

Economic Development Advisory Commission

**Regular Meeting
October 10, 2017
Tuesday
6:00p.m.**



City Hall Cowles Council Chambers



491 E. Pioneer Avenue

Homer, Alaska 99603

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**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE- 6:00 p.m.**
- 2. APPROVAL OF THE AGENDA** **PAGE 3**
- 3. PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA (3 minutes)**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Regular Meeting Minutes for September 12, 2017 **PAGE 5**
- 6. VISITORS/PRESENTATIONS (10 minutes)**
- 7. REPORTS (5 minute each)**
 - A. Marine Trades Association Report
 - B. Chamber Director Report
 - C. Pioneer Avenue Task Force Report
 - A. Staff Report **PAGE 9**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. BR&E Survey **PAGE 13**
 - B. Rescheduling November Regular Meeting **PAGE 15**
- 10. NEW BUSINESS**
 - A. Meeting Schedule for 2018 **PAGE 17**
- 11. INFORMATIONAL ITEMS**
 - A. City Manager's Report **PAGE 23**
 - B. Commissioner Attendance at City Council Meetings **PAGE 29**
- 12. COMMENTS OF THE AUDIENCE(3 minutes)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)**
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE COMMISSION**
- 17. ADJOURNMENT/THERE IS A WORK SESSION SCHEDULED FOR OCTOBER 24, 2017 AT 6:00PM IN THE UPSTAIRS CONFERENCE ROOM. NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 14, 2017 at 6:00 p.m. in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.**

Session 17-08 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:01 p.m. on September 12, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, SANSOM, LORD, RICHARDSON

TELEPHONIC: COMMISSIONER GUSTAFSON

ABSENT: COMMISSIONERS EVANS, KEISEL (EXCUSED)

STAFF: SPECIAL PROJECTS AND COMMUNICATION COORDINATOR CARROLL
COUNCIL MEMBER SMITH
DEPUTY CITY CLERK SMITH

AGENDA APPROVAL

RICHARDSON/ LORD - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. August 8, 2017 Regular Meeting Minutes

LORD/RICHARDSON- MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS

REPORTS

D. Staff Report

Jenny Carroll, Special Projects and Communication Coordinator, stated she was glad everyone could make it to the meeting. Carroll touched on the Homer Ocean Park Letter and her response to Dr. and Mrs. Marley, declining their property offer. Ms. Carroll stated that she added the KPEDD letter into the Meeting Packet as an informational item, but Commissioner Karin Marks let her know that the letter was not in their packet. Ms. Carroll apologized and will put the letter in the next meetings packet. Since September 6th, there has been an update in statistics. Ms. Carroll explained that they had three more people take the BR&E Survey, bringing the total up to 87 people.

Mrs. Carroll welcomed Ethen Grover, Student Representative, to the Commission.

PUBLIC HEARINGS

PENDING BUSINESS

A. BR&E Initiative

1. Commissioners Report on Outreach Efforts/ Opportunities

Commissioner Marks provided a brief overview of the BR&E Initiative to bring Ethen Grover up to speed and handed out postcards to the Commissioners who had run out. Ms. Marks explained the importance of handing out the postcards and sharing information about the BR&E Survey. The Commission set a goal of exceeding 100 persons by the end of the BR&E Survey on October 13th. Ms. Marks proposed the idea of sending out another email and doing one more final push before the survey comes to an end.

Ms. Carroll explained that she stocked all of the venues full of postcards, but has not sent out another email. Ms. Carroll explained that most people haven't responded because they didn't want to do the interview portion, and just wanted to do the survey. She explained that she will send out the email, but doesn't expect it to bring in many surveyors.

There were two survey packets that were distributed to Commissioner Richardson for processing, upon her request.

Commissioner Lord Reached out to the Marine Trades Association and they were going to be reaching out to their members about the Survey.

Commissioner Sansom stated that she received positive feedback from the B&B Association and she has not heard back from the Wellness Association, so she will be contacting them again.

2. Scheduling for Data Analysis and Preparing Report

Commissioner Marks suggested that at the next Regular Meeting the Commission should go over the preliminary reports of the survey and start to process them. She then suggests that they have a work session after their next regular meeting to power through all of the data, so the commission will have a report to take to the City Council on their January 22nd.

Ms. Carroll stated that there are two different parts to the survey, the fill in the blank and multiple choice questions, and the short answer questions. Ms. Carroll explained that Google Forms provides a graph

or data table of all of the multiple choice and fill in the blank questions that can be brought to the next meeting for processing, the more difficult part of the survey to process is the short answers and Interviews. Ms. Carrol further explains that the Short answers will take more time to go through, so she suggested that a work session be scheduled for the second part of the survey.

