



# AGENDA ITEM REPORT

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## **Resolution 23-038, A Resolution of the City Council of Homer, Alaska Establishing a Harbor Expansion Study Communications Committee and Establishing the Scope of Work and Committee Make-Up. Erickson.**

**Item Type:** Resolution  
**Prepared For:** Mayor Castner and Homer City Council  
**Meeting Date:** 10 April 2023  
**From:** Bryan Hawkins, Port Director  
**Through:** Rob Dumouchel, City Manager

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The Harbor Expansion Study is a large project with many contributing partners and groups, including the Army Corps of Engineers, the borough, state, and federal legislature, HDR as the City's owner representatives, City Council, City staff, public committees, and the general public and wider Homer community at large. All of these invested parties need informative and accurate progress updates and clear communication. To streamline that communication between the various City entities/groups, and to provide a consistent City conduit for internal and public communication, a communications oversight committee is proposed that contains members from each of the individual City groups. This mix of City staff, Council, and committee members will serve as a focused representative point for project reports, progress updates and information, that can then be disseminated, keeping everyone on the same page. This would be a non-voting, no action committee whose main purpose would be to facilitate communication between all interested parties.

The proposed harbor expansion study communications committee members would consist of the Port Director or designee, the City Manager or designee, the Director of Public Works or designee, the Mayor, one Council Member (chosen by the council), and one Port and Harbor Advisory Commissioner (chosen by the Commission). The general scope of work would be outlined to include serving as public representatives, providing oversight, review and internal tracking for reports in order to keep information available and consistent throughout, and attending community based meetings.

After speaking with HDR, I believe it would be a wise first step within the committee's scope of work/tasks to hold a half day chartering meeting that outlines, as it pertains to the City, the committee's and the harbor expansion study's overall:

- 1) Vision and Mission
- 2) Purpose and Need
- 3) Scope Definition or Principals
- 4) Goals & Objectives
- 5) Success Criteria

A document like this would be helpful as a touchstone for not only the committee's operation but also as a general guidance for analyzing key events, processes and commitments that come up in communication with our outside partners for best discussion, and in collating and consolidating reports of those events to disseminate back to member's representative City groups.

I also would like to propose that meetings for the committee be held during the daytime to keep overtime hours/costs to a minimum. Perhaps work lunch meetings for concise effective use of time?  
The proposed committee will be disbanded when the USACE's General Investigation of the Harbor Expansion Study is complete, or at such time as Council determines it is no longer needed.

**Recommendation:**

Move to adopt Resolution 23-038

**Attachment:**

Resolution 23-038

**CITY OF HOMER  
HOMER, ALASKA**

Erickson

**RESOLUTION 23-038**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
ESTABLISHING A HARBOR EXPANSION STUDY COMMUNICATIONS  
COMMITTEE AND ESTABLISHING THE SCOPE OF WORK AND  
COMMITTEE MAKE-UP.

WHEREAS, Establishing a Harbor Expansion Study Communications Committee will be beneficial to the community; and

WHEREAS, The Harbor Expansion Study Communications Committee will be a non-voting, non-action taking committee who's purpose will be-

1. Serve as representatives to the public
2. Provide recommendation and input on communication needs and internal tracking
3. Review reports from the USACE, Contractors, and HDR
4. Meet with dignitaries and representatives working on the project
5. Be available to attend community based meetings to represent the City on behalf of the project, gather input, and answer or refer questions

WHEREAS, The Committee will be comprised of the Port Director or designee, the City Manager or designee, the Public Works Director or designee, and the Mayor, one Council Member selected by City Council, and one Port and Harbor Advisory Commissioner selected by the Port and Harbor Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED that the City of Homer City Council hereby establishes the Harbor Expansion Study Communications Committee.

BE IT FURTHER RESOLVED the Committee will be disbanded upon the completion of the Harbor Expansion General Investigation study, or at such time as Council determines it is no longer needed.

PASSED AND ADOPTED by the Homer City Council this 10<sup>th</sup> day of April, 2023.

CITY OF HOMER

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KEN CASTNER, MAYOR

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MELISSA JACOBSEN, MMC, CITY CLERK

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49 Fiscal note: N/A