



AGENDA

Port & Harbor Advisory Commission Regular Meeting

Wednesday, May 24, 2023 at 6:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 954 2610 1220 Password: 556404
<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

1. **CALL TO ORDER, 6:00 P.M.**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** (3 minute time limit)
4. **RECONSIDERATION**
5. **APPROVAL OF MINUTES**
6. **VISITORS/PRESENTATIONS**
 - 6.A. Lauren Sutton, Kachemak Bay National Estuarine Research Reserve
7. **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**
 - 7.A. Port Finance/Budget Report – YTD Report for May 2023 **Page 2**
 - 7.B. Port & Harbor Staff Report – May 2023 **Page 7**
 - 7.C. Homer Marine Trades Association (HMTA) Report
8. **PUBLIC HEARING(S)**
9. **PENDING BUSINESS**
 - 9.A. Port & Harbor Advisory Commission 2022-2023 Strategic Plan **Page 15**
 - 9.B. Annual Review of PHC Policies/ Bylaws **Page 24**
10. **NEW BUSINESS**
 - 10.A. Business Plan **Page 30**

- 10.B. Fleet Management Plan Discussion **Page 31**
- 10.C. 2023 Port & Harbor Advisory Commission Meeting Schedule **Page 35**
- 10.D. Draft Homer Harbor Expansion Charter **Page 36**
- 10.E. Draft Homer Harbor Expansion Communications Plan **Page 37**
- 11. INFORMATIONAL MATERIALS**
 - 11.A. Port Operations Report **Supplemental Packet**
 May 2023 Port Operations Report
 May 2023 Statistics
 - 11.B. Resolution 23-036 (S)(A) Directing the Port & Harbor Advisory Commission for Research and Reporting during the process of the Harbor Expansion General Investigation Study and Float Replacement Projects **Page 38**
 - 11.C. Resolution 23 – 037 Outlining the Expectations of the City Council for Community and Stakeholder Engagement within the Harbor Expansion General Investigation/ Feasibility Study **Page 40**
- 12. COMMENTS OF THE AUDIENCE (3 minute time limit)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMISSION**
- 15. ADJOURNMENT** Next Regular Meeting is Wednesday, June 28, 2023 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

FUND 400 - PORT & HARBOR ENTERPRISE FUND		5/16/2023			
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE		87.4% of FY elapsed			
A/C Num.	Revenue Categories & Descriptions	FY22	FY23 YTD		FY23
		7/1/21 - 6/30/22	ACTUAL		7/1/22 - 6/30/23
		ACTUAL	\$	%	BUDGET
0600	HARBOR ADMINISTRATION				
4515	Ferry Lease	18,000	18,000	100.0%	18,000
4650	Rents & Leases	449,731	367,734	79.9%	460,000
	<u>Operating Revenue - Admin</u>	<u>467,731</u>	<u>385,734</u>	<u>80.7%</u>	<u>478,000</u>
4527	PERS Revenue	92,383	-	0.0%	-
4634	Port Storage Fee	119,992	185,974	202.1%	92,002
4635	Port Impound Fee	204	816	0.0%	-
4705	Business Licenses	10	15	44.3%	34
4801	Interest On Investments	(62,000)	61,099	249.1%	24,531
4901	Surplus Property	26,078	2,187	27.3%	8,014
4902	Other Revenue	-	957	108.3%	883
	<u>Non-Operating Revenue - Admin</u>	<u>176,666</u>	<u>251,048</u>	<u>200.1%</u>	<u>125,464</u>
0601	HARBOR				
4245	Waste Oil Disp	603	-	0.0%	1,564
4249	Oil Spill Recovery	(100)	-	0.0%	296
4318	Parking Revenue	180,789	105,393	90.0%	117,134
4319	Electrical Supplies	2,275	891	38.8%	2,298
4624	Berth Transient Monthly	649,848	488,954	78.2%	625,600
4625	Berth Reserved	1,533,906	1,604,518	101.1%	1,587,123
4626	Berth Transient Annual	315,591	305,256	105.7%	288,914
4627	Berth Transient Semi Annual	130,453	99,320	73.2%	135,742
4628	Berth Transient Daily	152,145	100,743	75.1%	134,210
4629	Metered Energy	186,689	122,748	134.1%	91,546
4644	Pumping	-	-	0.0%	339
4645	Wooden Grid	5,006	2,027	32.8%	6,185
4646	Commerical Ramp	54,913	33,510	55.9%	60,000
4647	Berth Wait List	15,211	13,270	110.1%	12,055
4648	Steel Grid Fees	7,900	3,952	43.3%	9,121
4663	Trans Energy 110v	47,616	24,666	55.6%	44,355
4664	Trans Energy 220v	16,186	13,512	47.9%	28,194
4665	Trans Energy 208v	205,197	166,306	108.1%	153,840
4666	Commerical Ramp Wharfage	38,422	32,839	73.5%	44,666
	<u>Operating Revenue - Harbor</u>	<u>3,542,651</u>	<u>3,117,904</u>	<u>93.3%</u>	<u>3,343,182</u>
4802	Penalty/Int	6,101	6,309	46.4%	13,598
4902	Other Revenue	68,633	51,097	71.7%	71,241
	<u>Non-Operating Revenue - Harbor</u>	<u>74,735</u>	<u>57,406</u>	<u>67.7%</u>	<u>84,838</u>

FUND 400 - PORT & HARBOR ENTERPRISE FUND		5/16/2023			
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE		87.4% of FY elapsed			
A/C Num.	Revenue Categories & Descriptions	FY22	FY23 YTD		FY23
		7/1/21 - 6/30/22	ACTUAL		7/1/22 - 6/30/23
		ACTUAL	\$	%	BUDGET
0602	PIONEER DOCK				
4631	USCG Leases	35,067	29,094	79.0%	36,808
4637	Seafood Wharfage-PD	-	-	0.0%	-
4638	PD Fuel Wharfage	207,277	160,683	69.1%	232,477
4639	Pioneer Dock - Wharfage	-	-	0.0%	-
4641	PD Water Sales	11,338	8,640	90.3%	9,569
4642	PD Docking	41,079	31,997	61.2%	52,285
	<u>Operating Revenue - Pioneer Dock</u>	<u>294,761</u>	<u>230,414</u>	<u>69.6%</u>	<u>331,140</u>
0603	FISH DOCK				
4620	Ice Sales	272,257	184,827	69.3%	266,797
4621	Cold Storage	27,398	22,319	126.1%	17,705
4622	Crane Rental	193,965	149,307	75.6%	197,594
4623	Card Access Fees	5,780	4,158	47.5%	8,748
4637	Seafood Wharfage	17,200	18,798	111.9%	16,795
4700	Other Wharfage Fish Dock	6,694	9,945	101.0%	9,843
	<u>Operating Revenue - Fish Dock</u>	<u>523,294</u>	<u>389,355</u>	<u>75.2%</u>	<u>517,482</u>
4206	<u>Fish Tax</u>	<u>66,865</u>	<u>116,236</u>	<u>212.3%</u>	54,760
0604	DEEP WATER DOCK				
4633	Stevedoring	8,882	45,006	319.6%	14,080
4637	Seafood Wharfage	-	-	0.0%	558
4640	Deep Water Dock Wharfage	-	152,709	409.2%	37,314
4643	Deep Water Dock Docking	116,132	93,438	93.4%	100,000
4668	Dwd Water Sales	32,419	39,045	156.2%	25,000
4672	Port Security Revenues	-	-	0.0%	-
	<u>Operating Revenue - DW Dock</u>	<u>157,434</u>	<u>330,198</u>	<u>186.6%</u>	<u>176,953</u>
0605	OUTFALL LINE				
4704	<u>Outfall Line</u>	<u>4,626</u>	<u>0</u>	<u>0.0%</u>	4,800
0606	FISH GRINDER				
4706	<u>Fish Grinder</u>	<u>7,018</u>	<u>7,365</u>	<u>92.1%</u>	7,998
0615	LOAD AND LAUNCH RAMP				
4653	L & L Ramp Revenue	132,446	67,726	53.5%	126,663
	<u>Operating Revenue - L & L Ramp</u>	<u>132,446</u>	<u>67,726</u>	<u>53.5%</u>	<u>126,663</u>
	<u>Total Revenues</u>	<u>5,448,227</u>	<u>4,953,385</u>	<u>94%</u>	<u>5,251,279</u>
	<u>Net Surplus (Deficit)</u>	<u>319,285</u>	<u>1,448,041</u>		<u>0</u>