Commissioner Lord suggested that the commission go through the short answers and interview questions and pull out the quantitative subjects and put them on one document, essentially grouping like ideas together for faster analysis. Then the commission can go back and analyze anything that couldn't be grouped together.

Commissioner Marks suggested to meet in a work session on October 24th 2017. The commission had some discussion on this topic, but mutually agreed that October 24th 2017 at 6:00pm would work best for their work session.

B. Small Business Development Center Funding Request

Commissioner Marks stated that she believes the best way for the Small Business Development Center (SBDC) to gain funding is by them requesting it from the Homer Foundation. The commission goes on to discuss the City having an Economic Development position like Ketchikan.

Council Member Smith stated that this is a very complicated request because request and personal that is affected is our City Mayor. He believes that the request should go through the Homer Foundation due to the fact that the Mayor is requesting this funding. He states that in his opinion, the Homer Foundation has a better system and would be a more appropriate way for them to gain funding instead of going directly to City Council.

Ms. Carroll clarified that there is an Economic Development Budget for the City of Homer. The budget funds Homer Marine Trades, the Chamber of Commerce, and hopefully in the future it will fund a position for Economic Development.

There was more discussion about how the Homer Foundation gains its money and how they pick an organization to fund.

Commissioner Gustafson stated his opinion being that the commission suggest that the SBDC request the funding through the Homer Foundation. He states that it seems like the Homer Foundation is set up better for a situation like this.

LORD/ GUSTAFSON- MOVED THAT THE SBDC SEEK FUNDING THROUGH THE HOMER FOUNDATION, WHERE THE CITY HAS SET UP AVENUES FOR PROPER FUNDING

There was no discussion

UNANIMOUS CONSENT

Motion Carried

C. Letter to Dr. and Mrs. Marley Declining Property Offer

Commissioner Sansom commended Ms. Carroll for the letter that she sent to Dr. and Mrs. Marley. There was no more business on this topic.

NEW BUSINESS

A. Rescheduling November Regular Meeting

The commission discussed rescheduling the November Meeting but unanimously decided to wait until the October Regular Meeting to make a final decision.

INFORMATIONAL ITEMS

A. City Managers Report

B. Commissioner Attendance at City Council Meetings

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

COMMENTS OF THE COMMISSION

ADJOURN

There being no further business to come before the Commission the meeting adjourned at 7:11 p.m. The **NEXT REGULAR MEETING IS SCHEDULED FOR Tuesday, October 10, 2017 at 6:00 p.m.** at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

HAYLEY SMITH, DEPUTY CITY CLERK

Approved:_____



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Memorandum

TO: Economic Development Advisory Commission
FROM: Jenny Carroll, Special Projects & Communications Coordinator
DATE: October 10, 2017
SUBJECT: Staff Report to EDC

2018-2023 CAPITAL IMPROVEMENT PLAN

City Council adopted the CIP at their September 25th meeting. Legislative Priorities, in order are New Police Station, Large Vessel Harbor, Barge Mooring/Large Vessel Haul Out Repair Facility, Storm Water Master Plan and Fire Department Equipment Upgrades. For your reference, the final CIP can be viewed at <https://www.cityofhomer-ak.gov/economicdevelopment>.

BR&E SURVEY

As of October 5th, the BR&E Survey count is at 106. I have provided an initial summary of the aggregated data (to date) and indicated areas where I simply ran out of time to summarize. The numbers may change slightly as more responses come in prior to the Friday the 13th deadline, but the attached information gives us something to **begin** our discussion.

We have scheduled a Worksession for Tuesday, October 24th at 6 pm to work on the narrative responses. Between now and then, I will help prepare a compilation of comments from which we can begin to identify local strengths, weaknesses, opportunities and red flags without identifying individual business responses in keeping with our confidentiality pledge.

COMMISSIONER LORD ELECTED TO CITY COUNCIL

Commissioner Lord was recently elected to City Council. As such, she will be stepping down from the EDC when she officially takes the Oath of Office on October 30th. Thank you Rachel for a short, but productive stint on the EDC.

HOMER MARINE TRADES ASSOCIATION ANNUAL MEETING

I attended the HMTA Annual Meeting on Friday, Sept 29th. The association is quite active and successful in promoting not only Homer's marine trades, but also conducting workforce development through the high school and KPC, promoting Homer as a recreational/commercial vessel destination and Port & Harbor expansion/enhancement projects overall.

Two new initiatives are to update their Homer Marine Trades / Homer Port & Harbor promotional video and to produce a series of news articles and stories for various publications that highlight Homer's maritime heritage, current industry and plans for future expansion.

