

DATE: NOVEMBER 3, 2022

SUBJECT: IMPLEMENTING RECOMMENDED PARKING IMPROVEMENTS ON THE HOMER SPIT

In 2021 the City contracted with HDL to conduct a Spit parking study on the South (Spit Highway) side of the harbor. The Study was completed in October and the Port Commission and staff have been working on a plan for implementing some of the recommendations in a phased (more affordable) approach. Attached are the minutes and motions from the September 28<sup>th</sup> meeting.

As this was not a budgeted expense in the Port and Harbor FY23 budget, Staff recommends appropriating the design and construction funds from the Port and Harbor Reserves fund. Staff further recommends that future revenues generated from fee parking on the Spit will be used to pay back the Port and Harbor Reserves account for forward funding these parking improvements.

The goals for these improvements and changes are threefold:

- Make the needed physical improvements to the unimproved parking lots on the South side of the harbor
- Better address some of the long-standing issues with those lots, such as drainage, miserable potholes and congestion, and the inefficient and unorganized use of the space
- Increase parking revenues to help pay for the cost of the improvements and fund future parking improvements spit wide.

### Recommendation

Recommend that Council pass Ordinance 22-XX amending the FY23 Capital budget by appropriating \$49,690 from the Port Reserve fund in order to hire HDL Engineering consultants to design the improvements working under a task order through Public Works and authorize the City Manager to execute the appropriate documents.

Attachments 9-28-22 Port Commission Motions Re Parking Improvements

TOXX – Homer Spit Parking Lot Design Fee

November 3, 2022

Janette Keiser, PE  
Director of Public Works  
City of Homer  
3575 Heath Street  
Homer, AK 99603

**Subject:** Design Fee Proposal  
Homer Spit Parking Lot Design

As requested, HDL Engineering Consultants, LLC (HDL) has prepared a fee proposal to provide design services for the Ramp 2, 3, and 4 parking lots on the Homer Spit. Additionally, HDL will assist the City of Homer with the design location of paid parking at the Seafarer Memorial parking lot. The project will include survey and design.

## Scope of Services

### Topographic Survey & Coordination

HDL's engineering design staff will coordinate with Geovera, LLC to complete a design survey of the Ramp 2 (Pavilion) and Ramp 3 and 4 parking areas within the Homer Spit. Geovera will collect topographic, Right-of-Way (ROW), and utility features necessary to provide a complete design for the parking areas. For more information regarding the survey.

### Task 2 – Design.

Concurrently with the design survey effort, HDL will research and identify surfacing improvement methods that may be appropriate to use as an alternative to asphalt surface treatments. This research will be documented in a design memorandum and will compare up to three surface treatments against asphalt and provide recommendations for which treatment is the most economical and maintainable.

HDL will prepare design documents for the proposed parking lot improvements at Parking Lot 2 and Parking Lot 3 and 4 (See attached figures). The design improvements will consist of improving the parking area surface treatment, reviewing/providing necessary drainage improvements, identifying/providing parking layouts, and providing estimated costs to complete the work. Improvements may also include signage or striping improvements. Additionally, HDL will review the Seafarers Memorial for the optimal location for the paid parking meter.

HDL will develop and submit 65% and Final (100% complete) PS&E documents for review and use by COH personnel. Submittals will include digital half-size plan sets; specifications (in COH

Civil  
Engineering

Geotechnical  
Engineering

Transportation  
Engineering

Aviation  
Engineering

W/WW  
Engineering

Environmental  
Services

Surveying &  
Mapping

Construction  
Administration

Material  
Testing

Format); and engineer's estimate using COH standard bid items. At each milestone deliverable (35% and Final PS&E), a meeting will be held virtually with COH personnel to discuss any substantive comments.

## **Basic Assumptions**

The following basic assumptions were used to prepare this estimate:

- This task does not include site visits.
- The project design will use COH specifications format and COH standard bid items. Specifications will be prepared for Final (100% complete) documents. We anticipate providing a special provision for the surface course.
- Storm Water Pollution Prevention Plan will be developed with the 100% complete design.
- COH will pay any utility company fees related to utility locate requests.
- Survey and mapping will be performed in summer conditions. If snow/ice is present, COH will remove prior to survey to reduce overall digging and labor effort. An amendment may be required if snow/ice is present.
- We anticipate the structural section work will consist of a small digout, regrading, and a surface treatment. Geotechnical investigations and engineering is not included in this contract.
- Electrical engineering, environmental, and public involvement is not included in this fee, but can be added by amendment.
- ROW acquisitions are not anticipated. Easement or permit acquisition documents are not included, but can be added by amendment. COH will coordinate with other agencies if necessary.
- Coordination with utilities and utility relocation services are not included, but can be added by amendment.
- Bidding assistance and construction assistance are not included in this task, but can be added by amendment.

