

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Port Director

RESOLUTION 25-066

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE CAMPGROUND HOST MEMORANDUM OF
UNDERSTANDING TO INCLUDE A UTILITY CREDIT FOR
CAMPGROUND HOSTS FOR CITY OWNED CAMPGROUNDS AT THE
FISHING HOLE AND MARINER PARK.

WHEREAS, Homer City Council established a Memorandum of Understanding (MOU)
and a \$100 per week stipend for campground hosts with the adoption of Resolution 20-072;
and

WHEREAS, When Fishing Hole and Mariner Park Campground responsibilities were
transferred from Parks to Port and Harbor, Port and Harbor staff updated the MOU's for the
Fishing Hole and Mariner Park Campgrounds to include a utility credit to assist the
campground hosts with the cost of operating their power generators and emptying sewer
tanks at the dump station; and

WHEREAS, Electricity and sewer are available and provided for the campground host at
Karen Hornaday Park Campground so no utility stipend is necessary at this location; and

WHEREAS, The City relies on Campground Hosts, one per campground, to perform a
variety of duties related to the health and safety, as well as the enjoyment, of campers and day-
users in the City's campgrounds; and

WHEREAS, In addition to the stipend and utility credit, the Campground Hosts are
provided with a campsite and supplies required to perform their duties; and

WHEREAS, Going forward, camp host stipend and utility credit adjustments will be
managed through the City's budget process and amendments to the campground host duties
and responsibilities in the MOU will be approved by resolution of the City Council.

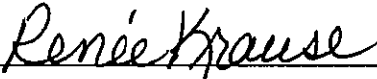
NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska approves
amending the Campground Host Memorandum of Understanding to Include a Utility Credit for
Campground Hosts for City Owned Campgrounds at the Fishing Hole and Mariner Park.

PASSED AND ADOPTED by the Homer City Council on this 28th day of July, 2025.

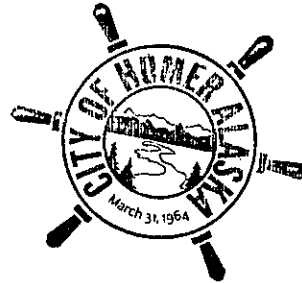
CITY OF HOMER


RACHEL LORD, MAYOR

ATTEST:


RENEE KRAUSE, MMC, CITY CLERK

Fiscal note: Refer to Memorandum CC-25-190





MEMORANDUM

Resolution 25-066, A Resolution of the City Council of Homer, Alaska Amending the Campground Host Memorandum of Understanding to Include a Utility Credit for Campground Hosts for City Owned Campgrounds at the Fishing Hole and Mariner Park. City Manager/Port Director.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: July 7, 2025
From: Melissa Jacobsen, City Manager

In 2020, Homer City Council adopted Resolution 20-072 that set a policy for campground host services at City owned campgrounds. The policy includes a Memorandum of Understanding (MOU) and a \$100 per week stipend. In 2021, the responsibility of managing the City owned campgrounds in the harbor area, the Fishing Hole and Mariner Park, were transferred to the Port and Harbor, and at that time Karen Hornaday Park was closed to camping.

When Port and Harbor staff assumed the responsibility of the harbor area campgrounds Harbormaster Matt Clarke discovered that the Fishing Hole campground host was accessing power from the Pier One Theater building and that the City was paying a portion, or all, of the Pier One Theater's electric bill for this access to electricity through the Parks budget. The matter was taken up with the Port Director and they agreed the whole situation needed to be cleaned up with an MOU. When factoring in the criteria for the MOU, they determined the utility compensation be accounted for by a fixed \$50 monthly amount called a "utility credit".

Because of the abrupt transfer of responsibility of the campgrounds from Parks to the Port and Harbor, there was an oversight of amending the campground host MOU to include this utility stipend.

Improvements to the Karen Hornaday Park over the past few years have included providing electric and water and sewer to the campground host site, and no stipend is necessary for that location now that it has re-opened.

This resolution amends the MOU to reflect the current practice of compensating campground hosts at the City campgrounds at the Fishing Hole and Mariner Park. It also generalizes the MOU process so that stipends and utility credits will be addressed through the regular budget process and amendments to duties and responsibilities will be approved by resolution.

RECOMMENDATION: Adopt Resolution 25-066

ATTACHMENTS:

- Fishing Hole and Mariner Park Campground Host MOUs



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road
Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

Campground Host Memorandum of Understanding Mariner Park

The purpose of this MOU is pursuant to City of Homer, Alaska, Resolution 25-1xx. The City of Homer Port & Harbor Department agrees to provide the campground host one dedicated campsite at the Mariner Park campground, a \$____/week stipend, and a \$____/month utility credit (stipend and utility credit paid monthly), commencing April 1, 20____ through October 31st, 20____, in exchange for campground host services provided within the Mariner Park campground, under the terms and conditions stipulated within.

During the closure of the campground, November 1st through March 31st, the campground host and dwelling are permitted remain on-site under a caretaker's status. The campground caretaker's only service is to advise the general public the campground is closed. The campground caretaker is provided one dedicated campsite in exchange for this service.

Contractual oversight of this MOU is provided by the City of Homer's port director, harbormaster, or designee.

The City of Homer, Alaska, reserves the right to terminate this MOU at any time.

Campground Host Mission

Campground Hosts support the management and operation of City of Homer's campgrounds as an authorized representative of the City of Homer, while residing on site and facilitating the exchange of information and services between the City of Homer and its campground guests.

