

Session 11-04, a Regular Meeting of the Port and Harbor Improvement Committee was called to order by Acting Chair Howard at 5:30 on September 8, 2011 at the City Hall West Conference Room located at 450 Sterling Highway, Homer, Alaska.

PRESENT: Hartley, Hawkins, Howard, Howard, Wythe

ABSENT: Lewis

STAFF: City Manager Wrede
Finance Director Mauras
Deputy City Clerk Jacobsen

AGENDA APPROVAL

The agenda was approved the agenda by consensus of the Commission.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF SYNOPSIS

A. September 1, 2011 Meeting Synopsis

The synopsis was approved by consensus of the Commission.

VISITOR/PRESENTATIONS

No visitors were scheduled.

STAFF & COUNCIL REPORTS

There were no staff or council reports.

PUBLIC HEARING

No public hearings were scheduled.

PENDING BUSINESS

A. Review of Port and Harbor Finances

There were no specific comments regarding harbor financials.

Mrs. Wythe commented that the permanent fund ordinance has wording for an option to use some of the fund for the purpose of bonding for city projects. Finance Director Mauras reviewed HCC 3.12.070 that principal from the income sub fund may be used as a loan and

not a grant, the project must receive a majority of its funding through another source, and may be done on terms approved by a Council resolution, and paid back in a reasonable amount of time.

Harbormaster Hawkins commented regarding last meetings discussion of the ability to rent space out of the Harbormaster's office. He said he has had inquiries including the Coast Guard Marine Safety Detachment group out of Kenai is considering moving their office to Homer.

There was that discussion permanent fund money could be a way to move forward with funds from Fish and Game for the launch ramp.

NEW BUSINESS

A. Meeting Schedule- Cancellation of the September 15, 2011 Meeting.

Chair Howard noted that she and Mr. Howard would both be out of town and she questioned if the Committee wanted to cancel the September 15 meeting.

WYTHE/HOWARD MOVED TO CANCEL THE SEPTEMBER 15, 2011 MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Work Schedule- Consideration of Requesting Time Extension Beyond November 1

Mrs. Wythe expressed that she is not in favor of requesting a time extension. In her mind, the committee's scope is to make recommendations to council regarding bonding, how it will work, a list of projects that could be done with the amount of bonding the city could afford, and a recommendation of a repayment plan. From there the council can provide additional direction to the committee, and then they can start the other things like meeting with the Port and Harbor Commission, holding public hearings, and so forth. Her intent with the resolution was to get a recommendation to Council by November for direction on whether or not to proceed.

The Committee agreed that meeting every two weeks would be adequate to establish the plan to take to Council. It was brought up that in the group needs to get serious about revenue stream we could create, what it would generate, and what legislation needs to be in place to allow it.

Mrs. Wythe requested a list of what projects would be eligible for matching funds and what the percentages of matching funds are.

C. Memorandum From City Manager Re: Projects to Include in Bond Sale and Criteria for Making Selection of Projects

City Manager Wrede reviewed his memorandum and the project descriptions of other projects that were suggested in earlier meetings.

Mrs. Wythe asked if the people who are interested in leasing office space could be contacted to see if there is a true interest and their anticipated need. A lease agreement in hand could affect how much can be bonded for the new building. Other members suggested contacting local agencies like the hospital and the State Troopers as well.

Chair Howard recapped the schedule for the upcoming meetings. September 22 review financial reports and responses to earlier questions, October 6 discuss project rankings, and October 20 finalize a draft proposal to forward to Council.

Regarding financial reports for staff to have for the next meeting include a review of the permanent fund ordinance for loan possibility, lease revenues for a new building, which projects are eligible for matching funds, and potential revenues from fee increases.

There was discussion about breaking the load and launch ramp out as a separate project and what the user fee would be needed to have that user group cover the City's portion of the match.

Discussion returned to the evaluation and ranking system to be used for the projects. The Committee considered using a weighted scale based on the criteria outlined in the City Manager's memorandum as follows:

- Is the Project on the Enabling Resolution—15 points
- Does the Project Address a Health and Safety Issue—15 points
- Does Bonding for this Project Leverage Other Money—20 points
- Does the Project Stimulate Economic Development and Job Creation—10 points
- Does the Project Provide Revenue for the Enterprise Fund—15 points
- Does the Project Improve Service Delivery to Our Customers—15 points
- Identifiable Revenue Stream from the Benefitted User Groups to Retire the Debt—10 points

WYTHE/HOWARD MOVED TO USE THIS EVALUATION SCHEME FOR ALLOCATING POINTS TO PROJECTS.

There was discussion that they would rank the ones on the enabling resolution and those presented tonight.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

WYTHE/HOWARD MOVED TO REDUCE THE ENABLING RESOLUTION POINT VALUE TO 5 AND SPLIT BETWEEN ALLOCATING 5 POINTS TO STIMULATING ECONOMIC JOB CREATION AND 5 POINTS TO IDENTIFIABLE REVENUE STREAM.

Chair Howard reviewed the new ranking as 5, 15, 20, 15, 15, and 15.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

D. Establish Committee Work Plan and Assignments

There was no discussion of this agenda topic.

INFORMATIONAL ITEMS

There were no informational items.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF STAFF

There were no staff comments.

COMMENTS OF THE CHAIR

Chair Howard had no comments.

COMMENTS OF THE COMMITTEE MEMBERS

There were no Committee comments.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 6:15 p.m. The next meeting is scheduled for October 6, 2011 at 5:30 at the City Hall West Conference Room.

MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: _____