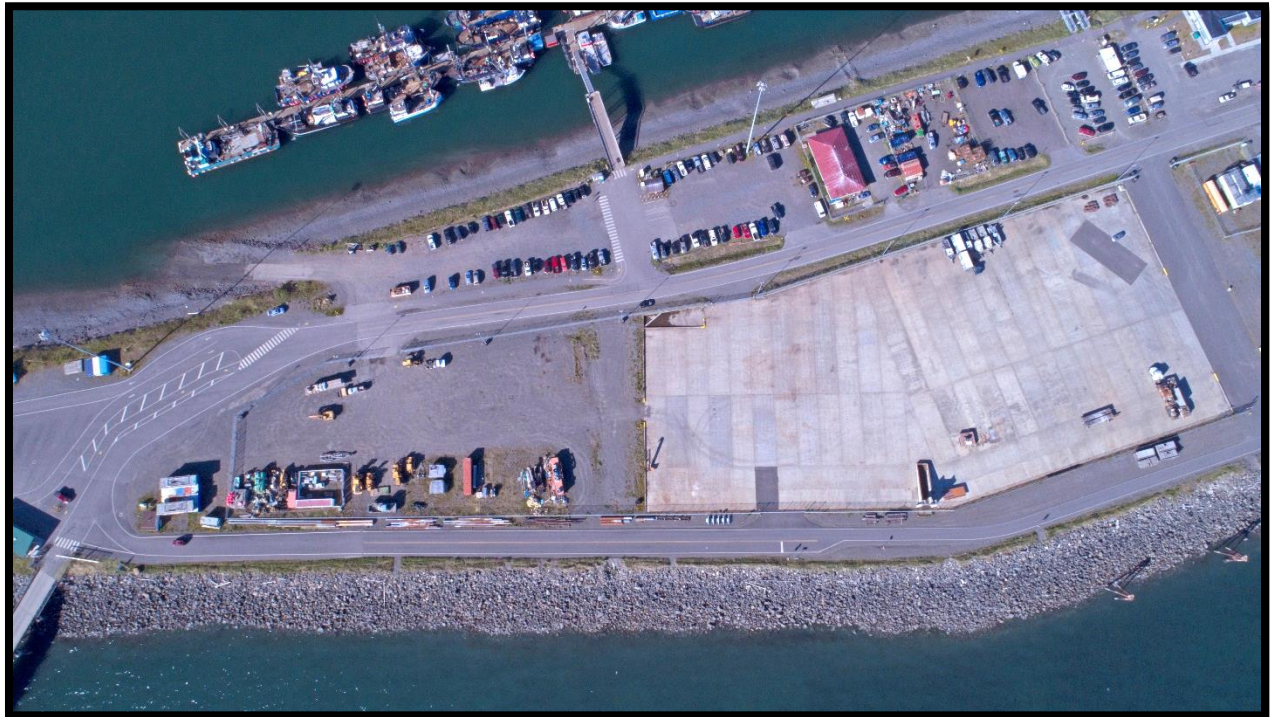


PORT AND HARBOR ADVISORY COMMISSION

Regular Meeting

Wednesday, March 27, 2019



Barge Ramp & Concrete Pad (Lot 12) Overview



5:00 P.M.
City Hall Cowles Council Chambers
491 E. Pioneer Ave.
Homer, AK 99603

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, 5:00 P.M.**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** *(3 Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Regular Meeting Minutes for February 27, 2019 **Page 5**
- 6. VISITORS/PRESENTATIONS**
- 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/ BOROUGH REPORTS**
 - A. Port & Harbor Staff Report for March 2019 **Page 11**
 - i. High Mast LED Lighting Return on Investment Breakdown **Page 13**
 - ii. Resolutions Re: High Mast Light Contract Awards **Page 17**
 - B. Homer Marine Trades Association Report **Page 21**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Land Allocation Plan/Overslope Development **Page 25**
 - i. HCC 21.46 Small Boat Harbor Overlay District **Page 27**
 - ii. Homer Spit Comprehensive Plan Excerpt Re: Spit Development **Page 29**
 - B. Proposed Change in Tariff No.1 for Barge Ramp Use by Small Vessels **Page 39**
- 10. NEW BUSINESS**
 - A. RFP Award of Contract for Ice Plant Upgrades **Page 41**
 - i. CIP Ice Plant Upgrade Project **Page 43**
 - ii. City RFP for Consultation Regarding Upgrades to the City-owned Ice Plant **Page 45**
 - B. Election of PHC Chair & Vice-Chair **Page 51**
- 11. INFORMATIONAL MATERIALS**
 - A. Port & Harbor Monthly Statistical Report for February 2019 **Page 53**
 - B. Water/Sewer Bills Report for February 2019 **Page 55**
 - C. Crane & Ice Report **Page 57**
 - D. Dock Reports **Page 59**
 - E. Port & Harbor Advisory Commission Bylaws – Updated 2019 **Page 63**
 - F. Commissioner Attendance at 2019 City Council Meetings **Page 67**
- 12. COMMENTS OF THE AUDIENCE** *(3 Minute Time Limit)*
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(if present)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE COMMISSION**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 27, 2019 at 5:00 p.m.** in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

Session 19-03, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Steve Zimmerman at 5:06 p.m. on February 27, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS ULMER, STOCKBURGER, ZIMMERMAN, DONICH, CARROLL, AND ZEISET (arrived 5:08 p.m.)

ABSENT: COMMISSIONER HARTLEY (excused)

STAFF: PORT DIRECTOR/HARBORMASTER HAWKINS
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Zimmerman requested a motion to approve the agenda.

CARROLL/DONICH MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for January 23, 2019

Chair Zimmerman requested a motion to approve the minutes.

STOCKBURGER/DONICH MOVED TO APPROVE THE MINUTES AS WRITTEN.

Commissioner Ulmer and Deputy City Clerk Tussey noted for the record that Ms. Ulmer had notified the commission at the January 3rd Special Meeting during Commissioner Comments of her upcoming absence; the meeting minutes had been corrected to show her absence at the January 23rd meeting as excused.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/ BOROUGH REPORTS

A. Port & Harbor Staff Report for February 2019

Port Director/Harbormaster Hawkins provided his staff report, facilitating discussion with the commission on the following topics:

- Meetings/progress with Corps of Engineers on Harbor Expansion project
- Research/seeking out quality rock for harbor projects
- Legislative trip to Juneau to advocate for ports and harbors
- Anchorage Boat Show
- Seismic research/surveying in lower Cook Inlet
- Port Maintenance work on the Pioneer Dock flood lights, the last of the LED light replacement
- Staff plans to prepare a lighting audit report on how the new LED lights are doing; a return on investment report

B. Homer Marine Trades Association Report

Commissioner Zeiset reported on current activities of the HMTA, including how the Anchorage Boat Show went and the increased sales on smaller vessels. He informed the commission of a round-haul meeting on February 28th at Grace Ridge Brewing to spotlight and promote two of the HMTA businesses. Mr. Zeiset also summarized the experience HMTA is having with the trade classes they're providing to college/high school students; they are looking for instructors to help teach the marine-related classes.

Commissioner Stockburger added additional details on the Anchorage Boat Show.

There was discussion on the boat show, improvement updates to the lift facility at Homer Enterprise, vessel haul-out information, and an event that occurred in January involving a vessel collision between a 30' and 70' vessels.

PUBLIC HEARING

PENDING BUSINESS

A. PHC Bylaw Amendments
i. DRAFT 2019 Bylaws

Chair Zimmerman introduced the bylaw amendment agenda item and deferred to Deputy City Clerk Tussey to provide an overview of the bylaw amendments. She reviewed the bylaws section by section with the commissioners, answering questions and explaining all of the changes made by the commission and the City Clerk's Office since the commission last reviewed the proposed bylaw amendments.

ULMER/STOCKBURGER MOVED TO APPROVE THE AMENDED PORT AND HARBOR ADVISORY COMMISSION BYLAWS, AND RECOMMEND TO CITY COUNCIL TO APPROVE THE AMENDED BYLAWS BY WAY OF RESOLUTION.

There was brief discussion on declaration of vacancies, specifically related to felony convictions.

VOTE: YES: ULMER, DONICH, CARROLL, ZEISET, STOCKBURGER, ZIMMERMAN

Motion carried.

- B. Land Allocation Plan/Overslope Development
- i. HCC 21.46 Small Boat Harbor Overlay District
 - ii. Homer Spit Comprehensive Plan Excerpt Re: Spit Development

Chair Zimmerman noted the information provided to the commission on overslope and current City Code outlining overslope policy, and reminding the commissioners that there is a City Council worksession on this matter on March 26th. There was discussion on possible areas that need to be changed in code or in the Spit Comprehensive Plan, and if the commission is ready to tackle this project. Ms. Tussey reminded the commission of possible ways they can take action on the matter, such as working with the Planning Commission or submitting a memo to City Council with recommendations.

Chair Zimmerman requested that commissioners share any comments or suggestions they may have on overslope development that he could bring to the Council worksession on March 26th.

NEW BUSINESS

- A. Copper River Seafoods' Lease Application- Re-assignment of Snug Harbor Seafoods' Lease
- i. Memo from Port Director Re: Copper River Seafoods' Lease Application
 - ii. Lease Application Checklist & City Manager Recommendation
 - iii. Copper River Seafoods Lease Application

The commission held brief discussion on the lease, how the finances seemed in order, construction plans for the new facility, and its approval from Harbor Staff and the City Manager.

ULMER/CARROLL MOVE TO RECOMMEND TO CITY COUNCIL TO APPROVE A LEASE RE-ASSIGNMENT FROM SNUG HARBOR SEAFOODS TO COPPER RIVER SEAFOODS, AND RECOMMENDING CITY COUNCIL APPROVE THE RE-ASSIGNMENT AND NEW LEASE TERMS.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

- B. Proposed Change in Tariff No.1 for Barge Ramp Use by Small Vessels

Port Director/Harbormaster Hawkins provided an overview of the Barge Ramp use issue that prompted the need for the tariff change; the commission and Mr. Hawkins discussed the following points:

- Concerns regarding the confusion between the Launch Ramp and the Barge Ramp;
- Need for change in City code, harbor policy, and the fee schedule/tariff to better streamline wharfage tracking and correctly charging the customer using the ramps;
- Issues that the harbor has been having with landing crafts trying to load/unload at the ramps;

- Possible pushback from harbor users/public on this topic;
- Rate changes have already been established, they just haven't been followed correctly by the users who load gear at the Launch Ramp trying to get out of paying wharfage at the Barge Ramp; proposed changes are a crackdown on an ongoing issue;
- Allows the vessel moving wharfage to charge a flat fee to their customers;
- Discussion on rates, what-if scenarios, and proposed time schedule for allowed use.

Commission mutually agreed to have this item on the March agenda to continue working out a recommendation to Council.