Campground Host Services Include:

1. Assist campers in locating campsites.
2. Report hazardous facility conditions within the campground that could affect the health and safety of campers and visitors to the Port & Harbor Department immediately.
3. Report unsanitary conditions within the campground such as overflowing trashcans, dumpsters, porta-potties and bathrooms.
4. Maintain a surplus supply (provided by port & harbor) of toilet paper that can be distributed to bathrooms and porta-potties in the event of untimely depletion and re-stocking by service contractors or city building ground & maintenance staff.
5. Maintain a surplus supply of trash bags (provided by port & harbor) that can be distributed to trash cans in the event of overflow.
6. Maintain a surplus supply of trash bags (provided by port & harbor) that can be used to clean up loose trash, debris and litter.
7. Provide campers information and answer questions about the campground rules.
8. Assist with campground and campsite organization and site delineation.
9. Campground host will reside as model campers practicing good housekeeping at all times surrounding their dedicated campsite and by observing all campground rules.

Campground Host Rounds & Camper Engagement: 8-9:00 am, 1-2:00 pm, and 7-8:00 pm:

1. Inspect restrooms, porta-potties, and hand-wash facilities for sanitary operable conditions
2. Identify for campers that arrived without your knowledge.
3. Monitor campsites and campers for evidence of camp fee compliance.
4. Inform and advise campers of applicable camp fees and payment rules.
5. **Advise all campers to pay camp fees at the pay station kiosks.**
6. **Do not collect any money for camp fees.**
7. Ensure the pay station kiosk is “on” and functioning, generating receipts. Notify the port & harbor parking enforcement staff if pay stations are not functioning.
8. Re-stock camp fee pay station kiosks with plastic bags and zip ties used for camp fee receipts requiring tent attachment.
9. Report camp fee non-compliance or violations to Port & Harbor parking enforcement staff at (907) 435-7168.
10. Campground hosts shall not discipline any guests for violation of campground rules. Campground host shall report all violations to the Port & Harbor Department and/or Homer Police Department depending on the circumstances.
11. Pick-up loose trash.

Problems with Campers Inside The Campground:

Non-Emergency – Most service related issues and camper-to-camper problems can be resolved with tactful and professional correspondence between parties. Always refer to the posted campground rules when resolving issues. If problems persist, discontinue contact with the parties involved and contact the Port & Harbor for assistance. If you discover a problem and the campsite occupant is not present, leave a written notice describing the problem. Notify the Port & Harbor of any persistent, non-compliant camper behavior.

Emergency (Medical, Law Enforcement, Fire etc.) – Call 911.

Vehicles & Dwellings Owned & Operated By The Campground Host:

1. The campground host must maintain a valid driver’s license issued by any state in the USA.
2. As a dwelling, no more than one functional, mechanically sound, road legal, mobile camping unit, RV, 5th wheel, camper trailer, camper van, or cab-over-camper is allowed in the campground or dedicated campsite.
3. No more than one functional, mechanically sound, and road legal commuter vehicle is allowed in the campground or campsite.
4. As a dwelling, tent camping is permissible as long as the campground host possesses a vehicle meeting the above conditions.
5. Non-functional, mechanically disabled, and non-road legal vehicles are not allowed in City of Homer campgrounds. The presence of such vehicles owned or operated by the campground host is cause for termination of the MOU.

Campground Host Service Time In Exchange for Compensation.

A minimum of 21 hours of service time per week is expected and should include most weekends and all holidays. The city of Homer Port & harbor department will provide the campground host a dedicated campsite and weekly stipend in exchange for the campground host’s service time.

Revocation of Campground Host Status & Eviction:

Breach of contract, abandonment of services, undesirable and/or criminal behavior on the part of the campground host, shall result in the City of Homer Port & Harbor terminating this MOU at any time by notifying the campground host in writing. Termination of this agreement for the above causes shall require the campground host to immediately vacate the campground upon receipt of written notice.

I further understand that (Please initial):

- _____ I am not to provide campground host services under the influence of alcohol, illegal drugs, or any other substance which may impair judgement or physical abilities.
- _____ I agree to contain all of my personal property inside the dedicated campsite provided to the campground host. Sprawl of personal property outside of the dedicated campsite is cause for termination of the MOU.
- _____ I agree to remove all of my personal property from the campground upon expiration of the terms stated in this MOU.
- _____ The campground host shall indemnify, defend, save and hold the City of Homer harmless from any losses, claims, lawsuits or liability, including attorneys' fees and costs, arising out of loss, damage or injury, including death, to person or property occurring during the course of or as a result of the campground host's performance under this MOU, except for damage caused by the City of Homer's own negligence.

I CERTIFY THAT I HAVE READ THIS MEMORANDUM OF UNDERSTANDING AND ACCEPT THE TERMS & CONDITONS CONTAINED WITHIN.

Campground Host Signature Date

Harbormaster Signature Date



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5. Non-functional, mechanically disabled, and non-road legal vehicles are not allowed in City of Homer campgrounds. The presence of such vehicles owned or operated by the campground host is cause for termination of the MOU.

Campground Host Service Time In Exchange for Compensation.

weekly stipend in exchange for the campground host's service time.

Revocation of Campground Host Status & Eviction:

immediately vacate the campground upon receipt of written notice.

I further understand that (Please initial):

which may impair judgement or physical abilities.

Sprawl of personal property outside of the dedicated campsite is cause for termination of the MOU.

MOU.

most's performance under this MOU, except for damage caused by the City of Homer's own negligence.

CONTAINED WITHIN.

Campground Host Signature

Date

Harbormaster Signature

Date