FUND 400 - PORT & HARBOR ENTERPRISE FUND		5/16/2023			
COMBINED EXPENDITURES		87.4% of FY elapsed			
A/C Num.	Expenditure Categories & Descriptions	FY22	FY23 YTD		FY23
		7/1/21 - 6/30/22	ACTUAL		7/1/22 - 6/30/23
		ACTUAL	\$	%	BUDGET
<u>Salaries and Benefits</u>					
5101	Salary and Wages	1,128,870	1,061,161	87.7%	1,210,211
5102	Fringe Benefits	634,397	668,483	90.7%	737,330
5103	Part-time Wages	107,259	120,275	82.2%	146,292
5104	Part-time Benefits	12,256	13,876	82.4%	16,844
5105	Overtime	31,929	24,980	66.1%	37,766
5107	Part-time Overtime	855	136	3.5%	3,879
5108	Unemployment Benefits	348	-	0.0%	-
5112	PERS Relief	92,383	-	0.0%	-
Total Salaries and Benefits		2,008,297	1,888,910	87.8%	2,152,322
<u>Maintenance and Operations</u>					
5201	Office Supplies	5,322	4,743	112.9%	4,200
5202	Operating Supplies	20,623	12,541	48.2%	26,000
5203	Fuel and Lube	40,700	33,138	91.3%	36,300
5204	Chemicals	6,410	-	0.0%	6,000
5207	Vehicle and Boat Maintenance	21,532	14,542	58.2%	25,000
5208	Equipment Maintenance	68,340	54,292	86.2%	63,000
5209	Building & Grounds Maintenance	24,264	39,450	63.6%	62,000
5210	Professional Services	16,176	25,037	143.1%	17,500
5211	Audit Services	37,510	8,069	20.9%	38,520
5213	Survey and Appraisal	24,000	-	0.0%	12,500
5214	Rents & Leases	4,280	3,142	44.9%	7,000
5215	Communications	17,310	5,556	69.5%	8,000
5216	Freight and Postage	2,619	1,492	27.1%	5,500
5217	Electricity	664,046	530,338	81.5%	650,701
5218	Water	75,643	47,030	47.2%	99,581
5219	Sewer	13,157	6,503	46.4%	14,018
5220	Refuse and Disposal	40,694	31,068	49.1%	63,300
5221	Property Insurance	64,722	88,108	123.8%	71,194
5222	Auto Insurance	10,007	9,740	94.8%	10,275
5223	Liability Insurance	86,649	62,742	121.6%	51,610
5227	Advertising	6,076	3,471	49.6%	7,000
5228	Books and Subscriptions	26	107	0.0%	-
5231	Tools and Equipment	9,471	14,995	95.5%	15,700
5235	Membership Dues	6,088	5,965	85.2%	7,000
5236	Transportation	6,641	11,433	124.3%	9,200
5237	Subsistence	6,837	7,964	136.4%	5,837
5238	Printing and Binding	1,482	-	0.0%	3,500

FUND 400 - PORT & HARBOR ENTERPRISE FUND
COMBINED EXPENDITURES

5/16/2023
 87.4% of FY elapsed

A/C Num.	Expenditure Categories & Descriptions	FY22	FY23 YTD		FY23
		7/1/21 - 6/30/22	ACTUAL		7/1/22 - 6/30/23
		ACTUAL	\$	%	BUDGET
5248	Lobbying	21,000	15,995	72.7%	22,000
5249	Oil Spill Response	2,833	-	0.0%	1,000
5250	Camera Area Network	8,748	-	0.0%	18,000
5252	Credit Card Expenses	104,946	89,184	100.2%	89,000
5256	Waste Oil Disposal	45,458	12,478	27.7%	45,000
5258	Float and Ramp Repairs	8,545	23,629	94.5%	25,000
5287	Electrical Supplies	2,326	1,010	48.1%	2,100
5601	Uniform	8,785	4,659	49.0%	9,500
5602	Safety Equipment	10,601	4,986	33.2%	15,000
5603	Employee Training	7,918	2,625	29.2%	9,000
5606	Bad Debt Expenses	5,230	34,372	114.6%	30,000
5608	Debt Payment-Interest	4,665	16,800	0.0%	-
5627	Port Security	-	-	0.0%	2,500
5635	Software	938	-	0.0%	4,000
5637	Diving Services	4,350	6,520	76.7%	8,500
5638	Signage Parking Delineation	12,243	15,174	97.9%	15,500
	Total Maint. and Operations	1,529,210	1,248,898	77.3%	1,616,536
	C/O and Transfers				
5106	Leave Cash Out	66,243	-	0.0%	62,025
5241	GF Admin Fees	-	-	0.0%	-
5990	Transfers To	1,525,193	367,536	25.9%	1,420,397
	Total Others	1,591,435	367,536	24.8%	1,482,422
	Total	5,128,942	3,505,344	66.8%	5,251,279



Memorandum

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Date: 15 May 2023
Subject: May Staff Report

Facilities updates

We have made improvements to the Boathouse Pavilion lot to better delineate parking spots, and with the assistance of Public Works added a new parking Location in the area between Bob's Trophy Charters and the Fishing Hole Campground.

We've been working to improve delineation and signage at both campgrounds. The boatyard area will transition to a campground in June after the large vessels depart.

We are making repairs to leaks in the water systems on the floats, and hope to have water available at all floats by the end of this month.

Homer City Council Activities

Chair Matthews suggested in a past meeting that the Commission could consider different avenues to ensure that commissioners have current information about City Council activities. Possible avenues to achieve this include, but are not limited to:

- Assigning Commissioners to attend each meeting and report back at the following commission meeting
- Including the City Manager's Report from the prior month's Council meetings in each Commission Packet
- As a part of strategic planning, selecting specific areas of council activity that the commission would like to be kept abreast of, and working with staff to identify the best way to convey updates about those areas

I welcome discussion about the best way to approach keeping all of us informed!

Homer recognized as Coast Guard City

The City of Homer will officially be recognized as a Coast Guard City. Homer City Council is holding an event to celebrate this recognition at their worksession on May 22nd at 5pm (the Monday prior to our meeting).

Dockside Markets

Port Maintenance Supervisor Aaron Glidden shared one more item from his attendance at the Pacific Coast Congress of Harbormasters conference in Eureka, CA—Dockside Fish Markets. In the spirit of farmers markets, some harbors on the West Coast have begun to facilitate opportunities for fishermen to sell directly to the public. Not a high priority for the Harbor at the moment, but interesting and possible consideration for future planning. S:\off <https://www.portofbellingham.com/1002/Bellingham-Dockside-Market>

Establishment of Port Match Reserves

On Monday, May 22nd the City Council will consider Ordinance 23-26, Ordinance 23-27, which would establish a separate Port Match Reserves and transfer funds from existing reserves to this account. Your April supplemental packet includes the Proposed Future State of the Harbor Reserves accounts on Page 13.

Resolution 23-046 for Work in Kind

The resolution that the commission reviewed at our April meeting to engage with HDR for Work In Kind for the Harbor Expansion Study was adopted by Homer City Council at their May 8th meeting.

City of Homer Comprehensive Plan Updates

The Mayor's reduced the \$650,000 appropriation for a 2-year Comprehensive Plan rewrite and Code rewrite to \$250,000. Councilmember Aderhold has introduced a proposed amendment to the Capital budget to add an additional \$400,000 for the project for a total budget of \$650,000. The status update as of April 24 was "Scope of project being redeveloped after Mayor's veto to reduce appropriation." No further updates on the timeline or scope of the Comprehensive Plan rewrite are available at this time pending the passage of the Capital Budget with or without that amendment.

Attachments

- A- Homer Harbor Expansion May Update**
- B- Project Status Update**
- C- City of Homer Intent to Approve US Coast Guard City Designation**



City of Homer

www.cityofhomer-ak.gov

Administration

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Memorandum

TO: Mayor and City Council
 FROM: Jenny Carroll, Special Projects and Communications Coordinator
 THROUGH: Rob Dumouchel, City Manager and Bryan Hawkins, Port & Harbor Director
 DATE: May 8, 2023
 SUBJECT: Homer Harbor Expansion Study Monthly Written Update

Purpose: This memorandum provides the first Homer Harbor Expansion Study written update to Homer City Council per Resolution 23-037.

Study Leadership Team and Organizational Structure

The study leadership team consists of the following representatives from the City, the U.S. Army Corps of Engineers (USACE), and HDR as they are contracted as owner representatives. Currently, team members meet weekly to coordinate activities and discuss the study's progress.