INFORMATIONAL ITEMS

- A. Port & Harbor Monthly Statistical Report for January 2019
- B. Water/Sewer Bills Report for January 2019
- C. Crane & Ice Report
- D. Dock Reports
- E. Reappointment Approval of Mark Zeiset & Steve Zimmerman to PHC
- F. Commissioner Attendance at 2019 City Council Meetings

The commission briefly reviewed the informational materials, noting clarification on vessel haul-out stats and number of terms the senior commissioners have served based on the appointments of Commissioners Zimmerman and Zeiset.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

Deputy City Clerk Tussey notified the commission of a tentatively-planned Open Meetings Act Brown Bag Lunch on March 12th, and that an invitation will be sent out shortly. She also pointed out that the commission will need to hold their annual elections at the next meeting since it was not on their February agenda.

Port Director/Harbormaster Hawkins thanked the commission.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Zimmerman had no comments.

COMMENTS OF THE COMMISSION

Commissioner Ulmer thanked Deputy City Clerk Tussey for her work.

Commissioner Donich thanked the commission for a productive meeting.

Commissioners Carroll, Zeiset, and Stockburger had no further comments.

ADJOURN

There being no further business to come before the Commission the meeting adjourned at 6:38 p.m. The next regular meeting is scheduled for Wednesday, March 27, 2019 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK

Approved:_____



MARCH 2019 PORT & HARBOR STAFF REPORT

1. Administration

Staff participated in:

- AAHPA Legislative Fly-In session in Juneau. Time was spent promoting Ports and Harbors.
- Anchorage Boat Show in conjunction with the Marine Trades Association.
- FEMA Training
- Monthly Marine Trades Association Meeting

2. Operations

February and March have brought about increased daylight, warmer temperatures and the transition to spring. State and federal waters P-cod fisheries have concluded. The herring and halibut fleets have mobilized in anticipation of the Sitka herring fishery and the opening of the halibut and black cod fisheries. Planning for summer seasonal employment and staffing has begun. We are currently advertising for job availability for harbor assistants, parking enforcement officers, and one full-time harbor officer position.

The following vessels conducted landings at the Pioneer Dock and Deep Water Dock: Tustumena, Bob Franco, Perseverance, Polar Cloud & Kay's Point, and Resolution.

The following vessels conducted landings at the barge ramp, beach landing, and marine repair facility: Helenka B, John Calving, Transporter II, and Naknek Spirit.

The following notable events occurred over the past month:

- On 2/15, a harbor officer coordinated with HPD and AST to verify the safe return to the harbor of two boaters stranded on Hesketh Island after they abandoned their 16' skiff that was sinking.
- On 2/17, harbor officers responded to an EMS call at the L&L ramp involving a 78 year old male suffering from a hip injury.
- On, 2/18, the deputy harbormaster met with the crew of a commercial fishing vessel known to be operating harbor cranes in violation with its captain's individual operator's agreement.
- On 2/19, operations staff worked with Dibble Creek to pour 20 concrete parking sign post bases.
- 2/20-3/10, the port & harbor coordinated with USCG Sector Anchorage in an effort to relay any known distress calls due to the absence of the Mt. Bede high sight marine VHF repeater.
- On 2/20, operations staff used the harbor tug to assist the crew of a 80' tender slide ahead and shift berths.
- On 2/22, operations staff towed a disabled vessel to the fish dock to load tools and equipment.
- On 3/1, a harbor officer observed crew of a commercial fishing vessel conducting unenclosed fiberglass repair work on the wood grid. The unenclosed work environment resulted in a pollution incident and the captain of the vessel was cited for violation of Homer municipal code.
- On 3/2, a graveyard shift officer placed an emergency dewatering pump aboard a 20' skiff to prevent it from sinking.
- On 3/3, harbor officers installed facility security signage at all entry points on the D/W/D cargo storage terminal (chip pad).

- On 3/4, operations staff used the harbor tug and patrol skiff to tow a 120' commercial fishing vessel through an area of restricted maneuverability into the main harbor channel so it could depart for the marine repair facility.
- On 3/6, harbor officers responded to an EMS call at the Kevin Bell arena involving a 50 year old male suffering from loss of consciousness.
- On 3/7, operations staff assisted a high school student conduct her senior project at the port & harbor.
- On 3/9 & 3/10, operations staff used the harbor tug's fire pump to wash down and removed otter and seal feces from the float systems.
- On 3/10, a harbor officer placed emergency dewatering pumps aboard a flooding 40' commercial fishing vessel.
- On 3/11, operations staff closed a valve on a leaking propane bottle aboard a 60' landing craft.
- On 3/11, a harbor officer responded to an EMS call at Land's End involving a highly intoxicated 30 year old male.
- On 3/12, harbor officers responded to a diesel fuel spill in the vicinity of ramp 8.
- On 3/13, a harbor officer placed an emergency dewatering pump aboard a flooding 40' commercial fishing vessel. The harbor continues to care for the vessel while its owner is traveling out of country.
- On 3/13, harbor officers prohibited a man from filling up his 300 gallon portable water tank from the ramp 6 restrooms and transporting it off the spit (he had previously been observed filling his tank and driving off).
- On 3/14, the deputy harbormaster contacted the Marine Exchange of Alaska to notify its weather station had stopped updating.

3. Ice Plant

The dock is starting to bustle as Longliners make their first Halibut trips of the season. During the last month we

- Tested and worked the kinks out of the ice delivery system before startup
- Replaced cables and pulleys on Boat Ice Delivery Hose drop
- Completed refurbishment and installation of main vent fan
- Fired up refrigeration system (March 4th) and opened for business on March 9th.
- Replaced heavily rusted squirt cylinder on crane 4
- Changed out leaking Rotary Valve on crane 2
- Discovered bad motor bearing on B – 3 (and altered our PM program to avoid repeats)
- Received and evaluated 2 responsive bids for our Ice Plant upgrade/energy audit

4. Port Maintenance

In addition to normal maintenance tasks, Port Maintenance has been busy with the following:

- Troubleshooting electrical pedestals
- Filling pot holes
- Assisting HVFD with the live fire trainer
- Calibrating water flow test equipment
- Upgrading HVFD's ramp 2 gear wagon
- Assisting Operations with signage planning
- DWD inside berth fender rehab
- Researched electrical meter options and pricing

Homer Harbor High Mast Pole 7

ROI

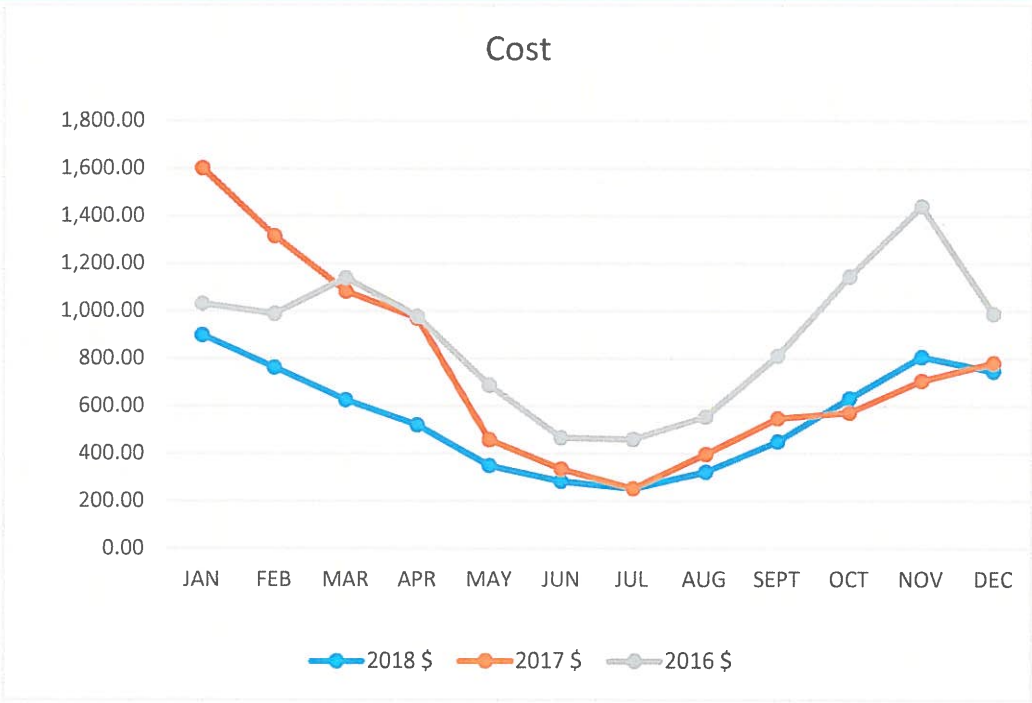
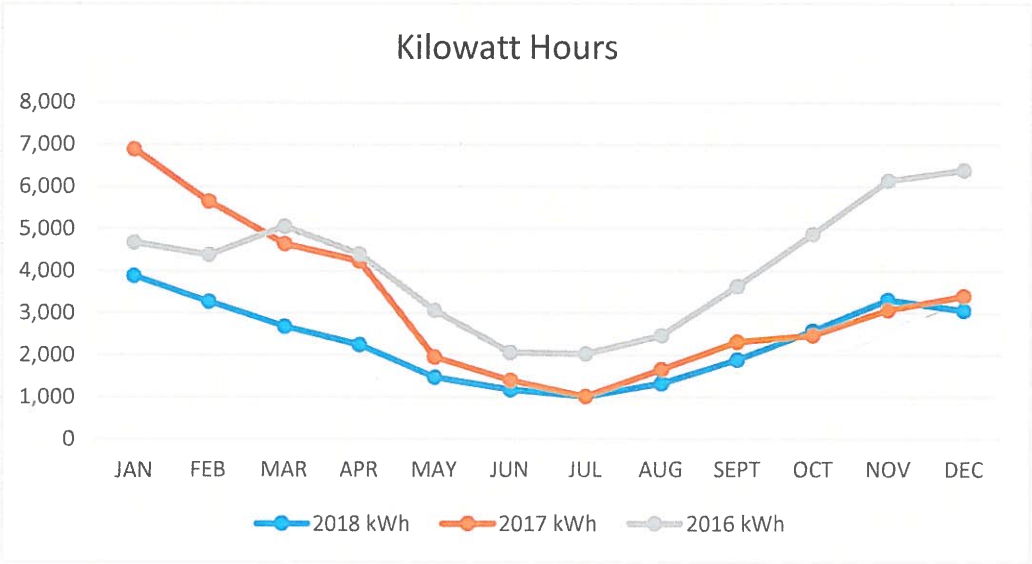
Variable	Units	1000w HID	Apack F640A	Actuals
				Jan-Dec 2018
Fixture Cost	\$/fixture		\$2,148	\$2,885
Fixture Replacement	# fixtures	12	12	12
Gateway			0	
Initial Capital Cost	Total \$		\$25,776	\$34,620
Mean Power Draw	watts/fixture	1170	610	
Hourly Usage	hours/day	12	12	
Daily Usage	days/year	365	365	
Pole 7 Energy Usage	kWh/year	61,495	32,062	27,889
Energy Unit Cost	\$/kWh	0.21	0.21	0.24
Annual Energy Cost	\$/year	12,913.95	6733.02	6,693.36
			Savings	6,220.59

R.O.I 5.56 Years

Higher than estimated capital cost due to operating software purchase. Actual per kilowatt cost is higher than estimated. (\$0.21 vs \$0.24) Operating system was being adjusted and learned in the first few months of 2018.