INFORMATIONAL ITEMS INCLUDED IN YOUR PACKET

1. September 2017 City Manager's Reports - I have included only the memo, not the attachments to save paper printing. Should you want to see the attachments referenced in the City Manager's Reports, please go to <https://www.cityofhomer-ak.gov/meetings> and select "View Details" for the City Council Regular Meeting date you are interested in.
2. City of Homer Individual City Report excerpted from the Kenai Peninsula Economic Development District's **Situations & Prospects** publication (that I mistakenly omitted from last month packet—my apologies.) **Situations & Prospects**, published annually is the most current and comprehensive review of the Kenai Peninsula's economy and relevant metrics available. Thanks to Tim Dillon and crew for putting this together. You can read the full report at <https://kpedd.org/reports/situations-prospects-reports/>
3. A memo from the Planning Department. After the last meeting, Karin requested that I ask the Planning Department if they could provide the EDC a zoning permit update and information about any developments permitted and underway in the City. Thanks to Rick Abboud and his staff for providing the update.



Memorandum 17-06

TO: Homer Advisory Planning Commission

THROUGH: Rick Abboud, City Planner

FROM: Travis Brown, Planning Technician

DATE: 10/4/17

SUBJECT: 2017 Zoning Permits

This year we have issued 44 zoning permits. The permits are classified in the following categories; six commercial, two development activity (larger site preparation, not structural), twenty-five new residential, and eleven remodel/ accessory structure permits. Perhaps the most notable commercial projects are the expansion of the Homer Medical Clinic and an additional boat fabrication shop at Bay Weld Boats.

We are in the process of scheduling at least two conditional use permits (CUP's) for the Planning Commission to hold public hearings on this fall. I will refrain from providing a narrative of the activity at this point in order to preserve the integrity of the required public process. Complete applications and staff reports will be produced and made available to the public prior to each scheduled public hearing.

Below, I have highlighted two particular projects where specific information was requested by a member of the EDC.

Kenai Peninsula Housing Initiatives (KPHI) has begun site preparation for an office building at 4201 Rhonda Street, located 100 yards east of the Hickerson Memorial Cemetery. A Development Activity Plan (DAP) is in effect for the site prep work. This is required for any project involving more than 10,000 square feet of grading activity. The applicant is working toward Fire Marshal approval and a City zoning permit for construction of the building. Additionally in this area, site work is under way within the adjacent right-of-way by another developer for access to properties to the north.

The Essential One gas station property, located at 94 Sterling Highway, has seen the demolition of the car wash building, initiation of grading work for resurfacing and removal of an exterior wall for the remodeling of a portion of the main building. The General Manager of the property was in contact with our office in advance of this project and it was determined at the time that no City permits would be required based on the scope of work described. We are working on what permits may be required based on an updated development plan.

Homer

Population

2016 Population ¹	5,252
2010 Population ¹	5,003
2016 Permanent Fund Dividends (zip code 99603, which includes Homer, Halibut Cove, Kachemak, Fox River, Nanwalek, Port Graham, Fritz Creek, Diamond Ridge, Miller Landing) ²	8,956
PK-12 th Grade School Enrollment (all city schools) (2016/2017) ³	1,215

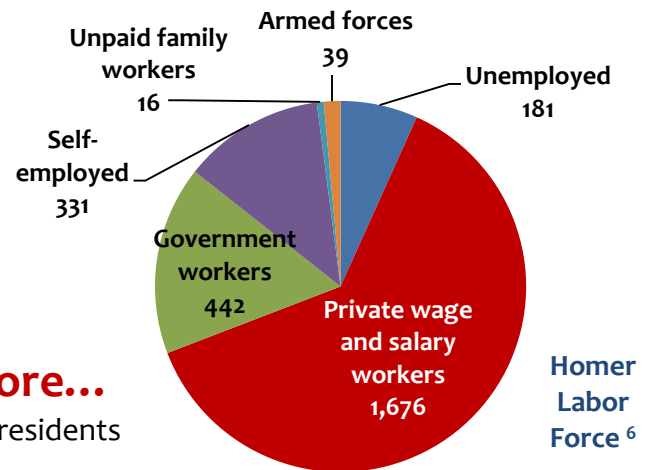
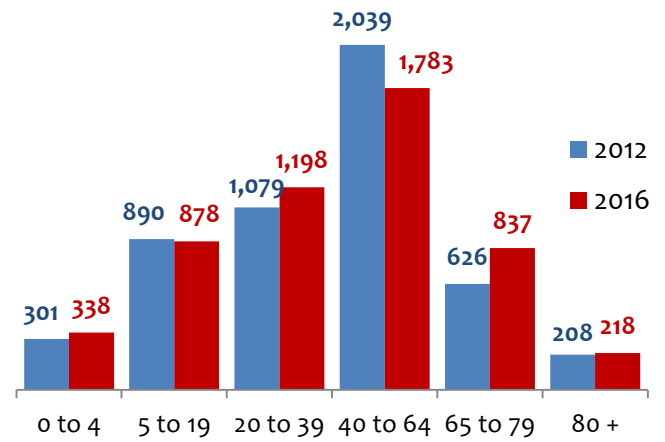
Housing ⁴