USACE Project Team	HDR, Owner-Manager	City of Homer
Curtis Lee, Project Manager	Ronny McPherson, HDR Project Manager	Bryan Hawkins, Port & Harbor Director
Robin Carr, Planning	Amy Burnett, Communications	Rob Dumouchel, City Manager
Megan Green, Economic		Amy Woodruff, Port & Harbor Administrative Supervisor
Lauren Oliver, Hydraulics & Hydrology		Jenny Carroll, Special Projects & Communications Coordinator
Twain Cacek, Geotech		
Gene Hubbell, Geomatics		
Kayla Campbell, Environmental Review		
Tyler Teese, Culture		
Todd Romine, Real Estate		

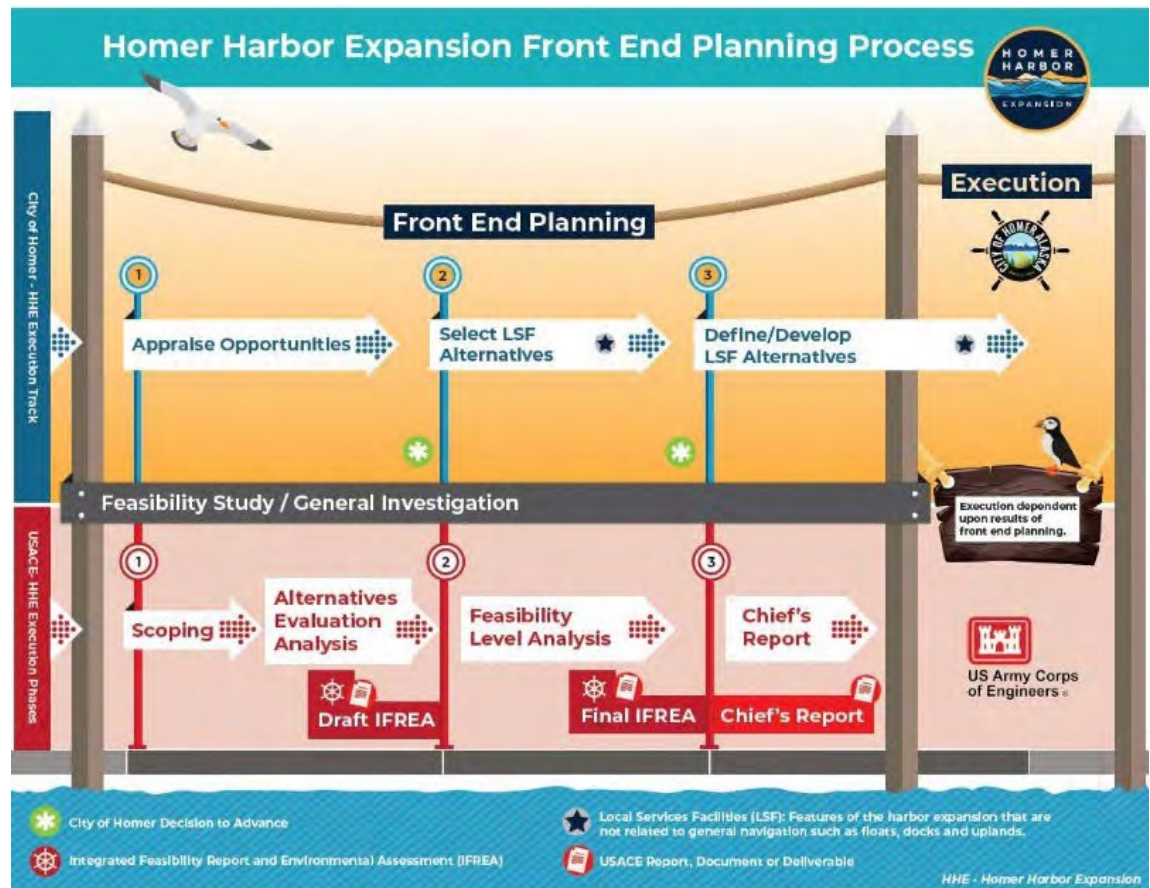
Organizational Structure

The study's organizational structure is designed to integrate and coordinate the two parallel planning processes (as illustrated in the diagram below) to ensure effective and timely study management.

Curtis Lee manages the USACE study team. USACE is authorized to define and quantify Federal and non-Federal harbor moorage needs and navigational safety conditions, solicit input from the community and

stakeholders, develop alternative approaches and designs to solve the problems, conduct an environmental review, and determine whether the benefits of the project merit Federal investment in construction.

The City and HDR are developing a plan and timeline for activities that will engage Homer stakeholders in appraising opportunities, needs and limitations for local services facilities and to develop and refine local services facility alternatives in step with the USACE study timeline and milestones.



Lines of Communication

The project team has established open lines of communication among the study leadership team, and is committed to keeping City Council at the forefront of communications and keeping Advisory Commissions, stakeholders and the public informed and engaged throughout the study process.

Points of Contact

For questions regarding the study, everyone should email info@homerharborexpan.com. This is the official mechanism to communicate questions and information about the study for all stakeholders, including City Council and Commission members. It is monitored by members of the study team; questions and comments will be routed to the proper team member. This email address is published on the Homer Harbor Expansion website and the City of Homer website.

Council Members and Commissioners who have questions or comments about the USACE study process or City-led process can contact to Port & Harbor Director Bryan Hawkins or City Manager Rob Dumouchel.

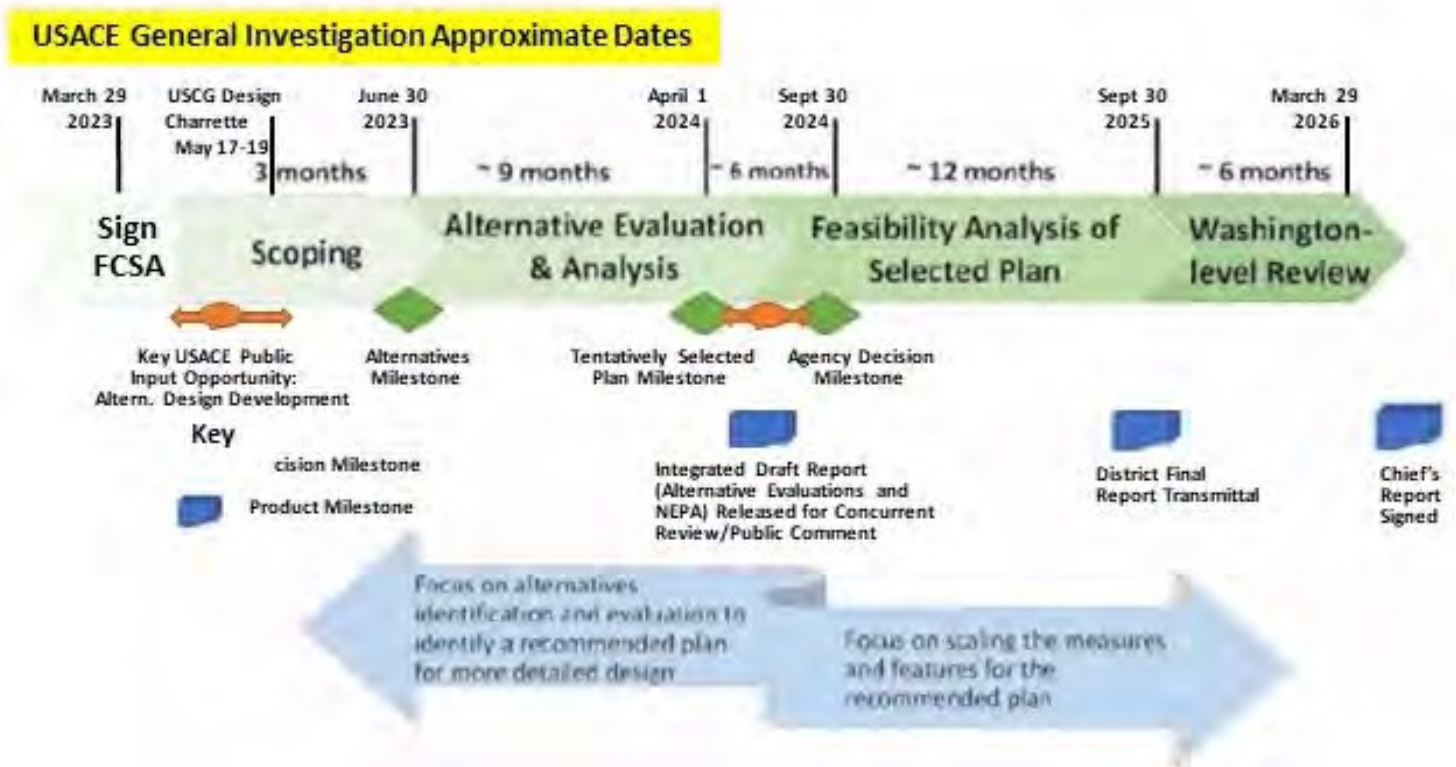
Interactive Project Website

HDR is actively developing a Homer Harbor Expansion website www.homerharborexpan.com to provide study updates, FAQs, announce public work sessions and other opportunities for public input, and provide a public comment form. The interactive part of the website will be rolled out later in the study when alternatives are being developed. Once built out, www.homerharborexpan.com will be the go-to for study information and updates. In the meantime, community members can utilize www.cityofhomer-ak.gov/port/homer-harbor-expansion to access study information.

www.homerharborexpan.com is also the formalized mechanism for City Council and Commissioners to provide significant questions to study leadership team that want to be answered publicly and housed on the website. The web tool is still under development, but we anticipate answers/responses to questions will be handled through the FAQ feature on the website likely in topic areas.