We will examine and compare at the end of 2019.

High Mast Light #7



High Mast Light #7

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Annual
2018 kWh	3,883	3,276	2,676	2,245	1,474	1,176	1,012	1,318	1,881	2,574	3,314	3,060	27,889
2017 kWh	6,898	5,653	4,635	4,235	1,949	1,398	1,013	1,652	2,314	2,466	3,066	3,402	38,681
2016 kWh	4,676	4,382	5,054	4,402	3,069	2,057	2,028	2,465	3,638	4,871	6,146	6,402	49,190
													115,760

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Annual
2018 \$	899.11	761.69	625.85	519.83	348.17	281.82	251.15	321.04	449.64	630.61	806.06	745.81	\$6,640.78
2017 \$	1,600.60	1,315.30	1,082.04	968.87	456.69	333.22	250.64	396.13	546.85	571.59	705.80	780.96	\$9,008.69
2016 \$	1,031.50	989.45	1,138.80	978.92	687.18	465.69	459.59	554.10	810.41	1,144.50	1,440.05	987.61	\$10,687.80
													\$26,337.27

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Avg kW cost
per kW cost 2018	0.232	0.233	0.234	0.232	0.236	0.240	0.248	0.244	0.239	0.245	0.243	0.244	0.239
2017	0.232	0.233	0.233	0.229	0.234	0.238	0.247	0.240	0.236	0.232	0.230	0.230	0.235
2016	0.221	0.226	0.225	0.222	0.224	0.226	0.227	0.225	0.223	0.235	0.234	0.154	0.220

Funding: 2/13/2017 Resolution 17-016 \$168,423.00
3/13/2017 Resolution 17-023 \$30,702.00
\$199,125.00

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Port and Harbor Director

RESOLUTION 17-016

A RESOLUTION OF THE HOMER CITY COUNCIL AWARDING THE CONTRACT FOR THE HOMER HARBOR HIGH MAST LIGHT LED CONVERSION PROJECT TO THE FIRM OF PUFFIN ELECTRIC, INC. OF HOMER, ALASKA, IN THE AMOUNT OF \$168,423 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, In accordance with the Procurement Policy the Request for Proposals was advertised in the Homer News December 15 and 22, 2016, the Peninsula Clarion on December 18, 2016, and the Alaska Dispatch News December 18, 2016; and

WHEREAS, Bids were due on January 30, 2017 and five bids were received; and

WHEREAS, Puffin Electric, Inc. of Homer, Alaska, was found to be most responsive; and

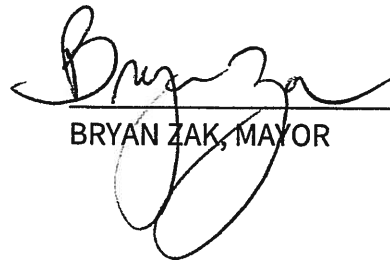
WHEREAS, The bid is within the project budget approved by the City Council.

WHEREAS, This award is not final until written notification is received by the firm from the City of Homer.

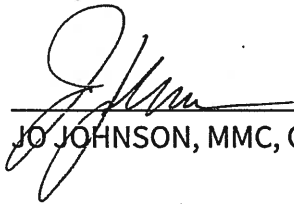
NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, awards the contract for the Homer Harbor High Mast Light LED Conversion Project to the firm of Puffin Electric, Inc. of Homer, Alaska, in the amount of \$168,423 and authorizes the City Manager to execute the appropriate documents necessary to complete this project.

PASSED AND ADOPTED by the Homer City Council this 13th day of February 2017.

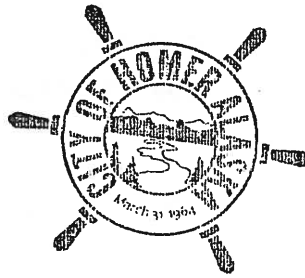
CITY OF HOMER


BRYAN ZAK, MAYOR

ATTEST:



JO JOHNSON, MMC, CITY CLERK



Fiscal Note: \$168,423, Account No. 456-0380.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Port and Harbor Director

RESOLUTION 17-023

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AWARDING THE CONTRACT FOR THE WIRELESS CONTROL SYSTEM
FOR HARBOR HIGH MAST LIGHT POLES TO THE FIRM OF PUFFIN
ELECTRIC, INC. OF HOMER, ALASKA, IN THE AMOUNT OF \$30,702
AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE
APPROPRIATE DOCUMENTS.

WHEREAS, In accordance with the Procurement Policy the Request for Proposals was
advertised in the Homer News December 15 and 22, 2016, the Peninsula Clarion on December
18, 2016, the Alaska Dispatch News December 18, 2016, and posted on the City's webpage; and

WHEREAS, The Request for Proposals included an option for wireless lighting controls
that would enable fine tuning the area lighting system, taking advantage of the long Alaskan
twilight with an increase in energy savings; and

WHEREAS, Proposals were due on January 30, 2017 and five proposals were received;
and

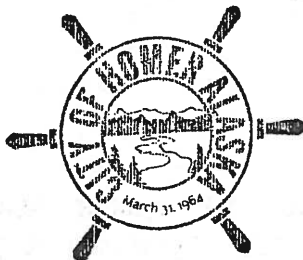
WHEREAS, Puffin Electric, Inc. of Homer, Alaska, was found to be most responsive; and

WHEREAS, The proposal is within the project budget approved by the City Council; and

WHEREAS, This award is not final until written notification is received by the firm from
the City of Homer.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, awards the
contract for the Wireless Control System for Harbor High Mast Light Poles to the firm of Puffin
Electric, Inc. of Homer, Alaska, in the amount of \$30,702 and authorizes the City Manager to
execute the appropriate documents necessary to complete this project.

PASSED AND ADOPTED by the Homer City Council this 13th day of March, 2017.



CITY OF HOMER

Bryan Zak
BRYAN ZAK, MAYOR

ATTEST:

Jo Johnson

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: \$30,702, Account No. 456-0380.

**HMTA Regular Business Meeting
February 7, 2019
Homer Harbormaster's Office**

The meeting was called to order by President, Mark Zeiset at 6:03 p.m.

Guests present: Paul Martin, Interim Director of KPC; Angela Hollis of the USCG Detachment; Amber Fleenor of Northern Enterprises

Officers/Directors present: Mark Zeiset, Cinda Martin, Aaron Fleenor, Kate Mitchell, Jen Hakala, Mike Stockburger, Liam Hahn, Brad Conley and Eric Engebretsen. A quorum was established.

Approve Agenda: **Motion by Jen Hakala** to approve the Agenda as amended, 2nd and carried.

Approve Minutes of January meeting: **Motion by Aaron Fleenor** to approve the minutes of the January 9th meeting, 2nd and carried.,

Treasurer's Report: Jen Hakala gave the Treasurer's report, copy of the current Balance Sheet and A/R Aging report is attached for the record. Jen also presented the Proposed Budget, copy attached, prepared with the intent to keep status quo from the previous year and leave changes up for discussion. It should be noted that Budgeted Income/Expense does not include any portion of the City's EDC contributions for advertising.

Committee Reports:

- Advertising and Web/Social Media – Mark, Brad, Liam and Kate
 - Update on committee meeting – Mark reported that the committee met to discuss plans for Social Media and other advertising
 - Request for Social Media Budget – Mark reported on research conducted on Google Analytics. The committee would like to spend up to \$50 for social media boosts to run a test to see if it drives more people to the website. Brad demonstrated our website hits on Google Analytics and what information is available through that venue. **Motion by Kate Mitchell** to spend up to \$50 for the boosts as a test, 2nd. Discussion held on platform for boosts and notifying Deb. Motion carried.
 - Radio – Kate reported that she has contacted the new owners of the local radio station for a proposal to continue underwriting the marine forecast. They have come back with a few options which would be offered to HMTA members to promote their respective business while including tag line for HMTA. Currently NOMAR and Homerun Oil are taking advantage of the offer.
 - Fish Alaska – Kate reported that the 3 spots still available in the next issue have been offered to HCOG members, see FB ad.
 - Advertising Budget – Kate reported that she recently contracted with Taz Talley to write an article for HMTA. She would like to see funds budgeted in the future to continue with articles and ads in local news media. **Motion by Mike Stockburger** to cover the \$150 expended by NOMAR for the recent article about the history of HMTA in the Homer Tribune, 2nd and carried.
- Workforce Development - Brad/Gordon
 - FOL update – spring slate is empty; Mark will make some calls, Cinda will contact a few graduates and send out in a newsletter/email blast

- KPC update – Paula Martin of KPC reported movement on the national level; congress has passed a bill allowing for community colleges to become Maritime Centers of Excellence where there is funding available for instructors and equipment in order to produce qualified people for positions in the industry. The State has formed a consortium in order to apply for these grants.
- Scholarship – Cinda reported that she had a conversation with Jesus regarding Marine Technology course reimbursements for high school students. Current disbursement is 25% of the course amount for qualified applicants. There is just under \$600 left in the budget for the remainder of the school year with an AB and 100-ton courses slated for this semester. Consensus to advertise at the schools that we will reimburse 100% of the course cost to any high school student. If/when funds are exhausted, the board can vote to cover additional reimbursements. Cinda will seek out other sources for funding.
- Membership – Cinda reported that we are set at Grace Ridge for Thursday, February 28th at 5-8pm for the Round Haul. Mark reported that Sea Tow and Hahn Electrical will present at the Round Haul and provide refreshments. It was suggested that we have a donation jar to benefit the MT course reimbursements. The event will be open to the public as well as members. Mark will have Deb post to FB and Kate will get an ad in the news.
- Anchorage Boat Show – Mike reported that the banner has been ordered, he has sold 13 spots on the banner; there is 1 table left at the show. The City has contributed \$1,400 toward the cost of the show.

Old Business:

- Budget update – The budget was presented under the Treasurer's report. **Motion by Aaron Fleenor** to table the budget discussion and approval to the next meeting, 2nd and carried. Cinda suggested that each committee chair review the budget as presented and contact the Treasurer before the next meeting with their requested amount to be reviewed, discussed and up for approval at the next meeting.

New Business:

- Hot dog feed as a fundraiser for USCG following Winter Carnival Parade – with funds to benefit the Chief Petty Officer's Association that may also be routed to the Kozloski family. **Motion by Brad Conley** to cover the cost of the buns for the hot dog feed, 2nd and carried.

Comments:

- Kate Mitchell reported that she is working with KBBI to learn how to operate the recording equipment so that she can continue with interviews to document Homer maritime history.
- Aaron and Amber announced that they have made significant progress in their doc expansion and lift project. Engineered drawings are in and bank/AIDEA financing is in process. They are pushing for fall 2019 completion.