Total Housing Units	2,689
Occupied Housing Units	2,090
Median Value of Owner-Occupied Units	\$264,100
Median Monthly Rent (For Renters)	\$932

Income ⁵

Total Households	2,090
Median Household Income	\$55,849
Mean Household Income	\$74,523
Total Families	1,254
Median Family Income	\$75,000
Mean Family Income	\$91,996
Per Capita Income	\$30,664

City of Homer Population by Age Group, 2012 and 2016 ¹⁰



Homer, the Peninsula's fishing capital + more...

- In 2015, 73% of the total commercial catch that Peninsula residents harvested was by Homer fishermen. ⁹
- Homer residents actually caught 2% of all commercial fish harvested in the state in 2015, and 11% of the harvest by any Alaskan resident. 485 Homer residents landed 151.5 million pounds of fish in the state and earned an estimated gross of \$69.7 million in 2015. ⁹
- Homer was the only place on the Peninsula where gross business sales were higher in 2016 versus 2015. ¹²
- 58 homes sold in Homer in 2016 with an average sales price of \$245, 572 ⁷
- 36 new homes were built in Homer in 2016 ⁸. Over the last decade Homer led every year in new home construction for all Peninsula cities, except in 2010 when it was 2nd to Soldotna. ⁸



GROSS BUSINESS SALES IN CITY OF HOMER

Business Type	2012	2015	2016	1-Year Change (2015-2016)		5-Year Change (2012-2016)	
GRAND TOTAL	\$431,017,000	\$403,102,471	\$411,826,548	\$8,724,077	2%	(\$19,190,452)	-4%
Admin, Waste Mgmt	\$17,534,000	\$15,225,667	\$18,576,000	\$3,350,333	22%	\$1,042,000	6%
Ag, Forestry, Fishing, Hunting	\$161,000	\$361,445	\$551,000	\$189,555	52%	\$390,000	242%
Arts + Entertainment	\$1,206,000	\$1,493,198	\$1,529,000	\$35,802	2%	\$323,000	27%
Construction Contracting	\$34,242,000	\$31,408,833	\$29,289,000	(\$2,119,833)	-7%	(\$4,953,000)	-14%
Educational Svs	\$302,000	\$283,416	\$282,000	(\$1,416)	0%	(\$20,000)	-7%
Finance + Insurance	\$107,000	\$74,001	\$108,000	\$33,999	46%	\$1,000	1%
Guiding Land	\$124,000	\$212,530	\$255,000	\$42,470	20%	\$131,000	106%
Guiding Water	\$10,686,000	\$10,955,682	\$11,951,000	\$995,318	9%	\$1,265,000	12%
Health Care, Social Asst	\$5,509,000	\$4,905,075	\$4,477,232	(\$427,843)	-9%	(\$1,031,768)	-19%
Hotel/Motel/B&B	\$13,875,000	\$16,967,829	\$17,609,323	\$641,494	4%	\$3,734,323	27%
Information	\$6,917,000	\$6,762,330	\$5,914,410	(\$847,920)	-13%	(\$1,002,590)	-14%
Mgmt of Companies	*	*	*	*	*	*	*
Manufacturing	\$9,237,000	\$5,122,222	\$5,494,729	\$372,507	7%	(\$3,742,271)	-41%
Mining/Quarrying	*	*	*	*	*	*	*
Prof, Scientific, Technical Svs	\$8,084,000	\$9,003,410	\$10,054,624	\$1,051,214	12%	\$1,970,624	24%
Public Admin	\$5,078,000	\$8,594,073	\$8,820,467	\$226,394	3%	\$3,742,467	74%
Remediation Svs	\$420,000	\$207,471	\$188,501	(\$18,970)	-9%	(\$231,499)	-55%
Rental Commercial Prop	\$942,000	\$1,083,811	\$1,260,066	\$176,255	16%	\$318,066	34%
Rental Non-Residential Prop	\$900,000	\$1,390,176	\$1,516,571	\$126,395	9%	\$616,571	69%
Rental Self-storage + Mini-warehouses	\$2,451,000	\$2,576,584	\$2,568,431	(\$8,153)	0%	\$117,431	5%
Rental Personal Prop	\$907,000	\$1,020,904	\$968,711	(\$52,193)	-5%	\$61,711	7%
Rental Residential Prop	\$11,321,000	\$13,774,985	\$13,496,090	(\$278,895)	-2%	\$2,175,090	19%
Restaurant/Bar	\$16,012,000	\$20,041,258	\$21,340,434	\$1,299,176	6%	\$5,328,434	33%
Retail Trade	\$167,112,000	\$154,414,160	\$154,208,738	(\$205,422)	0%	(\$12,903,262)	-8%
Services	\$20,595,000	\$24,329,297	\$25,547,463	\$1,218,166	5%	\$4,952,463	24%
Telecommunications	\$1,707,000	\$1,545,810	\$1,666,679	\$120,869	8%	(\$40,321)	-2%
Timbering	*	*	*	*	*	*	*
Trailer Court	*	*	*	*	*	*	*
Transportation, Warehousing	\$28,624,000	\$32,940,123	\$35,535,360	\$2,595,237	8%	\$6,911,360	24%
Utilities	\$48,569,000	\$14,014,168	\$13,829,523	(\$184,645)	-1%	(\$34,739,477)	-72%
Wholesale Trade	\$18,366,000	\$24,394,013	\$24,787,520	\$393,507	2%	\$6,421,520.00	35%
Source: Kenai Peninsula Borough Finance Dept * confidential or \$0							