Current Timeline Guidance

The study is being conducted according to timeframe guidance provided by USACE at the April 21, 2023 project team meeting (see below). Two additions have been made to the USACE-provided diagram: approximate dates of study milestones and key opportunities for public input to the USACE (indicated in orange). Please note, the General Investigation is very early in the study process. Please note: lengths of study phases shown below provide a general timeframe.



Study Activities Update

The General Investigation is currently in the Scoping phase. Activities to date (detailed below), include preparing for and conducting City-led Charter Document joint work session, planning and preparing to host the USACE-led Design Charrette, collecting data and studies to provide to the USACE study team, building organizational structures, work flows and tools with partner teams, and conducting initial public outreach.

- As of the report date, City staff members Bryan Hawkins, Amy Woodruff and Jenny Carroll, and HDR Owner Representative Ronny McPherson virtually attended two Project Development Team meetings with the US Army Corps of Engineers (USACE).
 - The April 21, 2023 meeting covered introductions, an overview of the USACE General Investigation process, study phases and key milestones.
 - The May 4, 2023 meeting discussed logistics/format details for the upcoming USACE-led Design Charrette.
- On April 28, 2023, HDR facilitated a joint work session with the Harbor staff, Homer City Council and Port & Harbor Advisory Commission to draft a Charter Document. The Charter Document, currently in

a draft form, defines a shared vision, collective goals and objectives, and success factors for the City's role in the Homer Harbor Expansion. The draft Charter will be on the Homer Port & Harbor Advisory Commission's May 24, 2023 Regular Meeting agenda and will then be reviewed for City Council adoption at their June 12, 2023 Regular Meeting.

Scoping Meetings

The first of three scoping meetings for the Homer Harbor Expansion Study is the USACE-led Design Charrette scheduled for Wednesday, May 17 through Friday, May 19. The USACE conducts design charrettes in the early stages of a general investigation study to gather functional information from customers and stakeholders, assess the project site, develop alternatives to be considered in the scoping phase and allow for public engagement with the USACE Project Development Team.

The USAC-led Design Charrette agenda includes:

- four public work sessions at the Islands & Ocean Visitor Center (located at 95 Sterling Highway in Homer)
- two focus sessions with key industry stakeholders and environmental stakeholders, and
- Homer Port & Harbor site visit.

The community is invited to attend any and all of the public work sessions. Participants may attend the public work sessions either in-person or virtually. The full schedule of events is available at www.cityofhomer-ak.gov/port/homer-harbor-expansion. The link for virtual participation is not yet established, but will be published at www.homerharborexansion.com prior to the design charrette.

Outreach Materials

Outreach materials about the upcoming USACE-led Design Charrette were sent to Council via memo on May 2, 2023. Public notice about the USACE-led Design Charrette was included in the City's May newsletter, posted on the City website and was shared to email subscribers. A press release was issued on May 4, 2023 to local and Kenai Peninsula media outlets.

HDR is currently developing frequently asked questions to provide to City Council and Commission members. In the meantime, we encourage you to rely on the FAQ on the City website <https://www.cityofhomer-ak.gov/port/homer-proposed-large-vessel-harbor-expansion-faqs>. Staff will distribute the supplemented FAQs to City Council Members and Commissioners when complete.

Written Monthly Updates/Quarterly In-Person Update

The project team is committed to providing written monthly updates on the study's progress. The City Clerk's office will schedule quarterly in-person updates, likely initiating at the July 17, 2023 City Council regular meeting.



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

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Homer, AK 99603

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(p) 907-235-3160

(f) 907-235-3152

Port & Harbor Special Project Status Updates May 2023

Fish Grinder Building Replacement	Design in progress Seeking Project Funding	City is considering design for prefab building. We have requested grant funding from ADFG. No grant update expected until July.
Parking Lot Improvements	Project on Hold	PW has made improvements to existing lots; no further progress expected until Fall.
Second Fish Carcass Trailer Rebuild	Project in Progress	Welding is complete; awaiting availability of paint to finish project.
Electrical Pedestal Replacement EE Float	Project Funded	Not scheduled at this time.
Harbor Office ADA Entry Door Improvements	Project Funded	Not scheduled at this time.
Float End Replacement, K-Q	Project in Progress	Work began April 18 th ; 2/6 refurbished to date.
Cathodic Protection	Project in Progress	Global Diving & Salvage is on site installing anodes. RESPEC Engineering is providing project oversight.

Status Categories:

Seeking design funding Design funded Design in progress Design complete	Seeking project funding Project Funded Project in Progress Project Complete
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U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7103
Staff Symbol: CCG
Phone: (202) 372-4411

5728

The Honorable Ken Castner
Mayor, City of Homer
491 East Pioneer Avenue
Homer, AK 99603

Dear Mayor Castner,

Thank you for your letter dated November 28, 2022, requesting the City of Homer be designated a "Coast Guard City."

The Coast Guard thanks you for your continual support of our women and men stationed in Homer. I am pleased to inform you I have notified the appropriate congressional committees of my intention to approve your request.

In accordance with Public Law 105-383, Section 409, my letters to the committees start a 30-day congressional notification period. If there is no objection from Congress, it will be my pleasure to sign a proclamation designating Homer as a "Coast Guard City."

I am grateful for your interest and the long-standing relationship that has existed between the Coast Guard and Homer.

Sincerely,

A handwritten signature in blue ink, appearing to read "LH Fagan".

Linda L. Fagan
Admiral, U.S. Coast Guard
Commandant

PORT AND HARBOR ADVISORY COMMISSION
2022-2023 STRATEGIC PLAN

Approved April 27, 2022

Annually, the PHC prioritizes a list of ongoing, short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task.

Ongoing Goals	1. Provide timely, relevant comment to the City Council on Port and Harbor issues.
	2. Harbor Budget: Gain a better understanding of the process, have more communication on budget/projects between City and Harbor Staff, and review it at least annually at meetings.
	3. Establish committees when needed to work on specific tasks.
	4. Maintain the Port and Harbor Marketing Plan, continue lobbying efforts to City Council to maintain marketing funds and working closely with the Homer Marine Trades Association.
	5. Promote and support the new Large Vessel Port Expansion Project.
Short Term Goals By End of 2022	1. Continue working with City Council and City Manager to lower administrative costs to the Harbor Enterprise.
	2. Continue developing more paid parking on the Spit.
	3. Continue identifying other sources of revenue.
	4. Establish a goal for reserves and continue to understand the budget, include setting fees, and dedication of sales tax.
	5. Promote workforce development and housing on the Spit, specifically to seasonal workers.
	6. Develop recommendations to hire a Port and Harbor Project Manager.
Mid Term Goals 1 - 3 Years (2023 – 2025)	1. Create a 5-year Float Replacement Plan for the Small Boat Harbor.
	2. Seek funding to construct the Large Vessel Haul-out and Repair Facility.
	3. Develop a Homer Spit Parking Lot Improvement Plan.
	4. Explore a vessel and vehicle traffic study for the Spit to address congestion issues in the harbor.
	5. Review and provide support on rewriting the Spit Comprehensive Plan.
Long Term Goals 5 Years or More (2027+)	1. Work with Federal and State agencies to develop long-term erosion control measures for the Spit.
	2. Continue to work on overslope opportunities and leasable properties.

OVERALL PHC DUTIES & RESPONSIBILITIES

The purpose of the PHC is to act in an advisory capacity to the City Manager and the City Council on the problems and development of the City's Port and Harbor facilities. Consideration may include the physical facilities, possible future development, and recommendations on land use within the port and harbor areas. Duties and responsibilities are outlined in the PHC's Bylaws and under Homer City Code 2.64.040.

Links to online info:

- Homer City Code 2.64: www.codepublishing.com/AK/Homer
- Homer Port and Harbor Website: www.cityofhomer-ak.gov/port
- Port of Homer Terminal Tariff No. 1: www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1
- City of Homer Adopted Budget: www.cityofhomer-ak.gov/finance/budgets
- Spit Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/spit-comprehensive-plan-2011>

DUTIES OF COMMISSION/STAFF

Staff Liaison

- Assisting the Chair in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.
- Drafting/submitting reports, memos, and recommendations for those agenda items requiring decisions or recommendations by the Commission to City Council.
- Provide yearly information about the budget.
- Inform the Commission of City Council actions and discussion of harbor-related issues.