Next Meeting: Wednesday, March 13th at 6PM at the Homer Harbor

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Cinda Martin
HMTA Secretary



Memorandum

TO: PORT & HARBOR ADVISORY COMMISSION

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: FEBRUARY 19, 2019

SUBJECT: LAND ALLOCATION PLAN/OVERSLOPE DEVELOPMENT

At the January 23, 2019 regular meeting, the Port and Harbor Advisory Commission reviewed and approved recommended changes to the 2019 Land Allocation Plan. This agenda item sparked a broader discussion on overslope development, how it is laid out in City Code, and what the process would be to make changes to either the code or plan.

I spoke with Julie Engebretsen, Deputy City Planner, and she provided the following information for the commission:

- 1. HCC 21.46 Small Boat Harbor Overlay District** – This is the section of city code that addresses the majority of overslope development. Although this set of rules has been on the book for nearly 10 years, only the Harbormaster's Office has been built under these rules. City code can be amended a number of ways, but a memo to the City Council with a request for referral to the Planning Commission is one path forward.
- 2. Homer Spit Comprehensive Plan Excerpt Re: Spit Development** – The zoning code is guided by the Homer Spit Comprehensive Plan, adopted in late 2011. This document is not easy to amend. Goals 1.2 and 3.1 specifically addresses overslope development. Reading through the whole implementation section provides good background for talking about Spit development.

RECOMMENDATION

Informational materials provided for Commission review. Any actions must be made by motion, e.g. making a recommendation to City Council, requesting Staff to schedule a joint worksession with the Planning Commission, or plan to make a presentation at a future Planning Commission meeting.

Chapter 21.46**SMALL BOAT HARBOR OVERLAY
DISTRICT****Sections:**

- 21.46.010 Purpose and intent.
- 21.46.020 Overlay district boundaries.
- 21.46.030 Applicability.
- 21.46.040 Conditional uses.
- 21.46.050 Overslope platform standards.
- 21.46.060 Architectural standards.
- 21.46.070 Signs.
- 21.46.080 Landscaping.
- 21.46.090 Architectural plans.

21.46.010 Purpose and intent.

The purpose of the Small Boat Harbor Overlay District is to establish additional development regulations specifically designed for the unique nature and needs of water- and tourism-oriented uses on platforms over the small boat harbor. These regulations will delineate special performance and design standards, encourage mixed use developments which contribute to the stabilization of water-dependent and water-related uses, encourage the link between the marine business and general business sectors of the community, and encourage safe and enjoyable access along the harbor's edge. [Ord. 09-44(S) § 3, 2009].

21.46.020 Overlay district boundaries.

The Small Boat Harbor Overlay District applies to the property described as Lot G-8 and Small Boat Harbor, Homer Spit Subdivision No. Two, T6S, R13W, Sections 35 and 36, and T7S, R 13W, Sections 1 and 2, Seward Meridian, as shown on Plat No. 92-50. [Ord. 09-44(S) § 3, 2009].

21.46.030 Applicability.

Unless otherwise noted, the requirements of the Small Boat Harbor Overlay District apply to all development and are in addition to the requirements of the underlying zoning district. Where a requirement of the underlying district conflicts with a requirement of the overlay district, the overlay district requirement shall govern. [Ord. 09-44(S) § 3, 2009].

21.46.040 Conditional uses.

The following uses may be permitted in the Small Boat Harbor Overlay District when authorized by conditional use permit issued in accordance with Chapter 21.71 HCC:

- a. Overslope development. [Ord. 09-44(S) § 3, 2009].

21.46.050 Overslope platform standards.

An overslope platform shall comply with the following standards:

- a. An overslope platform shall be 40 feet deep, and shall be not less than 40 feet nor more than 240 feet wide.
- b. There shall be a minimum 20-foot setback separating an overslope platform from a dedicated right-of-way. Except as provided in the preceding sentence, there are no setback requirements for overslope platforms, and an overslope platform may be constructed to the lot line.
- c. An overslope platform that is used for the docking of boats shall be designed to bear the loads associated with that use, and include suitable rail access, gates, stairs and fenders.
- d. The bottom of the lowest structural member of the lowest floor of an overslope platform (excluding pilings and columns) shall be at least one foot above the base flood elevation.
- e. The area of an overslope platform that at the time of its construction is within 15 feet of the edge of a ramp shall be used as a public access area, within which no sales or commercial activity may occur. Such a public access area shall not be counted to meet open space or landscaping requirements.
- f. Direct access from an overslope platform to the ramp shall be limited to avoid user conflicts. Gates or other moveable barriers that facilitate loading and unloading may be used to control access. [Ord. 09-44(S) § 3, 2009].

21.46.060 Architectural standards.

Overslope development shall conform to the following architectural standards:

- a. All buildings on the same overslope platform shall receive a common architectural treatment. The main color of the exterior walls of all buildings on an overslope platform shall be one or more earth or seascape tones.

b. Not less than five percent of the area of an overslope platform area shall be outdoor public open space.

c. Overslope development shall include pedestrian walkways that provide direct access between common areas in the overslope development and public rights-of-way.

d. Opaque walls, fences or planter boxes, or any combination of them, shall be used to screen mechanical equipment and trash containers from view in adjacent public areas.

e. The design of structures and outdoor pedestrian areas shall take into consideration environmental factors such as prevailing wind, salt spray, solar exposure, snow and heavy rains.

f. Along the length of a building, the roofline shall not be continuous for more than 60 feet. Roofs shall be gabled.

g. The maximum height of a building measured from the overslope platform or the adjacent grade to the highest roof peak shall not exceed 25 feet.

h. A public access not less than eight feet wide to an area overlooking the harbor shall be provided at each end of an overslope platform and at intervals not greater than 150 feet on the overslope platform.

i. A continuous pedestrian corridor at least eight feet wide must extend the length of the overslope development, on either the harbor or the uplands side, or some combination thereof. The corridor must be clear of obstructions, but may be covered by an awning or roof overhang. The minimum eight-foot width of the corridor may not be counted to meet landscaping or public open space requirements. [Ord. 09-44(S) § 3, 2009].

21.46.070 Signs.

Signs are subject to the requirements in Chapter 21.60 HCC that apply in the underlying zoning district; provided, that the maximum combined total area for all signs under Table 2 in HCC 21.60.060(c) is calculated on a per-building basis instead of on a per-lot basis. No sign bearing a commercial message, as defined in HCC 21.60.040, may be placed in an outdoor public open space. [Ord. 09-44(S) § 3, 2009].

21.46.080 Landscaping.

a. Five percent of the area of an overslope platform must be landscaped.

b. In addition to the types of plantings listed in the definition of landscaping in HCC 21.03.040, landscaping on an overslope platform may include planter boxes and hanging basket plantings.

c. The Commission may permit the substitution of durable outdoor art, or amenities for public use such as bike racks, benches, trash receptacles and information kiosks, for part of the required landscaping on an overslope platform. [Ord. 09-44(S) § 3, 2009].

21.46.090 Architectural plans.

An application for an overslope development conditional use shall include the following detailed plans and specifications showing compliance with the requirements of this chapter:

a. Floor plans at a scale of one-eighth inch equals one foot.

b. Architectural elevations.

c. Site elevation showing the relationship to the platform of the base flood elevation and mean high tide line, and the elevation of the land where the platform adjoins the shore.

d. Exterior finish schedule.

e. Roof plan showing direction of drainage and where runoff will go.

f. Drawings must show design oversight by an architect registered under the laws of the State of Alaska. [Ord. 09-44(S) § 3, 2009].



4. Implementation

This final section provides specific objectives and strategies for meeting the vision and goals outlined in Chapter 3. The table is intended as an implementation tool over the next 20 years and/or the life of the plan. Key partners who are needed to help with implementation are listed, including the City of Homer, landowners and developers, state and federal agencies, non-profits, and local economic enterprises including the Chamber of Commerce. Cooperation and a “win-win” approach to implementation will be vital to the successful outcome of this planning effort.

“An important issue is actually implementing a plan. I remember being at Land's End in the 1980s at a community brainstorming. There were ideas galore, wall posters full, and actually some consensus to “plan” and do. Unfortunately all these folks, including myself all went back to jobs and lives and without planning, “Coney Island” emerged.”

~ Workshop participants



1. Land Use and Community Design

Goal 1.1 Maintain the variety of land uses that establish the unique “Spit” character and mix of land uses.

Objective	Strategies	Responsibilities
Revise zoning to protect character and enhance commercial, industrial, and public facilities development	Identify appropriate residential uses on the Spit. Similar land uses (such as charter offices, boat and gear sales, tourism activities) shall be encouraged to cluster to achieve a mix of related activities and minimize adverse impacts on other activities. Consider a 25-foot building height limit, with a Conditional Use Permit (CUP) process for buildings up to 35 feet. Encourage all developments to provide amenities such as bike racks, benches, picnic tables, trashcans, and landscape features such as planters and art. Review Spit parking requirements and possible solutions.	Planning Department Planning Commission Port and Harbor Commission
The City should plan for the future land use of City-owned properties	Reserve and cluster industrial land at specific nodes, including east and south of harbor. Better utilize the limited land available for industrial and economic development. Reserve sufficient land by the deep water dock for future industrial development. Designate “overslope” for commercial use focus on south and west sides.	City Council Port and Harbor Commission
Address marine commercial and marine industrial zoning	Submit draft ordinance to Planning Commission and City Council. Consider zero lot line construction and the amount of right-of-way realistically needed to support specific uses at build-out.	Planning Department Planning Commission
Review land lease policy and determine impact on leasing and character of leasing	Continue reviewing lease policies periodically. City leases shall include land sufficient for businesses and minimal employee parking.	City Council
Develop standards to apply to development	Address screening of dumpsters/noxious facilities. Address standards for screening of industrial development with view protection. Explore industrial subdivision standards.	Planning Department, Commission

Goal 1.2 Improve the permanence and character of new commercial development.

Objective	Strategies	Responsibilities
Develop standards for public property development	Revisit design guidelines for overslope development to provide more specificity for development at harbor overslope, considering issues such as lot size, legal access, and parking policies.	City Council

Goal 1.3 Provide public facilities that attract residents and visitors to the Spit.

Objective	Strategies	Responsibilities
Provide amenities that aid residents and visitors	Identify locations and needs for restrooms/showers.	Port and Harbor Department, harbor users, leaseholders
Provide enhanced park and recreation facilities	Identify and prioritize public recreation needs on the spit, and include projects on the CIP. Refer to the Master Parks and Recreation Plan, chapter 7, in the 2008 Comprehensive Plan. Prepare a master plan for development of a new community gathering space at the site of the existing City campground north of Freight Dock Road (pier 1 area). Provide kayak launching facilities. Set aside a new community park. Evaluate and develop a plan for non-boating access to fishing opportunities. Construct weather-protected picnic and outdoor meeting facilities. Open space recreation uses shall be encouraged on the west side of the Spit on public land.	Public Works Department/ Parks and Recreation Division Chamber of Commerce

Goal 1.4 All development should recognize, value, and complement the unique natural resources on the Homer Spit.