## **Schedule**

Upon Notice to Proceed, HDL will begin coordinating the survey. We anticipate survey to occur winter 2022. Our team will begin the design after receiving the survey basemap and complete the 65% PS&E submittal package within 40 business days.

*Homer Spit Parking Lot Design*  
*November 3, 2022*

## Fee

HDL will provide the aforementioned basic services on a time and expenses basis at our contract hourly rates for an estimated fee of \$49,690. See the attached fee estimate.

We appreciate the opportunity to provide this proposal and look forward to assisting the COH on this project. If you have any questions, please contact me at 564-2136.

Sincerely,

HDL Engineering Consultants, LLC



Nick M. Oliveira, PE, PTOE

Principal Civil Engineer/Project Manager

e: noliveira@HDLalaska.com | o: 907.564.2120 | d: 907.382.7656

**Attach:**        Fee Estimate Spreadsheet (1 Page)  
                      Parking Lot Location Figures (1 Page)

# Project: Homer Spit Parking Lot Design Design

PERSONNEL DESCRIPTION	Principal Eng	Civil Engr	Eng Asst	Drafter	Enviro Ana	Expenses	Subconsultant
E-Codes	E30	E23	E16	E14	E20		
TASK DESCRIPTION							
Project Management/Coordination	4						
Research Surface Treatments		6	12				
Prepare/Submit Design Memo		8	16				
Identify Parking Pay Location		4	4				
Survey Coordination	2						
Compute Political Boundaries/ACAD							\$2,000
Topographic/Planimetric Survey							\$2,000
Post-Process/ACAD Drawing/SCS							\$2,000
Utility As-Built Review		2	4	4			
SWPPP Plan Development		4			20		
1 Cover			1	1			
1 Legend, Index, Notes			1	1			
1 Survey Control Sheet		2		2			
4 Layout/Grading Plans (1"=20')		20	40	40			
1 Typical Sections/Details		2	4	4			
Drainage Improvements		10	20	20			
2 Summary Tables		4	8	8			
1 Sign Summary		4	8	8			
65% QA/QC Review	8						
65% Estimate		6	12				
65% Design Review Meeting		2	2				
Final QA/QC Review	4						
Final Plan Technical Specifications		12					
Final Estimate		4	8				
<b>*ADD ALTERNATE</b>							
<b>Total Hours</b>	18	90	140	88	20		\$6,000
<b>Basic Hours</b>	18	90	140	88	20		\$6,000
<b>ADD ALTERNATE</b>							
<b>BILLING RATE</b>	\$180.00	\$145.00	\$110.00	\$100.00	\$130.00	1.10	1.10
Basic Services	\$3,240.00	\$13,050.00	\$15,400.00	\$8,800.00	\$2,600.00		\$6,600.00
* Add Alternate							
	<b>Basic</b>		<b>*Add Alternate</b>				
<b>LABOR</b>	\$43,090						
<b>SUBCONSULTANT</b>	\$6,600						
<b>Expenses</b>							
<b>TOTAL COST</b>	\$49,690						

B. Port & Harbor Staff Report for September 2022

Port and Harbor Director Hawkins summarized his written staff report and facilitated discussion with the commission.

C. Homer Marine Trades Association (HMTA) Report

Commissioner Zeiset noted that the HMTA's annual meeting is tomorrow evening at Odin's Meadery and is open to the public.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Homer Spit Comprehensive Plan Review & Discussion

Chair Matthews introduced the agenda item by reading the title. She noted she will be absent for the October regular meeting and opened the floor for discussion on the possibility of having a worksession beforehand to tie up their proposed amendments on the Spit Comprehensive Plan, and formulate their feedback into a working document for the Planning Commission to consider.

Discussion ensued the on the plan itself, Chair Matthew's work-plan for review, and scheduling a worksession. The commission and staff agreed to have a worksession on October 19, 2022 at 2:00 p.m. and to invite Planning staff to be a part of the conversation.

**NEW BUSINESS**

A. Port/Enterprise Fund Financial Modeling Update  
i. 2023 Moorage Rate Table

Chair Matthews introduced the agenda item by reading the title.