CITY OF HOMER TAX INFORMATION ¹¹

Year		2012	2015	2016
Sales Tax	Rate	4.5%	4.5%	4.50%
	Revenue	\$7,056,404	\$7,484,925	\$7,533,680
Property Tax	Mill Rate	11.3	11.3	11.3
	Assessed Value (real, personal, oil + gas)	\$683,705,242	\$685,834,211	\$699,797,998
	Revenue	\$3,001,863	\$2,993,841	\$3,101,669



City of Homer

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MEMORANDUM

TO: ECONOMIC DEVELOPMENT COMMISSION
FROM: HAYLEY SMITH, DEPUTY CITY CLERK
DATE: SEPTEMBER 12, 2017
SUBJECT: RESCHEDULING NOVEMBER 14TH REGULAR MEETING

The November 14th Economic Development Meeting conflicts with the AAMC Clerks Conference in Anchorage that all Homer City Clerks will be attending.

I have attached the Clerks Scheduling Calendar for the Month of November to show the availability of the Conference Room and Council Chambers.

The Available Options are as follows:

Option 1: Change the Regular Meeting to a work session on November 14th 2017

Option 2: Arrange a Special Meeting on November 21st 2017.

Option 3: Decide on another available date and time for the Commission to meet.

RECCOMENDATION

Discuss alternate dates for the November meeting and make a motion to reschedule or to cancel the November 14th regular meeting.

November 2017

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2	3	4
			5:30pm Planning Commission Work Session (Council Chambers) 6:30pm Planning Commission Regular			
5	6	7 Run Off Election (If Needed) 5:30pm Library Advisory Board (Council Chambers)	8	9 Run Off Canvass Board (If Needed) 4:00pm ADA Committee (Council Chambers)	10 CLOSED FOR VETERANS DAY	11
12	13	14 6:00pm Economic Development Meeting (Council Chambers) 6:30pm SOA Childcare-Lewis Watson	15 5:00pm Port and Harbor Meeting CANCELLED! (Council Chambers)	16 5:30pm Parks, Art, Recreation and Culture Advisory Meeting (Council Chambers)	17	18
19	20	21	22	23 CLOSED FOR THANKSGIVING	24 CLOSED FOR THANKSGIVING	25
26	27 5:00pm Committee of the Whole (Council Chambers) 6:00pm City Council Regular Meeting	28	29 10:00am Department Head Meeting (Conference Room)	30	Dec 1	2



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Memorandum

TO: ADVISORY BODIES
FROM: MELISSA JACOBSEN, CITY CLERK
DATE: OCTOBER 2, 2017
SUBJECT: MEETING SCHEDULE FOR 2018

Please review the draft resolution that establishes your meetings for 2017. If you have any changes please submit them to me by December 5th.

Council will be setting the 2018 meeting schedule for Council and Advisory Bodies with the adoption of the resolution at their December 11, 2017 meeting.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 17-xxx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2018 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND CANNABIS ADVISORY COMMISSION.