Objective	Strategies	Responsibilities
Preserve and protect important wildlife and bird sanctuary areas.	Require site-specific handling requirements for all runoff from parking areas. Provide information on preventing the growth of noxious weeds. Encourage the use of native plant materials for all landscaped areas. Encourage the presence of interpretive programs to identify plant and animal resources. Clearly sign beach areas designated off-limits for motorized travel.	Planning Department Parks and Recreation Division State of Alaska, DNR Parks Non-profit Organizations US Fish & Wildlife Services

Goal 1.4 All development should recognize, value, and complement the unique natural resources on the Homer Spit.

Objective	Strategies	Responsibilities
Identify private lands to become conservation areas	Buy private property from willing landowners for conservation purposes. Encourage containment and cleanup of junk. The City should pursue ownership or preservation of the west side of the Spit for open space recreation, camping, and view shed protection.	City Council
Allow the natural transport of sediments along the west side of the Spit to continue uninterrupted.	Proponents of bulkheads, groins, breakwaters, or other devices shall demonstrate that their project will not adversely disrupt this sediment transportation.	Public Works Department

Goal 1.5 Respond to seasonal land use demand fluctuations.

Objective	Strategies	Responsibilities
Ensure that high demand seasonal uses are given priority	Allow interim/temporary uses of vacant City land when they are supportive of seasonal demands (fishing, tourism, etc.). Rationalize parking areas to make sure demand is met but at the same time, reduce the overall footprint and visual impact.	Port and Harbor Commission Administration Port & Harbor Department

Goal 1.6 Protect public access to and enjoyment of the Spit's unique natural resources.

Objective	Strategies	Responsibilities
Maintain and protect traditional public use of the beaches along the Spit such as gathering coal, shellfish, fishing and other recreational activities.	Inventory and identify key traditional use areas and access routes. Obtain public ownership of land on the Spit especially focused around key sites. Conservation of the Mud Bay area of the Spit. Maintain and increase public access to the harbor and beaches to improve opportunities for fishing, and other recreational activities. Minimize conflicts between motorized and non motorized users on the Spit. Install signage to educate ATV users about responsible ATV use.	Public Works Department Parks and Recreation Planning Department Port and Harbor Commission
Protect the scenic, natural and aesthetic resources.	Encourage the build-up of driftwood on Spit Beaches. Use native landscape elements in public design projects (beach grass, driftwood).	Public Works Department Parks and Recreation Planning Department Port and Harbor Commission



2. Transportation

Goal 2.1 Enhance and protect the Spit's critical role in regional marine transportation.

Objective	Strategies	Responsibilities
Prioritize transportation and land use decisions to support waterfront dependent activities	Priority for use of the Small Boat Harbor and distal end of the Homer Spit shall be marine commercial, marine industrial (fishing), industrial transportation, waterfront tourism, and recreation (both day use and outings across the bay). Enhance the connectivity and infrastructure needed to support Deep Water Cargo activities and Main Dock Areas. The City shall reserve right-of-way for access to the east side of the harbor.	Port and Harbor Public Works Administration City Council
Balance cruise ship and other commercial activities. One should not happen at the expense of another	Improve cruise ship passenger disembarkation area by the Deep Water Dock. Create way finding kiosks along the harbor. Create a covered harbor overlook area in near ramp 7 or the Deep Water Dock and the harbor entrance. Consider temporary solutions and how to prioritize improvements for cruise ship passengers, since the number of port calls varies year to year.	Port and Harbor Public Works Administration Existing commercial/ retail business owners Excursion vendors Chamber of Commerce

Goal 2.2 Improve traffic flow and safety on the Sterling Highway (Homer Spit Road).

Objective	Strategies	Responsibilities
Maintain the capacity of the Sterling Highway (Homer Spit Road)	Limit number of access points to the Sterling Highway. Initiate a Reconnaissance Study to better define and control crossing points in the harbor commercial area. Evaluate traffic calming as an element of the Reconnaissance Study. Enter Memorandum of Agreement with ADOT&PF to address parking, maintenance, and management of the right-of-way.	ADOT Administration

Goal 2.3 Provide adequate and safe facilities for pedestrians and bicyclists.

Objective	Strategies	Responsibilities
Provide safe walkways and trails	Develop pedestrian plan for Spit. Work with DOT on solutions such as crosswalks. Consider options for location of the bike path to best address safety and all users. Plan and design the proposed bike path extension to meet the needs of bicyclists and pedestrians. Plat easements for walkways in commercial areas and along overslope area. Require provision of connectivity between adjacent commercial properties in permit process/zoning language. Connect harbor to Seafarers Memorial with trail. The City shall reserve 15' pedestrian/safety rights-of-way and access for overslope development around the periphery of the small boat harbor. Construct pedestrian pathway around northerly harbor rim.	Public Works Department Planning Department Port & Harbor Dept

Goal 2.4 Provide improved multi-modal transportation on and to the Spit.

Objective	Strategies	Responsibilities
Support year round car ferry service to the outlying communities of Kachemak Bay	Participate in a public or private task force or organization.	City Council Economic Development Commission, Chamber of Commerce Administration
Encourage a shuttle bus system during peak summer months to transport visitors and employees to town, lodging and remote parking.	Participate in a public or private task force or organization. Create business plan/model to determine funding/cash flow.	

Goal 2.5 Improve organization, wayfinding, and location of parking and harbor facilities

Objective	Strategies	Responsibilities
Better define parking locations	Separate long-term parking from short-term/day use parking. Designate specific areas for RV parking. Provide loading zones for delivery trucks and motor coaches in the retail district. Implement a fee and permit system for long term parking.	Port and Harbor Planning Department
Provide coherent wayfinding system for parking, and restrooms	Establish a consistent theme for all parking graphics and signage. Develop color or other graphic/design feature to clearly indicate intended use. Clearly identify City of Homer as owner and requirements for use of lots. Clearly label all ramps so they are visible from the roads and parking lots. Create a kiosk or signage at each ramp and restroom showing the layout of the harbor, and parking in the immediate area of the user.	Port and Harbor Planning Department
Define loading and unloading areas	Create a bus loading zone near the harbormasters office. Analyze options for a turn around/cul-de-sac/roundabout at End of the Road Park.	Port and Harbor ADOT City Council



3. Economic Vitality

Goal 3.1 Improve the local economy and create year-round jobs by providing opportunities for new business and industrial development appropriate for the Homer Spit.

Objective	Strategies	Responsibilities
Enhance the circulation and safety in the fish dock area	Create site-specific land use study for fish dock/processing/ice house area. Develop appropriate safety measures on Fish Dock Road. Construct an observation deck near the Fish Dock.	Port and Harbor Dept Parks and Recreation

Goal 3.1 Improve the local economy and create year-round jobs by providing opportunities for new business and industrial development appropriate for the Homer Spit.

Objective	Strategies	Responsibilities
Enhance east harbor area for industrial use	Review zoning for adequacy of provisions for industrial growth. Compress trailer parking to ensure there is no encroachment into needed industrial reserve lands. Expand the port facilities and freight capacity for improved transportation of goods and materials in and out of Homer. Expand and improve the deep water dock and other related port facilities. Improve Outer Dock Road.	Public Works Planning Department Port and Harbor
Determine economic development opportunities for “value added” growth such as processing, small scale local retail, and restaurants serving local products	Encourage development related to the fishing, fish processing, and boating industries. Host economic development forum and determine opportunities for value added growth.	Alaska Economic Development Corporation Planning Department Chamber of Commerce Processing plant managers/ operators
Determine incentives needed to promote Overslope development	Analyze and develop market plan for development. Determine alternate incentives that would encourage growth. Identify sources of funding or implementation actions for identified incentives.	Public Works Department Port and Harbor Commission Alaska State DEC Finance Department



4. Natural Environment

Goal 4.1 Manage conservation areas and the natural resources of the Spit to ensure continued habitat and biological diversity.

Objective	Strategies	Responsibilities
Minimize human impact on conservation areas.	Avoid development on city owned tidelands adjacent to Conservation areas, such as Louie’s Lagoon and Mud Bay. Minimize all development that is not marine related within the Kachemak Bay Critical Habitat Area, defined as below the 17.4 ft mean high tide. Improvements to public lands should focus active recreation on the west side of the Spit, Mariner Park, and south of the Fishing Lagoon.	Port and Harbor Dept Parks and Recreation

Objective	Strategies	Responsibilities
Purchase or obtain conservation easements on private lands on the Spit, such as between north of the hockey rink, and the base of the Spit.	Work with willing land owners to conserve land through methods such as conservation easements, or public or nonprofit ownership. Consider purchasing first right of refusal options, right of occupancy for remainder of lifetime or other less traditional methods that will ensure conservation of the properties at some point in the future.	Public Works Planning Department Port and Harbor

Goal 4.2 Support environmentally responsible harbor operations by all user groups. Activities such as power washing and scraping, sanding and painting may not be allowed in the harbor in the future due to environmental regulations.

Objective	Strategies	Responsibilities
Support and implement the Alaska Clean Harbor Pledge	Implement relevant portions of Chapter 9 Energy, from the 2008 Comprehensive Plan, such as energy efficient public buildings, recycling and solid waste management. Implement a bilge water management program. Pursue public education on boat cleaning agents, to reduce the use of harsh chemicals such as bleach.	Public Works Planning Department Port and Harbor
Support the concepts presented in "Clean Boating for Alaskans"	Continue to support environmentally responsible boating habits. Partner with harbor user groups on public education and providing appropriate facilities.	Port and Harbor Harbor user groups

Goal 4.3 Manage Storm Water Runoff

Objective	Strategies	Responsibilities
Address stormwater issues, puddling, and erosion	Explore better parking lot maintenance and storm water management approaches such as rain gardens, settling ponds and shallow ditches. Use to also help define parking areas, particularly where winter maintenance is not needed. Parking revenues could be used to help pay for these projects. Create a spit drainage and grading plan. Drainage needs to be planned and implemented block by block rather than haphazardly for all properties.	Public Works Port and Harbor

Goal 4.4 Manage the Port as a working harbor, for both recreational and working vessels

Objective	Strategies	Responsibilities
Remove derelict vessels	Continue to get rid of boats not paying moorage; the harbor is not a storage facility or museum. Harbor expansion is expensive; the harbor should be fully utilized by active users. Dead boats can also be an environmental hazard if no one is responsible for making sure they don't sink or leak.	Public Works Port and Harbor



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Memorandum

TO: PORT AND HARBOR ADVISORY COMMISSION
FROM: BRYAN HAWKINS, PORT DIRECTOR
DATE: FEBRUARY 6, 2019
SUBJECT: PROPOSED CHANGE IN TARIFF NO.1 FOR BARGE RAMP USE BY SMALL VESSELS

Re: Homer Harbor's Barge Ramp and the Fleet of Small Landing Craft

Due to the increasing number of small landing craft both private and commercial, I am recommending a change in our Tariff #1 to better capture the use of our barge ramp facility by this fleet and find a consistent approach towards managing an equitable rate for the use.

The barge ramp was designed for the large landing craft to load across and the landing fee and wharfage rates are a fair access fee for this size class of vessel. This becomes clearer when you realize that a single large landing craft loadout may take hours to accomplish and involves a large amount of uplands space for temporary laydown.