Commissioners

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Request information from the Staff Liaison or Presiding Clerk.
- Understand their role as an advisory body to City Council; for any change to happen regarding City policies or code usually a council member has to support a PHC's idea and be willing to sponsor a resolution or ordinance to change established City policies or rules.
- How the commission (as a whole) can communicate:
 - Work with the City Manager through the Staff Liaison to keep City Council informed on developing initiatives.
 - Send memos to Council periodically so they have a written report of what's going on; these are written by staff and likely will be part of the City Manager Report or under the PHC Report.
 - Have a Commissioner speak at a Council Meeting under Reports; the PHC is scheduled to give a report at the next City Council meeting following the PHC's regular monthly meeting. It is best to rotate members so Council gets to see and hear from each of you over time. Pay attention to feedback from Council; the Commission may need to change direction, or come up with more support for the topic.

Clerks

- Helps with packet preparation and dissemination
- Records meetings and prepares meeting minutes
- Ensures meetings are properly advertised
- Helps members understand and comply with City policies and procedures governing advisory bodies
- Helps the Commission learn to better communicate with City Council (Memorandums vs Resolutions and Ordinances)

2022 Council Priorities

Fiscal Policy Improvements					
Comprehensive Plan Fast Forward		Zoning Code Modernization		Building Code Adoption and Implementation	
Expansion of Sidewalks and Trails			Water and Sewer Expansion		
Housing Challenges			Emergency Preparedness and Training		
Public Safety Conversations	Volunteer Action Plan	Coast Guard City Designation	Harbor Float Replacements	Recreation Priorities and Planning	Cybersecurity Improvements

2020 Council Initiated Priorities

HERC Demolition/Community Recreation Center			Stormwater Management Plan and Implementation		
Climate Action Plan			Wayfinding/Streetscape		
Water and Sewer Policy	Reserve Funding (Water and Sewer)	Election Code	City Council Operating Manual	Procurement Policy	
Funding for Large Vessel Harbor Study					

2022-23 Homer Port and Harbor Dept. Goals/Bryan Hawkins

Current Challenges and Project Goals (2023)

- Tariff update- Staff have been working on this update since July. Some of the biggest changes including pulling all the specific fee amounts charged for services from the individual tariff sections and inserting them into a newly created appendix for the fee schedule. We also addressed legacy leases in terms of survivorship, aligning corporate vessel ownership within our stall lease program in the Homer municipal harbor.
- K thru Q- damaged T head float repair project, Staff expects to receive the materials for rebuilding these floats any day. Once received we plan to have the repairs in place and those slips open before May 1.
- Parking- Port and Harbor and Public works are working on the overall plan. A meeting was also recently held with AKDOT and our HDL engineers to discuss long term parking planning. We submitted an ADEC SRF Questionnaire for the parking lot improvements, citing storm drain management and the nexus to the ADEC. The ADEC's Intended Use Plan will be issued in May. If the project gets on the Intended Use Plan that is a possible source of funding. Until then, we have issued a notification to HDL to pause work on the engineering lot design Task Order #22-10 as we gather pertinent information and plan.

A meeting was also recently held with AKDOT and our HDL engineers to discuss long term parking planning. This included topics such as the storm water planning mentioned above, and also encroachment permits and the possibility of amending our TORA agreement. (to be determined as we progress further with our plan) The DOT was supportive of our improvements and we all recognized that it would be better to move forward with one overall plan once, instead of making piecemeal changes several years in a row. Also, possible outside funding sources were discussed and explored (see above paragraph). Unified plan goal of 2024. Some smaller goals/ pieces of the master plan listed below:

- 1) Parking fees will be increased from 5 dollars per day to 10 dollars per day this year.
- 2) Change the vacant lot between Freight Dock and Outer Dock road into overflow parking. (this is in process should be ready by May)
- 3) Work with Public works and HDL to complete a RFP to build the parking lot improvements for the Pavilion, Seafarers, and ramp 3-4 parking lots. (see above for progress update)

4) Develop a workable plan for implementing parking fee plan for the parking lots along Freight dock road, with a focus on boat trailer parking.

5) Take over parking enforcement at the municipal airport (In Process)

- Campgrounds- Work with Public Works to take over the management of the public owned campgrounds on the Spit. Look for ways to improve the experience, collect the fees using our T2 system, and create an on line pre-registration program for camping. (In Process)
- Grants,
 - Federal infrastructure grant application- Team Homer will be working over the next several months to complete and submit grant applications seeking federal funding for re-capitalizing as much of the badly worn harbor moorings as possible. We will also be applying for a Municipal harbor grant and likely a Denali Commission grant to help fill out our local match requirement for the bigbigbig float replacement project. (PIDP application in process)
 - Fish Grinder/outfall- Working with Public Works and a local engineer to develop a building replacement plan for the Fish waste grinder facility. Jenny Carroll applied for grant dollars from a fish and game grant to help with the cost to construct. Currently working with RESPC on the design elements for the new building and drainage system.
- FSP- Facility Security Plan cybersecurity update, DHS has directed USCG MSD to work with the Ports and address cybersecurity. Staff will work to complete an acceptable plan amendment that adequately (CG standard) addresses the Ports vulnerability to Cyber attack. Staff is working with CG to address this in our plan and we have been receiving training from our Technology Chief. (In process)
- Safety Cameras- Completed the design and cost estimate for a new camera system for ramps 1>5 Port Operations, Maintenance and city I.T. worked with an in state contractor to design a facility camera system for the South side of the harbor. next step fund and install this much needed security system. Design was completed and cost estimate came in at \$344.000. Staff believes that they can take this on in pieces and greatly reduce the costs. 1) install the poles 2)bring in the electrical and then 3) purchase and install the cameras. Nothing has been budgeted as of yet and we are casting about for grant dollars. (project paused)

- Pioneer Dock verses the Tustumena- Dock Damage- Dock repair project is ongoing but coming together. The ship damaged several of the dock fenders in a November 2022 Gail and, although it has taking much longer than any of us liked, engineering is complete, the bids were advertised and project awarded to Alaska Industrial Services, and materials are on site. (Project is currently on hold due to contractor licensing with the State)
- Small boat harbor congestion modeling- Staff is working with USACE’s planners for inland waterways to provide data to test and enhance their recently built algorithmic model representing the effects of congestion and overcrowding impacts in small boat harbors. USACE doesn’t currently have a verified model they can use for small boat harbors and they’ve recognized the need to develop one.

Future Port Goals 2023-24 (Planning)

- Grind shack- Build a new fish grinder building with materials that are more robust in a marine environment (a.k.a won’t rust), that has the electrical boxes located safety outside of the building, and has a trench drain that directs the fish slime and blood from the totes into the outfall instead of into the street stormwater drain. Special Projects have applied for a grant through Fish and Game for funding to replace this building. I’m told that we should know by July if we can expect any funding assistance from that source.
- Successfully manage the handoff of campgrounds from Parks to Port and Harbor. Raise the fees to \$30 per night. Train staff on enforcement, collections, and campground grounds maintenance.
- Begin parking enforcement at the airport.
- Continue to develop my relationship with the lessees at the airport. Work with DOT on a needed apron improvement for plane staging.
- Work with buildings and grounds on airport terminals improvements.
- Project numbering for finance tracking
- Work with Alaska District Corps to complete the Port Expansion General Investigation. (a multiyear project) (Contract is signed and the team is assembling for start up in May.)
- Spit beautification project, contract with a gardener to install low maintenance gardens at key locations around the harbor. Hook, Port office, ramp 2, Pavilion, LL ramp. I did not budget

for this as we simply had too many irons in the fire. Someday let's talk about sustainable low maintenance gardens.

- Update the Port's Facility Security Plan to allow passenger lightering into the harbor and address the newly required cyber security assessment and amendment to the plan. We have 4 small cruise ships scheduled this year that will be lightering passengers into the small boat harbor which will require a plan amendment. (In Progress)
- Spend staff time looking into grant dollars for ramp 5-1 camera system. It's on our watch list for a small grant to get this security and public safety project done.
- Keep a focus and make progress on CIP list.
- Implement a phased in plan for implementing fee-parking spit wide. Goals being management of congestion, equitable application of fees to facilities users, build a fund for local share of facilities upgrades such as float replacement.



ACTION ITEM REPORT

Scheduling Strategic Plan Work Session

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Meeting Date: May 24, 2023

Summary Statement:

At the April 26th PHC meeting, commissioners moved to postpone consideration of the Strategic Plan until after a work session could be conducted. The following dates are days that both Clerks and Staff can be available for a work session prior to our June meeting.