WHEREAS, Pursuant to Homer City Code Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2018 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 19, Presidents' Day, the third Monday	March 26, Seward's Day, last Monday	May 28, Memorial Day, last Monday	July 4, Independence Day, Wednesday	September 3, Labor Day, first Monday
October 18*, Alaska Day, Thursday	November 12**, Veterans Day, Monday	November 22 Thanksgiving Day, Thursday	November 23, Friday, the day after Thanksgiving	December 25, Christmas, Tuesday	

**If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 8, 22	February 12, 26	March 12, 26	April 9, 23	May 14, 29*	June 11, 25
July 24**	August 13, 27	September 10, 24	October 2 Election	October 8, 22 Oath of Office October 8	Canvass Board October 5 or 8
November 6 Runoff Election	November 26**	December 10****	December 17**** if needed		

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

AML Annual Conference Week is tentatively scheduled for November 12 – 16, 2018.

*Tuesday meeting due to Memorial Day/Alaska Day.

**There will be no First Regular Meeting in July or November.

***The City Council traditionally reschedules regular meetings that fall on holidays or High School Graduation days, for the following Tuesday.

**** The City 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.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 9	February 13	March 13	April 10	May 8	June 12
July 10	August 14	September 11	October 9	November 13	December 11

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each Month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

February 6	March 6	April 3	May 1	August 7
		October 2	November 6	December 4

Library Advisory Board Regular Meetings are held on the first Tuesday of the months of February, March, April, May, August, October, November, and December at 5:30 p.m.

PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 15	March 15	April 19
May 17	June 21		August 16
September 20	October 18	November 15	

Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

PLANNING COMMISSION (P/C)

January 3, 17	February 7, 21	March 7, 21	April 4, 18	May 2, 16	June 6, 20
July 18**	August 1, 15	September 5, 19	October 3, 17	November 7**	December 5**

Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular Meetings in November and December. *Tuesday meeting due to Alaska Day Holiday.

PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 24	February 28	March 28	April 25	May 23	June 27
July 25	August 22	September 26	October 24	November 21	December 12

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of each month at 5:00 p.m., with the exception of May, June, July and August meetings that are held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the December meeting is scheduled for the second Wednesday of the month.

CANNABIS ADVISORY COMMISSION (CAC)

January 25	February 22	March 22	April 26	May 24	June 28
July 26	August 23	September 27	October 25	November 15	December 20

Cannabis Advisory Commission Regular Meetings are held on the fourth Thursday of each month at 5:30 p.m. The November and December meetings are scheduled for the third Thursday of the month.

PASSED AND ADOPTED by the Homer City Council this ____ day of _____, 2017.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any additional meetings.



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manager
DATE: September
SUBJECT: September 11 City Manager's Report

Community Jail Contract Update

Department of Corrections Commissioner Williams followed up with the attached correspondence regarding community jails. You recall Mayor Zak, Chief Robl and I met with Commissioner Williams some time ago regarding proposals for continuing the partnership of the Department and the Homer Jail. The City has many unanswered questions regarding what the pretrial services mentioned in Commissioner William's letter would look like and what our ability is to absorb additional duties and responsibilities is. It is likely that taking on additional pretrial duties would require additional staff to bring our jail back to full staffing, and we would ask for additional compensation from the state for such expenses. Details matter and we have reached out to the Department with questions. Nevertheless, the City of Homer is open to continuing the conversation with the Department of Corrections and hopefully we can explore new partnerships that are mutually beneficial.

Meeting with Alaska Mental Health Trust Authority (AMHTA) Trust Land Office (TLO)

August 30 Port and Harbor Director Hawkins, myself and the City Attorney met with TLO representatives to discuss ongoing negotiations regarding land around the mouth of the Harbor, including Lot 42, a lot owned by the Department of Natural Resources/AMHTA which we have expressed an interest in purchasing. I believe significant headway was made by clearing up a misunderstanding regarding Lot 42. The City will continue to engage with TLO in hopes of establishing a purchase price that is defensible to bring to City Council for approval by ordinance.

Home Rule

Discussion came up at the last council meeting regarding Home Rule status. I have attached a helpful booklet from the Local Boundary Commission on Home Rule. Though some of the information is dated (2000) it provides a lot of useful information regarding how to become Home Rule and the powers granted Home Rule municipalities in the constitution. The Alaska constitution was constructed to give maximum local self-government to the people of Alaska and Home Rule cities have the maximum amount of local control over governance. The process for becoming Home Rule is initiated by a petition and the election of a 7-member charter commission. If elected, the commission is responsible for drafting a charter for the municipalities that must be approved by the voters. The City of Soldotna recently went Home Rule, a move initiated by and carried out by their sitting City Council.