In Homer there is a growing number of small landing craft that use the barge ramp and/or sometimes the Load and Launch ramp to load supplies for South side bay residences and water taxi customers. This fleet of small landing craft's use of the ramps are generally short in duration, load a small amount of cargo (comparatively) and the operators have been good about working around the large landing crafts load-outs so as not to interfere with their priority use of the barge ramp facility.

Issue

Applying the same rate to the small landing craft has been difficult for staff to administer effectively due to issues with existing policy as this fleet has grown. Wharfage is a self-report form which works well with our large vessel load-outs because they actually know the tonnage being loading onto their vessels, have fewer landings to track, and can supply the harbor office with the landings and wharfage report at the end of the month for billing. However, the smaller landing craft make frequent runs with small loads making it very difficult for tracking and billing at month end. One complaint I've had is that if they are making multiple runs over the month to a wide customer base across the bay but only get one bill from the harbor at month end it makes it difficult for them to recover the wharfage and landing fees from their customer and they end up shouldering the cost themselves.

The current beach / barge ramp landing fee is \$1.50 per foot per landing. The Wharfage for the beach / barge ramp is \$5.14 per ton for N.O.S. (not otherwise specified) freight. Harbor officers see the landing occurring and record the event on our Harbor Check Form. Harbor admin staff then bills the landing fee every morning from the day before. The wharfage is self-reported by the vessel every month. The form is completed and sent in with payment.

This current policy for self-reported wharfage works well with our large vessel load-outs because they actually know the tonnage they load onto their vessels and have fewer landings to track. However, the smaller landing crafts make frequent runs with small loads that make it very difficult for them to track.

The proposed change would be to apply a flat rate per landing for vessels under 65' which includes the wharfage instead of the self-reported wharfage form. Operators of these small landing craft will know ahead of time what to charge their customers and be able to build it into their rates.

Proposed Tariff Changes and Code Changes

Create a graduated rate schedule for this increasing use of our facilities by any vessel under 65' including the small landing craft. The fee would apply whether they use the barge ramp, load and launch ramp, or the beach landing. An all-inclusive landing/wharfage fee for this fleet would make us much more relevant to current use and give us a tool we need to consistently charge for this use.

Wharfage fees

0>36' = one ton x \$5.14 + landing fee of 1.50 per ft. is applied to their account.

37>50' = two tons x \$5.14 + landing fee of 1.50 per ft. is applied to their account.

51>65' = three tons x \$5.14 + 1.50 per ft. landing is applied to their account.

Vessels over 65' are required to report and pay for wharfage monthly at tariffed rate.

Priority Use and Access

Any vessel over 65' in length will have priority use of the barge ramp facility and depending on need may be required to schedule use in order to avoid conflicts. All other users must work around the priority vessel use and schedule.

Any vessel going dry on the barge ramp, and thereby causing blockage or restricted access to the ramp, without permission/approval of the harbormaster's office, shall be charged a penalty of \$150 per tide cycle.

- Additionally amending City Code 1.16.040 Disposition of scheduled offenses- fine schedule by adding \$150 per tide cycle fine for going dry on the barge ramp without prior permission/approval of the harbormaster's office

Load and Launch Ramp

To avoid congestion at the Load and Launch Ramp during peak months, load and launch activities will be prioritized and commercial loading at the load and launch ramp will be restricted to the evening hours of 6pm to 6am from Memorial Day to Labor Day. Commercial loading shall be defined as loading any amount of materials that exceed a total weight of 500 lbs. Any commercial loading, not pre-approved by the harbormaster, that occurs during the hours of 6am – 6pm from Memorial Day to Labor Day will be prohibited and will be charged a penalty of \$100 per occurrence.

- Additionally amending City Code 1.16.040 Disposition of scheduled offenses- fine schedule by adding \$100 fine for any commercial loading at the load and launch ramp during prohibited hours without prior permission/approval of the harbormaster's office

RECOMMENDATION:

Make a motion in support of the proposed changes to Tariff No. 1 and amendments to the City of Homer's Disposition of scheduled offenses/fine schedule, and recommend that City Council approve the proposed changes.



Memorandum

TO: PORT AND HARBOR ADVISORY COMMISSIONERS

FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER

DATE: MARCH 20 2019

SUBJECT: RFP AWARD OF CONTRACT FOR OPTIMIZING AND UPGRADING THE CITY-OWNED ICE PLANT

In the fall of 2018, Harbor staff started to implement phase one of the Ice Plant Upgrade listed in the City of Homer Capital Improvement Plan 2018 – 2023. Burt began by reviewing literature on Industrial Refrigeration Energy Conservation as well as researching qualified West Coast firms in the industry. This research identified seven general strategies that might meet most of the goals listed in the CIP.

1. Optimize our current system. Our current two – stage pumped recirculation system is still a highly respected system design in the industry. However, modern control systems programmed with efficiency algorithms and other minor adjustments should provide significant energy savings with minimal capital investment.
2. Upgrade our system with mainstream technology. This option might include (but isn't limited to) installing screw compressors, ice machines that operate at higher suction pressures, high – efficiency electric motors, and Variable Frequency Drives. The energy savings with this strategy might be greater than could be achieved with option 1, but would involve higher initial costs.
3. Same as option 1, but the electricity would be provided by a Natural Gas powered generator.
4. Same as option 2, but the electricity would be provided by a Natural Gas powered generator.
5. Same as option 1, but the electric motors that power our compressors would be replaced with Natural Gas powered internal combustion engines. (Note: staff is not sure if our compressor room is large enough for this option, or if computerized control systems for an arrangement like this is currently available.)
6. Same as option 2, but the electric motors that power our compressors would be replaced with Natural Gas Powered internal combustion engines. (This option is certainly feasible with screw compressors.)
7. Total replacement of our current technology with an absorption system.

Most of these options seem to have advantages and disadvantages. Burt and I then discussed the probable pros and cons of each option, how they relate to our goals, as well as what concerns they would raise, before drafting a preliminary invitation to bid document.

On February 15 2019 a RFP was issued for the purpose of a consultation contract for an evaluation of possible energy saving solutions and upgrades to the current ice plant. This RFP closed on March 14 2019. The responsive proposals were evaluated by a selection committee on criteria that included proposed cost, options for ice plant upgrades, and the overall experience and knowledge of the proposing agency.

Two bids received. Staff will make a recommendation to Council for an award to a responsive bidder. Project cost between \$30K and \$40K.

Recommendation:

Make a motion to City Council supporting Ice Plant Upgrade Consultation RFP and staff recommendation for award.



Ice Plant Upgrade

Project Description & Benefit: The ice plant at the Fish Dock is a critical component of the overall Port and Harbor enterprise, providing more than 3,500 tons of flake ice each year to preserve the quality of more than 20 million pounds of salmon, halibut, sablefish, and pacific cod landed at the Port of Homer.

Although the Ice Plant has been maintained very well since being built in 1983, staff believes that efficiencies may be gained by upgrading certain key components of the plant with current technologies. This may include replacing the refrigeration compressors, integrating natural gas into the process, and/or upgrading the control systems to increase the plant's efficiency and reduce operating costs.

Staff recommends a two phase approach to the project, with Phase 1 seeking bids from qualified firms for the purpose of performing a site visit to Homer's Ice Plant to create a list of recommendations/options for upgrading the facility. Goals for this evaluation would be to address energy savings solutions to help lower operational costs, plant maintenance, longevity and return on investment. We would specifically ask if and how natural gas could be used to lower costs and we would also want to address the need of creating a year-round cold storage refrigeration system as an upgrade to the original plan.

Total Project Cost:

Phase 1: \$25,000

Phase 2: TBD based on consultant recommendations and upgrade plan adopted.

Schedule:

- 2019: Phase 1 completion and upgrade plan finalized;
- 2020: Design and engineering for upgade;
- 2021: Upgrade ice plant.

Priority: 1



Four of the Ice Plant's aging compressors are shown here.

REQUEST FOR PROPOSALS
By the City of Homer, Alaska
For Consultation regarding Upgrades to the City-owned Ice Plant

The City of Homer is requesting proposals from qualified firms for the purpose of a consultation contract, which at point of contract award will include performing a site visit to Homer's Ice Plant to evaluate our options and provide a list of recommendations for optimizing and/or upgrading our ice plant and cold storage facility.

We provide flake ice and bait storage for the local halibut, sablefish, and salmon fisheries. This ice is delivered to the Fish Dock by augers. Our refrigeration system was built in 1983 by Seattle Refrigeration & Manufacturing Inc. and has been maintained in close to original condition. As electricity currently, on average, costs over 25 cents per kWh however, we need to make our plant more efficient. If possible, we wish to retain the ease of troubleshooting and the robust dependable nature of our current system while taking full advantage of modern technology. Staff have identified at least 3 different general strategies for reducing our electric bill, but we lack the ability to adequately evaluate these options.

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals and to award a contract to the respondent that best meets the selection criteria and the City's needs.

A. ICE PLANT DESCRIPTION AND EQUIPMENT

Our plant uses ammonia and is a 100 ton 2 – stage pumped recirculation system with 2 evaporative condensers with centrifugal fans. We currently run with 7 Vilter reciprocating compressors (Model 440) of various sizes including 2, 4, 6, & 16 cylinders. These compressors are controlled by a Barber-Colman Actuator with camshaft and proportional controls. We have 4 North Star 60 ice machines for making ice. This combination gives us maximum flexibility regarding production and repairs. On rare occasions winter temperatures can be as low as – 20° F (10° F is common) while summer days might reach into the 80s. We currently run 9 months per year and use the 3 coldest months for an in-depth maintenance program.

- See Attached Photos : Attachment A

B. GOALS

The primary goal for this evaluation would be to address energy saving solutions to help lower operational costs. This goal leads to at least 3 basic strategies. Our first possibility is to optimize our current system with minimal investment. So one specific question we have is how much can we safely gain by simple operational changes like condenser fan/pump set-points? The second option is to upgrade our system with new equipment. This option includes, but is not limited to, additional condensing capacity to reduce lift, Variable Frequency Drives, and computerized controls. Questions raised by this option include initial costs, life-cycle costs, additional training requirements or the need for specialized technicians, and any other factor that affects Return on Investment. This option will also address our secondary goals of decreased plant maintenance and increased longevity. And finally, we are considering the possibility of powering our plant with Natural Gas. As one Natural Gas option is an industrial sized generator, we need to know the load our system would place on a generator once modifications are complete. We also need to know if using a generator would create any issues in regard to system dependability or regulatory compliance. In all cases, we also are interested in how each option would affect system dependability, durability and our

ability to troubleshoot and make repairs while continuing to operate. The city is only interested in off the shelf proven technology that meets industry standards.