Tuesday 6/6 5:30pm

Friday 6/9 5:30pm

Wednesday 6/14 5:30pm

Staff Recommendation:

Move to schedule a work session for the Strategic plan for one of the suggested dates

Attachments:

None



ACTION ITEM REPORT

Annual Review of Strategic Plan & Goals

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Meeting Date: 26 Apr 2023

Summary Statement:

The Commission annually conducts a review of its Strategic Plan and Goals. The current plan is in need of some revision. I've identified the following:

- Some of these goals blur staff and commission responsibilities (e.g. "seek funding..." which is a staff role.) This can be addressed by adding language such as "Support staff to...", or by removing those goals.
- Consider where the commission's goals can align with the Council's goals and with the Port Director's goals. We aren't limited by either of those documents, but to work together effectively it's important to keep in mind what Council and Staff are working towards.
- Goals would benefit from defined objectives (specific short-term tasks that advance the goal) as well as "Staff" and "Commission" designations for each objective (e.g. "Commission: Once parking plan is ready for review, hold public worksession to take feedback from the community.") Consult Economic Development Commission's Strategic Plan for an example.

Staff Recommendation:

1. Discuss the strategic plan and any additions or subtractions
2. Submit feedback or revisions to Staff by May 10th
3. Postpone consideration until the May meeting and at that time review a draft amended document compiled by staff & approve the new document

Attachments:

Port & Harbor Advisory Commission 2022-2023 Strategic Plan
2022 & 2020 Council Priorities
Port Director's FY 2024 Goals & Priorities
Economic Development Advisory Commission 2022-2023 Strategic Plan



ACTION ITEM REPORT

Annual Review of PHC Policies/Bylaws

To: Port and Harbor Advisory Commission
From: Rachel Tussey, CMC, Deputy City Clerk
Meeting Date: 26 Apr 2023

Summary Statement:

Per the PHC's calendar, every year at the April meeting the commission reviews their policies, rules, and regulations (aka the bylaws).

What are Bylaws?

Bylaws are rules established by an organization to regulate itself. They prescribe how the group functions, and include rules that can't be changed unless the members get previous notice of a proposed change, and a 2/3rd vote is required to enact any changes. In the case of the City advisory bodies, it goes one step further and bylaw amendments have to be approved by City Council. Bylaws require two commission meetings before they go to Council, and then are adopted by resolution.

Bylaws should include only fundamental rules governing the commission, some of which are established by Homer City Code (such as the commission's purpose) and would require Council amending HCC to change. Information that is likely to change frequently should not be included; those items are better suited for documents related to strategic planning documents or calendars.

Proposed Changes from Staff:

During this review, please consider the following recommended changes from staff:

- **Remove the reference to the Port Director as the assigned staff liaison** – With the change to the assigned staff person, it is recommended to amend Article V. Section 1.
- **Change the official regular meeting time to 5:30 p.m.** – Past commissioners preferred the later meeting time during the summer given their seasonal professions yet in more recent times it has posed consistency issues. The PHC is the only body that changes their meeting time based on the season, leading to confusion with the public on when the PHC regularly meets. Two other advisory bodies meet at 5:30 pm and the time has worked well both for staff and those board/commission members. The Clerk's Office and Port Staff suggest moving to a time that stays the same year-

round, fits between the 5 pm/6 pm meeting times, and is similar to other advisory body start-times for consistency.

- **Add November to the regular meeting schedule** – When the PHC approved their 2023 meeting schedule last October, there was discussion on how in the past there was no November meeting because of Fish Expo but that may not be a necessity anymore with this particular commission and there's enough going on to justify having a November meeting. The commission then added a regular meeting in November for the 2nd Wednesday of the month. If the commission wants to make this a regular thing, staff recommends changing it in the bylaws to make it official.

Staff Recommendation:

Move to amend the Port and Harbor Advisory Commission Bylaws by removing the reference to the Port Director as the assigned staff liaison, changing the official regular meeting time to 5:30 p.m., and add November to the regular meeting schedule; and hold a second reading at the May meeting.

Attachments:

PHC Bylaws with proposed staff edits

**CITY OF HOMER PORT & HARBOR ADVISORY COMMISSION
BYLAWS**

ARTICLE I – NAME AND AUTHORIZATION

This organization shall be called the Port and Harbor Advisory Commission, established via Ordinance 73-1, existing by virtue of the provisions of Chapter 2.64 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on November 8, 2021 and shall be in effect and govern the procedures of the Port and Harbor Advisory Commission.

ARTICLE II – PURPOSE

Section 1. Act in an advisory capacity to the City Manager and the City Council on the problems and development of the City port and harbor facilities. Consideration may include the physical facilities, possible future development and recommendations on land use within the port and harbor areas.

Section 2. Direct recommendations regarding the operation and maintenance of the facilities to the City Manager via memorandum from the Port and Harbor Advisory Commission.

Section 3. Consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

ARTICLE III – MEMBERSHIP

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on February 1st of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting

members. The Mayor, City Manager, and Port Director/Harbormaster may serve as non-voting, consulting members.

ARTICLE IV – OFFICERS

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular February meeting of the Commission.

Section 2. Officers shall serve a term of one year from the February meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

ARTICLE V – CITY STAFF ROLES

Section 1. ~~The staff liaison, assigned by the City Manager,~~ shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Deleted: The Port Director/Harbormaster shall serve as a staff liaison to the commission.

Deleted:

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve as the Commission’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the fourth Wednesday of January ~~through October at 5:30~~ p.m.; and the second Wednesday of ~~November and~~ December at ~~5:30~~ p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Deleted: , February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday of May, June, July, and August at 6:00

Deleted: 00

Section 2. Special meetings and Worksessions may be called by the ~~staff liaison,~~ Chair, or a majority of the Commission. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Deleted: Port Director/Harbormaster

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING REGULAR MEETING AGENDA NAME OF BODY DAY OF WEEK, DATE, AND TIME OF MEETING PHYSICAL LOCATION OF MEETING & MEETING ROOM	DEPT. CONTACT INFO (City Clerk's Office)
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1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)
16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Commission shall abide by the current edition of Robert’s Rules of Order insofar as it is consistent with the Commission’s bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.64 Port and Harbor Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Commission.

ARTICLE VIII – COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of its meetings.

ARTICLE IX – BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.



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

Memorandum

TO: THE PORT & HARBOR ADVISORY COMMISSION
FROM: Crisi Matthews, Commissioner
DATE: 5/15/2023
SUBJECT: PORT AND HARBOR BUSINESS PLAN

Through the Harbor Expansion conversation, our Commission has been asked 'How will you pay for (fill in the blank)' and it prompted the discussion of the need for a Business Plan to support the Enterprise.

This task was assigned internally with staff via the City Manager following our request to hire a support person to assist with some of the needs for the Expansion in October and November 2022.

To date, we don't have an update on the items within the deliverable for not a timeline for review of the product. The Commission should communicate (at this 6 month benchmark) what they are hoping to achieve in this task, what timeline is reasonable, who will produce the final product (whether there will be collaborative input from the Commission on the product being created) and with what deliverables are the framework within it.

Recommendation

For discussion and a recommended motion:

I, _____ motion the Port and Harbor Commission request in a drafted memo to the City Manager an outline of the Business Plan deliverable and timeline for completion. The following items are considered relevant to the final product:

[during discussion, notes can be made below with Commissioner input for the draft memo if one is to be created]



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Port and Harbor

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(p) 907-235-3160

(f) 907-235-3152

Memorandum

TO: THE PORT & HARBOR ADVISORY COMMISSION
FROM: Crisi Matthews, Commissioner
DATE: 5/15/2023
SUBJECT: PORT AND HARBOR FLEET MANAGEMENT PLAN

In recent requests of Council to update portions of the fleet, the Council has made reference to the creation of a Fleet Management Plan (FMP). Being the Port and Harbor operates as an Enterprise, it would seem prudent that we consider creating a Fleet Plan that includes the life remaining and budgeting going forward for such updates.

As new energy opportunities arise with the updating of Harbor Facilities, it seems that looking toward Hybrid Vehicles and available funding for those updates may be useful. If we don't have a FMP to procure those opportunities outlying the need for replacement it will be something that we need to create on the spot versus with time and planning. Our City does have an older 2007 Climate Action Plan that calls for this type of forward thinking and as Pedestal Grants are becoming more available with the Alaska Energy Authority (excerpt below)

The recently passed IJA provides \$5 billion nationally for EV charging infrastructure under the NEVI Formula Program. Under this program, Alaska will receive more than \$50 million over five years beginning in the fiscal year 2023.

it may be time to consider drafting such a document for our Enterprise. Per Resolution 23-036, this would fall under the procurement of additional information to support the Harbor Enterprise and possibly a Commissioner would be interested in assisting staff in collecting and synthesizing this information with the following areas:

- #1 - The vehicles.
- #2 - Replacement schedule.
- #3 - Energy efficiency.
- #4 - Improved collaboration between departments for City decision making on 1-3.