Wells Fargo

The City of Homer uses Wells Fargo for daily banking. Wells Fargo has changed their management structure for municipalities and instead of dealing directly with the local branch we are now part of a regional municipal group of bankers with our principal contact out of Kenai. The transition has had a few bumps, but for the most part I think they will be able to deliver a service that is more focused on the unique nature of municipal banking and I am looking forward to taking advantage of potential new opportunities. Along those lines, we have been in conversation with Wells Fargo about refinancing the loan that the City has with the Borough for the construction of the Natural Gas line. There are many details that have yet to be worked out, but if Wells Fargo could get a more competitive rate than the current 4% the savings could be significant. Any savings will help offset interest payments on the loan from when interest started accruing at construction and the City started collecting interest with finalization of the special assessment district (approximately 1 year later), in addition to after the fact exemptions and deferments that have been granted by Council. It is important to recognize that the Borough provided a great service to the City of Homer and its residents by thinking outside the box with government to government lending. At the time the gas line was constructed, the interest rate from Wells Fargo and other private banks was not competitive and the Borough stepped up to the plate with a reasonable alternative.

November Alaska Municipal League (AML) Meeting

The Council/Mayor budget has enough funds remaining in 2017 for 2-3 members (in addition to Mayor and 2 newly elected officials) to attend AML Winter meeting November 13-17. Please start thinking about if you would like to attend and let Melissa know so she can prepare the travel approval memo.

Comprehensive Opioid Abuse Site-Based Program (CARA)

At the last Council meeting, questions came up regarding CARA, the US Dept of Justice Program's *Comprehensive Opioid Abuse Site-Based Program* grant. Below is a synopsis of the program from Special Projects Coordinator Carrol and a summation of how City of Homer might be a part of future CARA solicitations.

The purpose of CARA to provide financial and technical assistance to states, local and tribal governments to plan, develop, and implement comprehensive diversion and alternatives to incarceration programs that expand outreach, treatment, and recovery efforts to individuals who come into contact with justice system.

Grant Deadline is Past: April 25th, 2017.

Eligibility: Units of local government and State agencies. Regional applications were encouraged and applications would involve two or more entities, including treatment providers and non-profit organizations that would carry out the funded federal award activities.

City of Homer would not apply as a single entity. However, it could be the eligible entity to apply as part of a multi-disciplinary team. The other agency(s) would be proposed as sub-recipient(s).

Request Categories and Funding Limits: Grant funding was divided into five categories. Local gov'ts could apply in two categories, of which only one, Overdose Outreach Projects would apply to a city unit.

Category 1: Overdose Outreach Projects - \$300,000 limit for project period up to 36 months. Initiatives must carry out specific mandatory project components using law enforcement, in partnership with peer recovery coaches or treatment providers, to connect overdose survivors with services in the

days that follow a non-fatal overdose. A project coordinator would manage the day-to-day operations and a researcher would help design, analyze data and evaluate throughout.

Priority for funding is given to applicants disproportionately impacted by the illegal opioid epidemic (high rates of primary treatment admissions for heroin and other opioids; high rates of overdose deaths from heroin and other opioids) and/or a lack of accessibility to treatment providers and facilities or to emergency medical services.

In this category, the City of Homer would most likely respond to a program proposal put forth by a consortium of local service providers to be the eligible entity to apply and manage the grant. Our law enforcement and emergency responders would be partners in the consortium.

Category 3: System-level Diversion and Alternatives to Incarceration - \$400,000 limit for project period up to 36 months.

The focus of Category 3 is on developing county-based approaches to diversion and alternatives to incarceration following a specific conceptual model. City of Homer would probably not be the lead on a Category 3 initiative, but may be asked to be a partner in a Borough initiative.

Number of awards: A total of 45 awards were anticipated, which I imagine makes it a fairly competitive grant.

Enc:

Future of Community Jail Contracts Letter from Commissioner Williams

Home Rule Maximum Local Self-Government

Homer Foundation Fund Report

September Employee Anniversaries



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Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manager
DATE: September 20, 2017
SUBJECT: September 25 City Manager's Report