C. RFP GENERAL REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City.

RFP submission instructions and information are available online at <http://www.cityofhomer-ak.gov/rfps>, or at the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Interested firms or individuals should submit the completed proposal using the following instructions:

One original and two (2) copies of the completed proposal in an opaque envelope marked as follows:

- City of Homer 2019 RFP Ice Plant Upgrade
- Proposal Date
- Bidders Name and Address

The Proposal submittals shall be addressed to:

City of Homer
City Clerk's Office
491 E. Pioneer Ave.
Homer, Alaska 99603

Proposals shall be received at the Office of the City Clerk **no later than 2:00 p.m. Thursday, March 14 2019.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered. The City Clerk's Office does not provide envelopes for responsive firms to put their completed proposals in, nor will the Clerk's Office Staff write proposer's information on the envelope on their behalf.

Please direct RFP submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130. Please direct technical questions to Burton Gregory, Ice Plant Manager, at (907) 235-3162 and in writing at bgregory@ci.homer.ak.us, or to 4311 Freight Dock Road, Homer, AK 99603.

D. PROPOSAL FORMAT AND CONTENT

To be considered responsive, each proposal must include the following:

- A written narrative (five page maximum) including:
 - Firm or Company, their team experience in refrigeration, electrical and control systems and their past experience in similar projects
 - Estimated Cost of the firm or company's consultation effort to provide a more detailed operational plan for the proposed option/options and an estimated start date availability/timeline for the consultation work should the firm be awarded the contract.
 - A list of three proposed options for Ice Plant Upgrade with brief description (past examples of similar projects can be used to fulfill this requirement). At least one option should

include natural gas. Options should be a general overview only and not a detailed plan. An operational plan encompassing the goals listed in section B will be required at completion of an awarded contract.

E. EVALUATION CRITERIA AND SELECTION PROCESS:

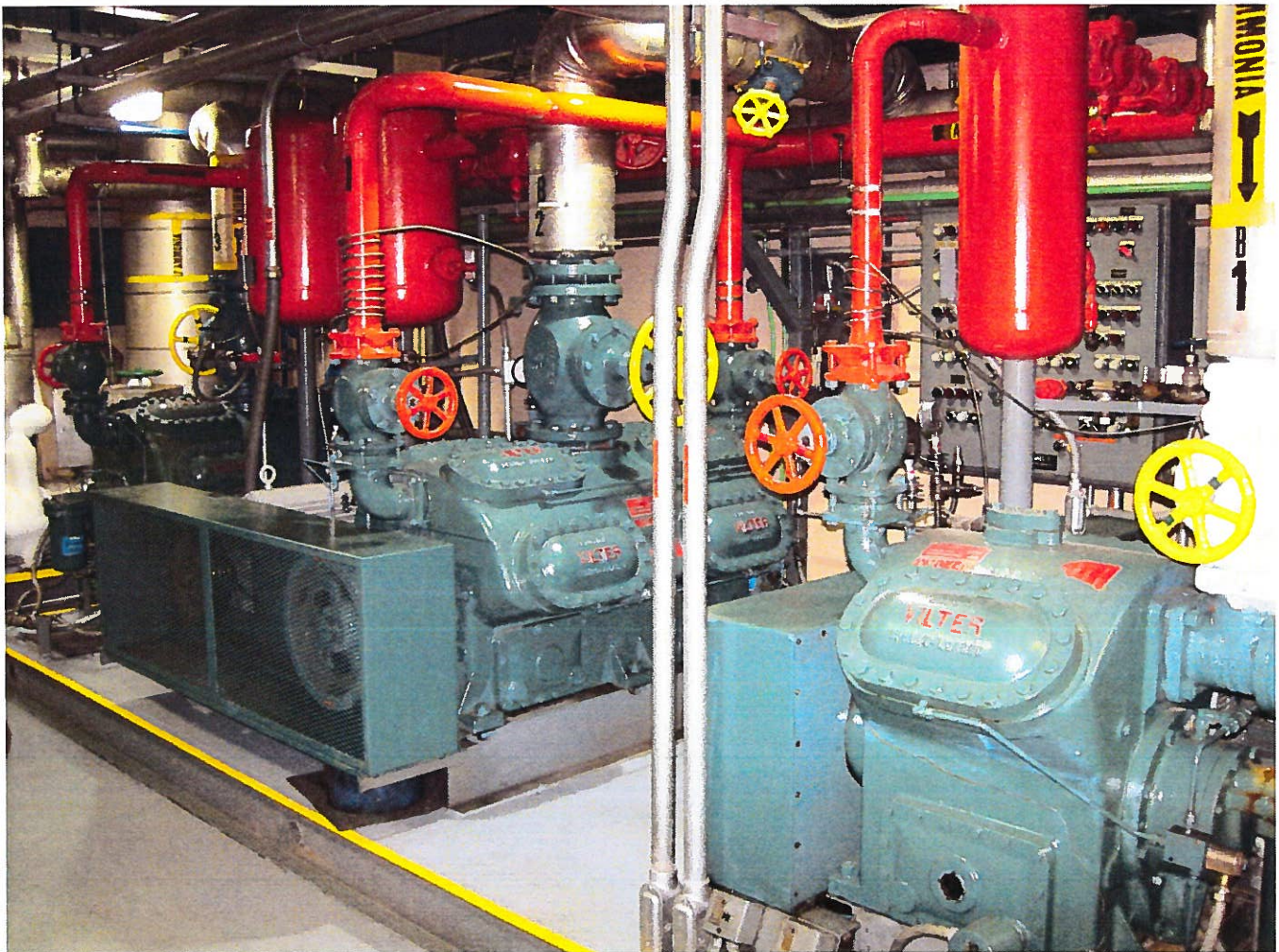
The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes information referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation. Submittals will be evaluated and scored in accordance with the following criteria:

1. Proposed Consultation Contract Costs to provide an operational plan for ice plant upgrade	35 points
2. Team/Experience & Knowledge, electrical Refrigeration, and control systems	35 points
3. Proposed Options	<u>30 points</u>
Maximum Score	100 points

The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a "short list" of the highest ranked firms.

ATTACHMENT A







City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

MEMORANDUM

TO: PORT AND HARBOR ADVISORY COMMISSION
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: FEBRUARY 27, 2019
SUBJECT: ELECTION OF NEW CHAIR AND VICE CHAIR

Per the commission's bylaws: "A Chairman and Vice-Chairman shall be selected annually (February meeting) by the appointive members", which occurs after the last cycle of commissioner appointment renewals in February.

RECOMMENDATION

Make a motion to select a new Chair; commissioners can then provide nominations; Chair will call for a vote.

Make a motion to select a new Vice-Chair; commissioners can then provide nominations; Chair will call for a vote.

Port & Harbor Monthly Statistical & Performance Report

For the Month of: **February 2019**

<u>Moorage Sales</u>		<u>2019</u>	<u>2018</u>	<u>Stall Wait List</u>		
Daily Transient		31	30	No. on list at Month's End	<u>2019</u>	<u>2018</u>
Monthly Transient		43	42	20' Stall	35	22
Semi-Annual Transient		0	1	24' Stall	41	39
Annual Transient		7	6	32' Stall	89	64
Annual Reserved		0	0	40' Stall	43	31
				50' Stall	23	26
				60' Stall	7	5
				75' Stall	2	3
				Total:	240	190
<u>Grid Usage</u>		<u>2019</u>	<u>2018</u>			
1 Unit = 1 Grid Tide Use						
Wood Grid		3	3			
Steel Grid		1	0			
<u>Services & Incidents</u>		<u>2019</u>	<u>2018</u>	<u>Docking & Beach/Barge Use</u>		
Vessels Towed		1	0	1 Unit = 1 or 1/2 Day Use	<u>2019</u>	<u>2018</u>
Vessels Moved		4	1	Deep Water Dock	15	13
Vessels Pumped		0	1	Pioneer Dock	17	27
Vessels Sunk		0	0	Beach Landings	1	1
Vessel Accidents		0	0	Barge Ramp	13	7
Vessel Impounds		0	0			
Equipment Impounds		1	0	<u>Marine Repair Facility</u>	<u>2019</u>	<u>2018</u>
Vehicle Impounds		0	0	Vessels Hauled-Out	1	0
Property Damage		0	2	Year to Date Total	1	1
Pollution Incident		1	0			
Fires Reported/Assists		0	0	<u>Wharfage (in short tons)</u>		
EMT Assists		1	0	In Tons, Converted from Lb./Gal.	<u>2019</u>	<u>2018</u>
Police Assists		1	0	Seafood	370	0
Public Assists		9	11	Cargo/Other	155	351
Thefts Reported		0	0	Fuel	40,095	18,700
<u>Parking Passes</u>		<u>2019</u>	<u>2018</u>	<u>Ice Sales</u>	<u>2019</u>	<u>2018</u>
Long-term Pass		4	6	For the Month of February	*	*
Monthly Long-term Pass		0	0	*Shut Down for Maintenance		
Seasonal Pass		0	0	Year to Date Total	0	0
<u>Crane Hours</u>		<u>2019</u>	<u>2018</u>	<u>Difference between</u>		
		178.9	88.9	<u>2018 YTD and 2019 YTD:</u>	0 tons	

Port & Harbor Water/Sewer Bills

Service Period: February 2019

1/15/19 - 2/14/19

Meter Address - Location	Acct. #	Meter ID	Service/ Customer Charge	Water Charges	Sewer Charges	Total Charges	Previous Reading	Current Reading	Total Usage (gal)
810 FISH DOCK ROAD - Fish Grinder	1.0277.01	84810129	\$6.50	\$0.00	\$0.00	\$6.50	424,400	424,400	-
4244 HOMER SPIT RD - SBH & Ramp 2	1.0290.02	84872363	*Meter removed, new installed with beginning activity- first read in March 2019						
4166X HOMER SPIT RD - SBH & Ramp 4	1.0345.01	70291488	\$13.00	\$0.00	\$0.00	\$13.00	24,991,800	24,991,800	-
4166 HOMER SPIT RD- SBH Restrooms	1.0346.01		\$13.00	\$33.00	\$56.00	\$102.00	363,300	365,800	2,500
4171 FREIGHT DOCK RD - SBH & Ramp 6	1.0361.01	71145966	\$13.00	\$0.00	\$0.00	\$13.00	2,652,900	2,652,900	-
4690C HOMER SPIT RD - Pioneer Dock	1.0262.01	70315360	\$13.00	\$0.00	\$0.00	\$13.00	3,555,900	3,555,900	-
4690A HOMER SPIT RD - Pioneer Dock	1.0261.01	70315362	\$13.00	\$14.52	\$0.00	\$27.52	665,400	666,500	1,100
4666 FREIGHT DOCK RD - Deep Water Dock	1.0357.01	70564043	\$13.00	\$73.92	\$0.00	\$86.92	10,199,800	10,205,400	5,600
4448 HOMER SPIT RD - Steel Grid	1.0230.01	80394966	\$6.50	\$0.00	\$0.00	\$6.50	-	-	-
795 FISH DOCK ROAD - Fish Dock/Ice Plant	1.0180.01	70291512	\$13.00	\$558.36	\$22.40	\$593.76	869,095,600	869,137,900	42,300
4147 FREIGHT DOCK RD - SBH & Ramp 6 Restroom	1.4550.01	70315668	\$13.00	\$22.44	\$38.08	\$73.52	213,100	214,800	1,700
4147X FREIGHT DOCK RD - Ramp 6 Fish Cleaning	1.0457.01	80856895	\$6.50	\$0.00	\$0.00	\$6.50	377,500	377,500	-
4001 FREIGHT DOCK RD - L&L Ramp Restrooms	10.4550.01	70364713	\$13.00	\$17.16	\$29.12	\$59.28	204,900	206,200	1,300
4667 HOMER SPIT RD L - Port Maintenance	1.0109.01	70257255	\$13.00	\$29.04	\$49.28	\$91.32	49,500	51,700	2,200
4667 HOMER SPIT RD - Bldg Near Water Tank	1.0100.02	70315820	\$6.50	\$0.00	\$0.00	\$0.00	320,400	320,400	-
4667 FREIGHT DOCK RD - DWD Restroom	1.0495.01	84920900	\$13.00	\$21.12	\$35.84	\$69.96	50,600	52,200	1,600
4311 FREIGHT DOCK RD - Port & Harbor Office	5.1020.01	83912984	\$13.00	\$19.80	\$21.75	\$54.55	6,000	7,500	1,500
4000 HOMER SPIT RD - Ramp 5 Restroom	5.1250.01	86083228	\$13.00	\$23.76	\$26.10	\$62.86	325,200	327,000	1,800
4425 FREIGHT DOCK RD - Sys 5 & Ramp 8	5.1050.01	86094861	\$13.00	\$165.00	\$0.00	\$178.00	1,072,700	1,085,200	12,500
Overall Charges:						\$1,458.19	Overall Water Usage:		74,100