Attachments

Attachment A - Rolling Stock Information

Recommendation

For discussion and a recommended motion: I, _____ motion the Port and Harbor Commission request confirmation from City Council that they would direct the Commission with Staff support to prepare a Fleet Management Plan in the Fall 2023.

Port of Homer Rolling Stock

Current Year 2023

Last Updated 5/1/2023

Rolling Stock - Operations										
Operations	Year	Asset	CURRENT AGE		TOTAL EXPECTED LIFE	YEARS OF LIFE REMAINING	NEEDS TO BE REPLACED IN THIS YEAR	REPLACEMENT COST	License Plate	RRN #
Equipment										
E400	2010	2010 Ford F-150 Regular Cab, Blue	13	years	25	12	2035	\$ 30,000.00	XZC 405	35161844
E403	2009	2009 Chevy Colorado Crew Cab, Blue	14	years	25	11	2034	\$ 30,000.00	XYE 723	33949727
E404	2011	2011 Ford Escape Hybrid, Grey	12	years	20	8	2031	\$ 30,000.00	XYE 847	35380474
E405 yr corrected 4/2016	2005	2005 Ford F-150 Regular Cab, Red 2WD	18	years	25	7	2030	\$ 30,000.00	XZA 571	30405486
E429	2013	2013 Ford F-150 Extended Cab, Blue	10	years	25	15	2038	\$ 30,000.00	XXW 897	37355449
E421	2012	2012 Chevy Silverado1500 Regular Cab	11	years	25	14	2037	\$ 30,000.00	XZD 775	37173425
AK 5505K	1999	1999, 20' Kachemak Welding Aluminum Patrol Skiff with Honda 90HP Outboard	24	years	20	0	2023	\$ 50,000.00		
E414										
AK 1824AD	2002	2002, 25' Peregrine Harbor Tug with Twin 150 HP Cummins 4B Series Engines	21	years	30	9	2032	\$ 130,000.00		
E430										
								\$ 360,000		

Rolling Stock - Fish Dock										
Operations	Year	Asset	CURRENT AGE		TOTAL EXPECTED LIFE	YEARS OF LIFE REMAINING	NEEDS TO BE REPLACED IN THIS YEAR	REPLACEMENT COST	License Plate	RRN #
E406	1995	1995 S10 CHEVY PICK UP 4WD	28	years	26	-2	2021	\$ 30,000.00	XXS 627	20655938
E401 fair market value 4/2016	2003	2003 F250 SUPER CAB PICK UP 4WD	20	years	20	0	2023	\$ 40,000.00	XXW 860	28174578
E410	2022	Grove MAN LIFT	1	years	24	23	2046	\$ 32,000.00		
								\$ 102,000		

Rolling Stock - Maintenance										
Operations	Year	Asset	CURRENT AGE		TOTAL EXPECTED LIFE	YEARS OF LIFE REMAINING	NEEDS TO BE REPLACED IN THIS YEAR	REPLACEMENT COST	License Plate	RRN #
E240		T1-1996 FLATBED TRAILER		Years			2023	\$ 6,000.00		
E402	2003	2003 FORD F-250 4X4 PU -P/H MAINT	20	Years	20	0	2023	\$ 40,000.00	XXW 859	28174486
E411	2011	2011 BOBCAT VERSA HANDLER	12	Years	25	13	2036	\$ 70,000.00		
E412	1995	T2-1995 FISH CARCUS DUMP TRAILER	28	Years	25	-3	2020	\$ 12,000.00	XXS 622	
E415	2000	2000 FISH CARCUS TRAILER	23	Years	25	2	2025	\$ 12,000.00	XXS 642	25167795
E416	2004	2004 FISH CARCUS TRAILER	19	Years	25	6	2029	\$ 12,000.00		
E417		TRAILER FOR FIRE CARTS		Years				\$ 1,000.00		
E419	2006	2006 KOMATSU WA100M-5 F.E.LOADER-PH	17	Years	25	8	2031	\$ 70,000.00		
E424	2001	2001 F550 USED OIL VAC TRUCK	22	Years	25	3	2026	\$ 60,000.00	XXS 645	25731019

E426	2008	2008 F-350 4X4 - PORT MAINT	15	Years	20	5	2028	\$	40,000.00	XXW 874	
E427	1993	1993 CHEV STEP -SIDE VAN P/H	30	Years	30	0	2023	\$	30,000.00	XXW 877	27146170
	2023	Mobile Welding Trailer	0	Years	30	30	2053	\$	14,880.00	5096SY	Perm
E428	2010	2010 F-350 4X4 - PORT MAINT	13	Years	15	2	2025	\$	40,000.00	XXW 886	34355954
E409	2016	2016 FORD SC FLAT BED	7	Years	20	13	2036	\$	40,000.00	XZD 556	39959546
		TRAILER FOR 20' PORT OPERATIONS SKIFF		Years				\$	6,000.00		
		WIGGINS FORK LIFT		Years				\$	40,000.00		
PHCOBARGE		ECO BARGE		Years				\$	30,000.00		
		FIRE CARTS X 8, AND FIRE PUMP		Years				\$	210,450.00		
PHHBCARTS		HBRBOR CARTS USED ON FLOATS		Years				\$	6,000.00		
		SNOW PLOWS X4, PM & ICE HOUSE		Years				\$	31,000.00		
		SNOW SWEEPSTERS X 3		Years				\$	13,500.00		
		HONDA SNOWBLOWER X 8		Years				\$	24,000.00		
								\$	808,830		

Going to surplus

Total Rolling Stock **\$ 1,270,830**

Equipment - Maintenance

Operations	Year	Asset	CURRENT AGE	TOTAL EXPECTED LIFE	YEARS OF LIFE REMAINING	NEEDS TO BE REPLACED IN THIS YEAR	REPLACEMENT COST	License Plate	RRN #
E261	1995	1995 INGERSOLL RAND AIR COMPRESSOR	Years				\$ 5,500.00		
		STAINLESS P/U SANDER -OLD	Years				\$ 6,000.00		
E266		2019 SANDER	Years				\$ 7,835.00		
E282	2001	2001 VIKING WASTE OIL TRANSFER PUMP	Years				\$ 9,000.00		
		BOBCAT 84" ANGLE BROOM	Years				\$ 8,000.00		
		BOBCAT PALLET FORKS	Years				\$ 6,000.00		
E413		RIGID 3000 PSE PRESSURE WASHER	Years				\$ 500.00	XXS 622	
		KOMATSU SNOW PLOW BLADE	Years				\$ 10,000.00		
		KOMATSU PALLET FORKS	Years				\$ 6,000.00		
PHFISHGRNFAC		FISH GRINDER EQUIPMENT	Years				\$ 60,000.00		
		HOTSY PRESSURE WASHER	Years				\$ 6,000.00		
		WELDERS AND EQUIPMENT	Years				\$ 28,000.00		
		HONDA PORTABLE GENERATOR	Years				\$ 12,400.00		
		USED OIL EQUIPMENT	Years				\$ 34,950.00		
		HONDA MULTIPURPOSE WATER PUMP X7	Years				\$ 4,200.00		
2008 GENE	2008	2.45/25 IC ARTICULATING BOOM LIFT	15	Years	25	10	2033	\$ 65,000.00	
		WELDER IN E427	Years				\$ 10,000.00		
							\$ 279,385		

Total Equipment **\$ 279,385**

Total Rolling Stock and Equipment **\$ 1,550,215**

u: drive/office/budget&finance



ACTION ITEM REPORT

2023 Port & Harbor Advisory Commission Meeting Schedule

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Meeting Date: May 24, 2023

Summary Statement:

At the April 26, 2023 meeting, the Port & Harbor Advisory Commission amended its bylaws to set future meeting times to 5:30 PM. Without additional action by the commission, this change will not take effect until the 2024 meeting calendar is set in December.