Port and Harbor Director Hawkins and Port Administrative Supervisor Woodruff provided an update on the Port Enterprise fund financial modeling. Harbor staff met with City Manager Dumouchel and David Parker, Special Projects Coordinator, to map out steps needed to develop a financial modeling framework of the Port Enterprise Fund, including all known maintenance and current revenue streams. Ms. Woodruff shared screen via Zoom and provided a quick walk-through of the Trello port project board, a software tool that's designed for large project management. She explained the Port's and Finance's goal to add a financial tracking spreadsheet to each special project with running totals of allocated funds and expenses for quick reference.

There was discussion and questions from the commission on the new rate modeling and the upcoming moorage rate increases due to a high CPI rate.

B. Spit Parking Improvement Implementation Schedule  
i. Revised HDL Homer Spit Parking Final Technical Report  
ii. 2022 Parking Revenue Stats  
iii. 2022 Parking Map

Chair Matthews introduced the agenda item by reading the title and deferred to Port and Harbor Director Hawkins to report.



Mr. Hawkins spoke to Harbor Staff's Spit parking improvement plan that utilizes the parking study recommendations from HDL. He spoke to their proposed implementation schedule outlined in his memo and the costs associated with the parking lot improvements.

There was discussion on the following:

- Parking statistics and revenue for short/long-term passes and load and launch ramp parking.
- How Lot 9A and 10A have been used this season for parking; there are no plans for improvements.
- Status of discussions with ADOT&PF regarding the use of the Right-of-Ways, cost sharing on improvements, and enforcement issues.
- Any potential for project savings through the amount of gravel vs. paving, how the lot is rebuilt/graded, and line delineation/use of wheel-stops.
- Potential for using the kiosks to help with 4-hour and 8-hour parking areas to encourage higher turn-over, and utilize HDL's recommendation of charging parking fees in increments of \$5.
- Using automated parking tracking methods; Harbor Staff is aware of them but many are costly.
- Parking enforcement logistics and where in the process it may bottleneck.
- RV parking: issues of oversized vehicles in certain lots and how some of the proposed improvements to the parking lots is to the drainage ditch that causes many of those issues.

Chair Matthews requested a motion for staff's parking improvement plan recommendation.

SHAVELSON/ZEISET MOVED TO RECOMMEND CITY COUNCIL APPROVE AN ORDINANCE AMENDING THE FY 23 PORT BUDGET BY APPROPRIATING \$342,300 FROM THE PORT RESERVES FUND TO COMPLETE SPIT PARKING IMPROVEMENTS FOR THE RAMP 2 PAVILION LOT, SEAFARER'S MEMORIAL LOT, AND THE PARKING AREA BETWEEN RAMP 3 AND 4.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews noted day permits are currently priced at \$5 and asked if there was a motion to increase that per Mr. Hawkins' recommendation to a nominal amount that does not include giving change from a machine. She clarified with Mr. Hawkins that that's for all paid parking lots.

SIEKANIEC/FRIEND MOVED TO RECOMMEND THE PORT AND HARBOR CHANGE THE DAILY PARKING FEE FROM \$5 TO \$10.

Chair Matthews questioned if the parking kiosks can be programmed to make that change happen. Mr. Hawkins voiced his concern that it's not the kiosk that he's concerned about, it's more about how they can implement the compliance aspect.

Discussion ensued on potentially giving parking discounts for reserved stall lessees, known vendors, and confirming that it's a seasonal fee; paid parking is only enforced Memorial Day to Labor Day except for long-term parking. Concerns were raised for creating new parking spaces and then turning around and making the parking fee higher, like a double-whammy. Commission agreed there should be an increase but to determine the amount at a later meeting.

SIEKANIEC/FRIEND MOVED TO AMEND TO RECOMMEND THE PORT AND HARBOR INCREASE THE DAILY PARKING FEE.

VOTE (amendment): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VOTE (main motion as amended): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews requested a motion on whether the commission would like to increase the Load and Launch Ramp fee from the current \$20. Mr. Hawkins explained how the fee structure works with the Load and Launch Ramp and the City's agreement with the Alaska Department of Fish and Game (ADF&G). The City would have to get prior approval from ADF&G to increase the actual launch ramp fee or change the parking levy. The Launch Ramp improvements were built in 2016 so there has not been an increase in fees since, and the fee is not subject to CPI increases.

SHAVELSON/ZEISET MOVED TO INCREASE THE LAUNCH RAMP AND PARK LEVY FEE FOR THE NEXT SEASON.

There was discussion on how it has been a few years and an increase is time and concerns about focusing more on the parking levy and not the launch ramp portion. At the commission's request, Mr. Hawkins agreed to bring the ADF&G Memorandum of Agreement back to the commission for their consideration at the next meeting.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews asked the commission if there should be any kind of discount for long-term parking passes. Commissioner Pitzman commented that if they were to leave it as-is that would be a discount in itself given they're increasing all the other rates.