Public Comment on Statewide Health Care Authority

Many of you received an email notice from Alaska Municipal League regarding the potential to pool all government (state, local and school district) health insurance. SB 74 authorized a report on the feasibility of a Health Care Authority, which was just released and is open for public comment until the end of October. The recommendation that the State establish a Health Care Authority with three separate pools: one for retirees, one for school district employees, and one for governmental employees may very well be a step in the right direction. The HR director reviewed the report and recommends support of continuing the conversation and exploring all cost saving possibilities, but has specific concerns regarding the recommendation that all entities be required to participate in the HCA when first feasible. There is another scenario addressed in which the State develops legislation establishing an HCA but does not require mandatory participation. This would be preferred. While the information provided by the PRM Consulting group shows three other states (Washington, Oregon, and Oklahoma) have had some success after the establishment of an HCA, it is necessary to recognize that health care in Alaska presents its own set of unique challenges that are not applicable in these other states. PRM Consulting group states that, "rates for entities that decide to participate will be lower than they would be on their own, as the HCA will obtain the most favorable cost." However, there is no guarantee of this. If the Council would like to weigh in on this issue, I am happy to bring forward a resolution to submit for public comment. Unless directed otherwise, the resolution would emphasize allowing municipalities to choose to participate rather than making participation mandatory. A full copy of the report can be found at <http://doa.alaska.gov>.

Public Safety Communication Grant Awards

Homer Police Department recently received grant acceptance documents from the Alaska State Homeland Security Program for FY2017 funding for three projects related to upgrading the City's radio communication system. The projects are part of the on-going process of completing communication system upgrades required because the system is aging out of manufacturer's support and will soon be out of compliance with new FCC regulations. A staff memo and Ordinance to accept the funds are included in your packet.

Customer Feedback Quarterly Report – 3rd Quarter

Please take a moment to review the customer feedback quarterly report attached. Two-thirds of the comments were compliments (yeah for positive feedback, it really helps!); five cards contained suggestions or questions. Staff responded in a timely manner to each of these, provided the commenter left their

contact information. Public comment prompted the Communications Coordinator and Finance staff to create and publish an online utility pay “how to” article and an Intellipay FAQ article on the City’s website to assist customers and improve customer experience.

Alaska Municipal League Summer Conference

The City was notified right before the last council meeting that the City of Homer was awarded the Alaska Municipal League summer conference, which I reported in my verbal report. Unfortunately we applied for 2019 and were awarded 2022. This is a long way out and it is difficult to know what the capacity or ability will be to host in 2022. AML assured me that the City could decline the conference if circumstances change before 2022. My recommendation is that we plan on hosting in 2022 but check in 2019 to make sure we have the time and ability. The primary obligation aside from attending the conference is to host a welcome reception and offer staff support for conference planning.

Assistant Fire Chief Hired

The City is happy to welcome Terry Kadel as Assistant Fire Chief at the Homer Volunteer Fire Department. Terry has worked at the Girdwood Fire Department for the past 20 years, most recently as Deputy Chief. The Girdwood Fire Department is a combination department with paid staff and volunteers – much like our beloved HVFD. He will be a great fit as he understands and values volunteers, our largest asset. Terry is a graduate of the National Fire Academy, the Aurora North Paramedic Academy through UAA- which means he is a certified Paramedic, and holds a BA in Primary Education through UAA. He moves to Homer with his partner Tim, and their 2 chihuahuas, George & Nina. Please take a moment to welcome Terry to the community and City of Homer when you see him.

Value of City Assets

At the last Council meeting we had a great conversation regarding the value of City of Homer assets. A question also came up regarding earthquake insurance. The City has earthquake coverage with a \$50,000,000 Each Occurrence/Annual Program Aggregate Limit and a deductible of 2% per occurrence per unit of insurance subject to a \$100,000 minimum. The attached chart lists the value of buildings and contents owned by the City of Homer. It does not include vehicles such as sanders, plows, dump trucks, ambulances, etc, which have a total value of \$2,693,564. Keep in mind the value listed is not replacement value, which can be significantly more. In summary:

General Fund Property: \$25,380,043
Port Property: \$67,612,674
Water/Sewer Property: \$33,664,807
Vehicles (not itemized): \$2,693,564
Total: \$129,351,089

Enc:

Customer feedback quarterly report

Value of City Assets (table)

Letters of Support AK State Trail Program and Maps

2017 Homer City Council Meetings

Economic Development Advisory Commission Attendance

It is the goal of the Commission to have a member report regularly to the City Council at Council meetings. There is a place on the Council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors, it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc.

The Remaining 2017 City Council dates follow. There are generally two Council meetings a month. A commissioner who is scheduled to speak and has a choice at which Council meeting they will attend. If you are signed up for a meeting and the Commission decides activity does not warrant a report to Council, you may reschedule your attendance.

June 12, 26 2017	_____
July 24, 2017	_____
August 14, 28, 2017	<u>Commissioner Lord August 14, Councilmember Smith August 28</u>
September 11, 25, 2017	<u>Commissioner Marks September 11</u>
October 9, 23, 2017	_____
November 27, 2017	_____
December 11, 2017	

Please note: when additional members are appointed, they will be asked to fill in the proposed schedule above.