Staff Recommendation:

Move to amend the start time of all future 2023 Port & Harbor Advisory Commission Meetings to 5:30 PM

Attachments:

None



ACTION ITEM REPORT

Draft Homer Harbor Expansion Charter

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Meeting Date: May 24, 2023

Summary Statement:

On April 17, 2023, the Port & Harbor Advisory Commission joined Homer City Council at a Council Work Session to develop a Charter document to serve as a set of guiding principles for the City of Homer through the Homer Harbor Expansion. The draft document created as a result of that meeting will be shared with

Staff Recommendation:

Attachments:

Draft Homer Harbor Expansion Charter – Pending, to be included in Supplemental Packet



ACTION ITEM REPORT

Draft Homer Harbor Expansion Communications Plan

To: Port and Harbor Advisory Commission
From: Amy Woodruff, Port Administrative Supervisor
Meeting Date: May 24, 2023

Summary Statement:

Commissioner Shavelson requested to review the draft communications plan from HDR at the May meeting. The draft plan will be provided as a supplemental item next week.

Staff Recommendation:

None.

Attachments:

Draft Homer Harbor Expansion Communications Plan– Pending, to be included in Supplemental Packet

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**CITY OF HOMER
HOMER, ALASKA**

Erickson/Venuti

RESOLUTION 23-036(S)(A)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
DIRECTING THE PORT AND HARBOR ADVISORY COMMISSION FOR
RESEARCH AND REPORTING DURING THE PROCESS OF THE
HARBOR EXPANSION GENERAL INVESTIGATION STUDY AND
FLOAT REPLACEMENT PROJECTS.

WHEREAS, In the next three years, there is vital information that needs to be gathered and given to the Port and Harbor Advisory Commission (PHC), City Staff, HDR and City Council; and

WHEREAS, City Code 2.64.040 under the Duties and Responsibilities of the Commission is to “act in an advisory capacity to the City Manager and the City Council on the problems and development of the City port and harbor facilities. Consideration may include the physical facilities, possible future development and recommendations on land use within the Port and harbor areas.” “The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the council.” “The City Council may at a future date expand or withdraw duties and responsibilities of the Commission.”

WHEREAS, The PHC strives to fulfill the goals in their strategic plan; and

WHEREAS, The public desires to be involved and the PH commissioners have ongoing relationships with members of the community and can have dialogue with the public regarding progress on the Harbor Expansion General Investigation and Float Replacement projects; and

WHEREAS, The PHC scope of responsibility is greater than just the harbor expansion; and

WHEREAS, There are many financial decisions needing to be made that will directly affect the Port and the City as a whole, and need to be addressed in a timely manner toward the beginning of the three-year scoping project for the Harbor Expansion and for the match for the Harbor Float Replacement; and

WHEREAS, The grant application process is demanding and information can be needed sooner than the process takes; and

WHEREAS, The public needs to be involved and commissioners have unique relationships with the members of the community in many different areas and can influence public opinion to move the projects forward in a positive way.

45
46 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council directs the Port and
47 Harbor Advisory Commission to gather the information directed by the Chair, **with approval**
48 **of the Commission**, or Port Director as needed, and report to the Commission the findings at
49 their regular meetings as an agenda item under reports.

50
51 BE IT FURTHER RESOLVED, Research is limited to one commissioner per subject in order
52 to satisfy the Open Meetings Act, are fact-finding in nature, and all decisions from that
53 information come from the commission as a whole to the Council. The following subjects are
54 allowed but not limited to:

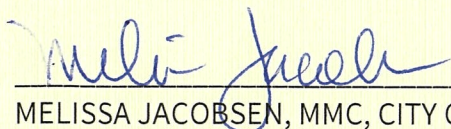
- 55
56 1. Legislative information
57 2. Marine Trades
58 3. Tourism and related activities
59 4. Communications ~~on the water~~ **and technology**
60 5. Clean Energy
61 6. Fisheries and Aquaculture
62 7. User Group and Communication Representatives (Parks, Rec., Conservation, small business
63 etc)
64 8. Funding sources for Local grant match
65 9. Spit Comp Plan Review and updates
66 10. Cargo and Transportation and Movement
67 11. Financial information for new rates and tariffs
68 12. Leases **policy and document review**

69
70 PASSED AND ADOPTED by the Homer City Council this 24th day of April, 2023.

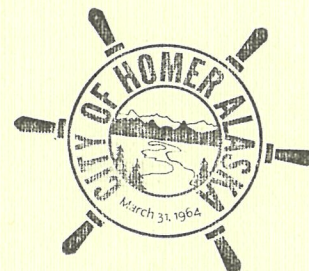
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72
73 CITY OF HOMER

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77 _____
78 KEN CASTNER, MAYOR

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80 ATTEST:

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82 _____
83 MELISSA JACOBSEN, MMC, CITY CLERK

84 Fiscal note: N/A



**CITY OF HOMER
HOMER, ALASKA**

Lord/Aderhold/Davis

RESOLUTION 23-037

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
OUTLINING THE EXPECTATIONS OF THE CITY COUNCIL FOR
COMMUNITY AND STAKEHOLDER ENGAGEMENT WITHIN THE
HARBOR EXPANSION GENERAL INVESTIGATION/FEASIBILITY
STUDY.

WHEREAS, the Feasibility Cost-Sharing Agreement (FCSA) was signed between the City and the US Army Corps of Engineers in March which sets in motion the General Investigation/Feasibility Study (Study) for the Homer Harbor Expansion project; and

WHEREAS, the Study is a multi-stage and iterative process to identify and evaluate alternatives for a harbor expansion in Homer; and

WHEREAS, the FCSA states that the Project Management Plan (PMP) is developed in coordination with the Sponsor (the City of Homer) and it “specifies the scope, cost, and schedule for Study activities and tasks...and that guides the performance of the Study”; and

WHEREAS, the final decision regarding the Homer Harbor Expansion project will ultimately fall to the City Council; and

WHEREAS, during the course of the Study two types of questions will arise, those that may be addressed as part of the Study (e.g., harbor construction) and those that must be addressed by the City outside of the Study (e.g., harbor operations and maintenance, community growth) but during the Study process; and

WHEREAS, community engagement is critical to ensure that the Study and the subsequent City Council decision-making are robust public processes; and

WHEREAS, throughout the Study, the City will be a strong partner helping to direct the vision for the alternatives; and

WHEREAS, good project management leadership should integrate the voices of the Council, Commissions, and the broader community and stakeholders in a public and transparent way; and

WHEREAS, effective leadership from the City will require close coordination between elected and appointed officials to develop an ongoing operations and maintenance vision

43 related to any potential alternative, potential community growth, and other identified issues;
44 and

45
46 WHEREAS, all City elected and appointed officials should have the same information for
47 communicating and outreaching on this project.

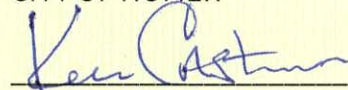
48
49 NOW, THEREFORE BE IT RESOLVED, that the Homer City Council hereby outlines the
50 following expectations regarding community and stakeholder engagement within the Harbor
51 Expansion General Investigation/Feasibility Study-

- 52
53 1. The City Council will have an opportunity to review and provide feedback on the Project
54 Management Plan when it is developed and at any point in which it is modified.
55
- 56 2. Once the City, US Army Corps of Engineers, and HDR have established the Study
57 leadership teams and organizational structure, the City will present that to the Council,
58 showing the point of contact for Council and the public and lines of communication
59 among the parties.
60
- 61 3. A detailed timeline for this project will be provided to the public as soon as possible
62 now that the FCSA is signed.
63
- 64 4. The City will develop an interactive project website intended to inform the public with
65 current and accurate information about the project and provide opportunities for the
66 public to provide comments on the project.
67
- 68 5. There will be at least three scoping meetings for the project, with no more than one
69 held during summer months (May through August).
70
- 71 6. The City Council and Commission members will be provided with outreach materials
72 for each public meeting and other outreach materials so they can help to engage the
73 community and spread the word with consistent and accurate information.
74
- 75 7. City Council will be given a minimum of monthly written updates and a minimum of
76 quarterly in-person updates from the project leadership team.
77
- 78 8. The City Council and Commissions will be provided a formalized way to submit
79 significant questions to be answered through the Study and City-led process. All
80 questions will be documented on the project website and updates/answers will be
81 updated as they are generated.
82

- 83 9. In order to ensure the broadest possible buy-in and support, any new messaging and
84 concepts developed should be presented to City Council prior to being adopted in final
85 and formally rolled out to the public.
86
87 10. City Council will continue to listen to feedback from the public and Commissions, and
88 may update these expectations through resolution at any time over the course of the
89 Study.

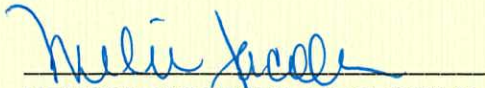
90
91 PASSED AND ADOPTED by the Homer City Council this 10th day of April, 2023.

92
93 CITY OF HOMER

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95 _____
96 KEN CASTNER, MAYOR

97 ATTEST:

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99 _____
100 MELISSA JACOBSEN, MMC, CITY CLERK

101
102 Fiscal note: N/A