Water/Sewer Monthly Comparison CY 2015 to Current										
	2015		2016		2017		2018		2019	
January	\$2,526.35	183,700	\$1,216.22	68,800	\$2,142.85	122,300	\$1,458.89	83,400	\$1,485.10	79,100
February	\$2,015.14	140,800	\$1,891.14	122,500	\$1,287.76	59,600	\$2,500.97	144,800	\$1,458.19	74,100
March	\$3,339.49	253,700	\$2,341.13	162,300	\$4,076.62	292,100	\$2,271.05	138,300		
April	\$4,997.38	467,700	\$3,532.78	256,700	\$1,726.84	113,100	\$2,766.11	272,300		
May	\$6,982.27	541,900	\$9,770.89	709,300	\$7,807.49	413,000	\$3,951.58	304,600		
June	\$14,116.19	1,134,100	\$21,628.74	1,800,700	\$14,594.69	1,282,900	\$16,995.43	1,349,200		
July	\$12,038.01	919,900	\$19,490.97	1,583,400	\$15,450.93	1,152,500	\$18,540.31	1,391,400		
August	\$15,033.97	1,197,000	\$22,468.25	2,189,100	\$12,947.70	1,060,600	\$19,055.83	1,449,800		
September	\$15,661.07	1,307,300	\$19,710.24	1,651,300	\$11,419.68	968,000	\$16,345.46	1,328,800		
October	\$5,445.90	406,300	\$8,887.32	708,200	\$8,631.96	591,490	\$8,965.86	728,200		
November	\$1,917.85	106,100	\$2,582.53	167,600	\$1,852.34	176,000	\$2,967.17	195,100		
December	\$1,284.30	30,100	\$1,154.76	44,900	\$1,053.70	68,600	\$1,294.53	69,100		
YTD Total	\$85,357.92	6,688,600	\$114,674.97	9,464,800	\$82,992.56	6,300,190	\$97,113.19	7,455,000	\$2,943.29	153,200

2019 Ice & Crane Report						
Date To	Crane Weekly	Crane Month	YTD Crane	Ice Weekly	Ice Month	YTD Ice
1/6/2019	9.3			shut down for maintenance		
1/13/2019	21.4			shut down for maintenance		
1/20/2019	23.3			shut down for maintenance		
1/27/2019	15.1			shut down for maintenance		
Jan Total		69.1	69.1		0	0
2/3/2019	17.7			shut down for maintenance		
2/10/2019	12.3			shut down for maintenance		
2/17/2019	10.3			shut down for maintenance		
2/24/2019	14.1			shut down for maintenance		
Feb Total		54.4	123.5		0	0
3/3/2019	13.6			shut down for maintenance		
3/10/2019	26.8			0		
3/17/2019	15.5			16		
3/24/2019						
3/31/2019						
Mar Total		55.9	179.4		16	16
4/7/2019						
4/14/2019						
4/21/2019						
4/28/2019						
Apr Total		0	179.4		0	16
5/5/2019						
5/12/2019						
5/19/2019						
5/26/2019						
May Total		0	179.4		0	16
6/2/2019						
6/9/2019						
6/16/2019						
6/23/2019						
6/30/2019						
Jun Total		0	179.4		0	16
7/7/2019						
7/14/2019						
7/21/2019						
7/28/2019						
Jul Total		0	179.4		0	16
8/4/2019						
8/11/2019						
8/18/2019						
8/25/2019						
9/1/2019						
Aug Total		0	179.4		0	16
9/8/2019						
9/15/2019						
9/22/2019						
9/29/2019						
Sep Total		0	179.4		0	16
10/6/2019						
10/13/2019						
10/20/2019						
10/27/2019						
Oct Total		0	179.4		0	16
11/3/2019						
11/10/2019						
11/17/2019						
11/24/2019				shut down for maintenance		
12/1/2019				shut down for maintenance		
Nov Total		0	179.4		0	16
12/8/2019				shut down for maintenance		
12/15/2019				shut down for maintenance		
12/22/2019				shut down for maintenance		
12/31/2019				shut down for maintenance		
Dec Total		0	179.4			

Pioneer Dock 2019

Date	Vessel	LOA	Times	Billed	\$ Dock	Srv Chg
1/9	Kays Pt (Polar Cloud)	328	1930/	Kirby Offshore	1,005.00	52.00
1/10	Kays Pt (Polar Cloud)	328	/0630	Kirby Offshore	1,005.00	
1/17	Bob Franco	120	1230/1500	Olympic Tug	506.00	52.00
2/1	Kays Pt (Polar Cloud)	328	0745/1615	Kirby Offshore	1,005.00	52.00
2/21	Perseverance	207	1000/1600	Cispri	788.00	52.00
2/27	Kays Pt (Polar Cloud)	328	1200/2130	Kirby Offshore	1,005.00	52.00
03/20/19				Year to Date Totals:	\$5,314.00	\$260.00

Ferry Landings 2019

	Pioneer Dock	Deep Water Dock
January	21	0
February	11	0
March		0
April		0
May		0
June		0
July		0
August		0
September		
October		
November		
December		

Deep Water Dock 2019

Date	Vessel	LOA	Times	Billed	\$ Dock	Srv Chg
1/25	Perseverance	207	1115/1630	Cispri	788.00	52.00
03/20/19				Year to Date Totals:	\$788.00	\$52.00

Pioneer Dock - 2019 Water Usage							Deep Water Dock - 2019 Water Usage						
Date	Vessel	Beg. Read	End Read	Gal.	Charged	Conx Fee	Date	Vessel	Beg. Read	End Read	Gal.	Charged	Conx Fee
1/2	Tustumena	3,536,300	3,549,000	12,700	\$ 492.89	\$ 102.00	1/3	Bob Franco	10,197,000	10,200,900	3,900	\$ 194.05	\$ 102.00
1/9	Polar Cloud	3,549,010	3,555,900	6,890	\$ 267.40	\$ 102.00	1/17	Bob Franco	10,200,900	10,202,600	1,700	\$ 194.05	\$ 102.00
2/1	Polar Cloud	665925	666525	600	\$ 194.05	\$ 102.00	1/26	Bob Franco	10,203,000	10,205,500	2,500	\$ 194.05	\$ 102.00
2/14	Tustumena	3555900	3564170	8,270	\$ 320.96	\$ 102.00	2/22	Bob Franco	10,205,490	10,211,360	5,870	\$ 227.81	\$ 102.00
				-							-		
				-							-		
				-							-		
				-							-		
Year to Date Totals:				28,460	\$ 1,275.30	\$ 408.00	Year to Date Totals:				-	\$ 809.96	\$ 408.00
Notes:							Notes:						
Washing down dock results in missing begin/end reads							Washing down dock results in missing begin/end reads						
\$194.05 Min Charge							\$194.05 Min Charge						
\$102.00 CONX							\$102.00 CONX						

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 March 11, 2019 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 – MEMBERS

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. One City Council member and one Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as consulting, non-voting members.

Section 3. The Mayor, City Manager, and Port Director/Harbormaster may serve as non-voting, consulting members of the Commission.

Section 4. A commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses two (2) consecutive regular meetings unless excused;
- Is convicted of a felony.

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 – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. The review of the Strategic Plan and the commission's policies, rules and regulation shall be held at the regular meeting in April of each year.

Section 3. June of each year shall be designated as Budget Month; the budget shall be reviewed at every regular meeting in June to assist the Port Director/Harbormaster in preparation and presentation of budget requests to City Council.

Section 4. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 5. 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.

NAME OF BODY

DATE OF MEETING

PHYSICAL LOCATION OF MEETING

DAY OF WEEK AND TIME OF MEETING

HOMER, ALASKA

MEETING ROOM

NOTICE OF MEETING

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)

4. RECONSIDERATION

5. APPROVAL OF MINUTES or CONSENT AGENDA

6. VISITORS (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/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any 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. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 6. 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 Chair's discretion or by a majority vote of the board members in attendance.

Section 7. Special meetings and Worksessions may be called by the Port Director/Harbormaster, Chair, or a majority of the Commission. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 9. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of "majority vote". The Chairperson may vote upon, and may move or second a proposal before the Commission.

Section 10. 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 11. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

ARTICLE VI – 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 VII – BYLAW AMENDMENTS

Section 1. 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.

Section 2. 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.

ARTICLE VIII – TELECONFERENCING

Section 1. Teleconference meetings:

- a. The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b. There must be a quorum of members physically present in addition to the telephonic member.
- c. A Commissioner participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- a. A Commissioner who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to appear telephonically.
- b. The Clerk shall notify the other Commissioners of the Commissioner's intent to appear by teleconference three days prior to the scheduled meeting time.
- c. The means used to facilitate a teleconference meeting must enable each Commissioner appearing telephonically to clearly hear, and be heard by, all other Commissioners, and members of the public. The Clerk shall note in the attendance record all Commissioners appearing telephonically.

**2019 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council's regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission's opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	<u>Zimmerman</u>
February 11, 25	<u>Donich</u>
March 11, 26*	<u>Stockburger</u>
April 8, 22	<u>Hartley</u>
May 13, 28*	<u>Hartley</u>
June 10, 24	<u>Carroll</u>
July 22**	<u>Ulmer</u>
August 12, 26	<u>Stockburger</u>
September 9, 23	<u>Donich</u>
October 14, 28	<u>Zeiset</u>
November 25**	<u>Ulmer</u>
December 9, 16****	<u>Zimmerman</u>

City Council's Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

*Tuesday meeting due to Memorial Day/Seward's Day.

** There will be no first regular meeting in July or November.

***Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

****Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting the third week of December will not be held.