In response to questions, Mr. Hawkins commented on which industries seem to be purchasing those type of passes, clarified the \$250 parking pass is a seasonal day-parking pass so the person does not have to pay the \$5 daily when using the paid lots, and how he allowed companies with multiple vehicles to use a single pass but could use it with one vehicle at a time. Discussion ensued on providing discounts to reserved stall lessees and marine trades people for the \$250 pass.

SIEKANIEC/ZEISET MOVED TO ALLOW STALL SLIP HOLDERS AND MARINE TRADESMEN A DISCOUNT ON SEASON PASSES AND SHORT-TERM PARKING.

Mr. Hawkins agreed to look into coming up with specific numbers for discounts for the commission to review.

Mayor Castner voiced his support of the motion and opined how most reserved stall lessees would prefer to pay the extra cost to not have to deal with kiosks or daily rates.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.



Chair Matthews requested a motion to address oversized vehicles using the parking area between Ramps 3 through 5. Mr. Hawkins recommended they put a size limit on the vehicles instead of saying “No RV’s”.

ZEISET/PITZMAN MOVED TO RECOMMEND WE PUT A 20 FOOT LIMIT ON VEHICLE SIZE FOR ALL PARKING LOTS BETWEEN RAMPS 3 AND 5.

Commissioner Shavelson suggested if there was an opportunity to clear out the area behind Bob’s Trophy Charters, even if preliminary, it would help alleviate any concerns with this motion.

Commissioner Pitzman inquired if that 20 foot size limit was an arbitrary number or is it based on what’s best for those parking spaces. Mr. Hawkins explained how Homer City Code says parking spaces are to be 9 by 20 feet; when Harbor Staff does parking layout they actually go 10 by 20 feet. He does not object to changing that space size if they determine most personal pickup trucks are longer than that. Chair Matthews noted that there are 22 foot RV’s that bottom out based on their axle span.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews asked whether or not they want to implement an RV parking fee on the Spit, move the RV lot to behind Bob’s Trophy Charters, and install a kiosk there for payment. Discussion ensued on how staff enforces the restriction on camping in parking lots. Mr. Hawkins recommended language for the motion.

PITZMAN/ZEISET MOVED TO RECOMMEND TO CREATE AN OVERSIZED VEHICLE LOT AND PRICE POINT AT THE SEAFARER’S MEMORIAL PARKING LOT AND BEHIND BOB’S TROPHY CHARTERS.

There was brief discussion on the two potential locations and utilizing kiosks or a mobile app to pay for the parking.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Matthews noted the parking statistics that were provided in the packet. She shared an experience she had with the Parking Enforcement Officer and gave kudos to his efforts.

#### **INFORMATIONAL MATERIALS**

- A. Commissioner Ulmer Resignation Notice & Letter/Certificate of Recognition
- B. Memo from City Clerk Re: Implementation of New Agenda Management Software
- C. Port & Harbor Monthly Stats for August 2022
- D. Water/Sewer Bills Report for August 2022
- E. Ice & Crane YTD Report
- F. Dock Activity YTD Report
- G. PHC 2022 Meeting Calendar

Deputy City Clerk Tussey noted that the commission does not have a November meeting and inquired with Chair Matthews if it’s her intention to hold another meeting in November. The commission agreed to keeping the October 19<sup>th</sup> worksession and hold off on scheduling anything else until it comes up.

CITY OF HOMER  
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Design - Parking Improvements (HDL)</u>	DATE	<u>11/08/2022</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 49,690</u>		

DESCRIPTION	In 2021, the City hired HDL to conduct a parking study for the south side parking lots on the Homer Spit. The findings and recommendations from that study have become the baseline for the Commission's references for making improvements to those high-traffic areas. The Port & Harbor Advisory Commission recommends funding these improvements from the Harbor Reserves account.
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	100%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: Port Reserves	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 2,770,343</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 619,245</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 49,690</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 589,524</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 1,511,884</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

**ORDINANCE REFERENCE SHEET**  
**2022 ORDINANCE**  
**ORDINANCE 22-78**

An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget by Appropriating \$49,690 from the Port and Harbor Reserves for the Design of Parking Improvements to the Parking Lots at the Boathouse Pavilion, Seafarer's Memorial, and Harbor Ramps Three and Four and Authorizing the a Task Order to HDL Engineering to Complete the Work.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 14, 2022 Introduction

Memorandum 22-196 from Port Director/Harbormaster as backup