



AGENDA

Economic Development Advisory Commission Special Meeting

Tuesday, November 1, 2022 at 6:00 PM

City Hall Conference Room In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 990 0366 1092 Password: 725933

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE, 6:00 P.M.**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** (3 minute time limit)
4. **RECONSIDERATION**
5. **CONSENT AGENDA** (Items listed below are considered routine and non-controversial by the Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business.)
 - 5.A. EDC Meeting Minute Approval
[October 11, 2022 Regular Meeting Minutes](#)
6. **VISITORS/PRESENTATIONS** (10 minute time limit)
 - 6.A. Homer Chamber of Commerce Annual Presentation - Brad Anderson, Chamber Director
7. **STAFF & COUNCIL REPORT/COMMITTEE REPORTS** (5 minute time limit)
 - 7.A. EDC Staff Report
 - 7.B. Kenai Peninsula Economic Development District (KPEDD) Report
 - 7.C. Homer Marine Trades Association (HMTA) Report
8. **PUBLIC HEARING(S)**
9. **PENDING BUSINESS**
 - 9.A. Housing Staff Report
[Agenda Item Report EDC 22-001](#)
 - 9.B. Annual Review of the Strategic Plan
[Agenda Item Report EDC 22-002](#)
10. **NEW BUSINESS**

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- 10.A. EDC Meeting Schedule for 2023 **Page 13 - 17**
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- 11. INFORMATIONAL MATERIALS**
- 11.A. City Manager's Reports **Page 20 - 24**
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- 11.B. EDC 2022 Meeting & City Council Report Calendar **Page 25**
[EDC 2022 Calendar](#)
- 12. COMMENTS OF THE AUDIENCE** (3 minute time limit)
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMISSION**
- 15. ADJOURNMENT** Next Regular Meeting is **TUESDAY, DECEMBER 13, 2022 at 6:00 p.m.** All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 22-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:00 p.m. on September 13, 2022 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance. One seat remains vacant from the resignation of Commissioner Adele Person on September 13, 2022.

PRESENT: COMMISSIONERS MARKS, BROWN, CHEROK, AREVALO, GAMBLE, PEREZ

CONSULTING: STUDENT REPRESENTATIVE PEARSON

STAFF: ECONOMIC DEVELOPMENT MANAGER ENGBRETSEN
DEPUTY CITY CLERK TUSSEY
FINANCE DIRECTOR WALTON

AGENDA APPROVAL

AREVALO/GAMBLE MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA (Items listed below are considered routine and non-controversial by the Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business.)

A. September 13, 2022 Regular Meeting Minutes

Chair Marks read the Consent Agenda and requested a motion.

PEREZ/GAMBLE MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. FY24/25 Budget Process & EDC Involvement – Elizabeth Walton, Finance Director

Chair Marks introduced Finance Director Walton.

Ms. Walton explained that the Finance Department’s primary purpose for reaching out is to encourage participation in the FY24/25 budget process. City Administration has lengthened the budget calendar

to allow for more input by the boards and commissions, City Council, and members of the public during the budget cycle. She commented on how the EDC has shown interest in the budget process, how they can be involved, and made herself available to answer questions.

Economic Development Manager Engebretsen shared her budget requests for this cycle was for a business expansion and retention program, as well as money to continue funding the Small Business Development Center. Chair Marks commented on how the EDC has not looked at the budget as much in the past

Ms. Walton responded to questions and facilitated discussion with the commission on the City budget cycle and process, the EDC's role, and what kind of budgetary asks would come from the commission or new Economic Development division.

B. Transportation Plan – Julie Engebretsen, Economic Development Manager & Brad Parson

Chair Marks introduced Economic Development Manager Engebretsen and Brad Parson.

Mr. Parson gave a brief background of himself and presented on people-oriented transportation and the plan for rewriting the City's Comprehensive Transportation Plan. He explained the components and data that go into a transportation plan, how it addresses conflict zones (intersections), what "Vision Zero Action Plan" is, and examples of how economic development improvements can have positive impacts on pedestrian-friendly corridors.

Ms. Engebretsen spoke to their outreach efforts and the engagement opportunities available through October and November at City meetings, the Homer High School, and Kachemak Bay Campus. She highlighted the City's project goals including the need for a truck route, need to prioritize new sidewalk construction, identify new trail/non-motorized routes, and giving special attention to Old Town for all modes of transportation.

Ms. Engebretsen and Mr. Parson responded to questions, facilitated discussion with the commission, and gathered feedback.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

Economic Development Manager Engebretsen noted her written report.

Chair Marks shared her involvement with a think tank group organized by Port and Harbor Advisory Commission Chair Crisi Matthews. The think tank was formed to bring together stakeholders from respective fields for community-wide pre-planning efforts on any harbor expansion.

In response to questions from Commissioner Brown, Ms. Engebretsen explained the organization of new and existing positions for the Planning Department.

Commissioner Arevalo congratulated Ms. Engebretsen for being selected to participate in the Alaska Municipal League's new Cities of Opportunities program. There was brief discussion of what the program is and what it means for our community.

PUBLIC HEARING

PENDING BUSINESS

A. Housing Staff Report

Chair Marks introduced the agenda item by reading the title and deferred to Economic Development Manager Engebretsen to give a report.

Ms. Engebretsen reported on the short-term rental presentation she and Special Projects Coordinator Foster gave to City Council at their October 10th meeting. The same presentation was also given to the Chamber of Commerce. One topic that came up at the Chamber's Luncheon was if the City is going to be making sure people are collecting their sales taxes, what about outside the City? She had a meeting with Assembly Member Chesley, City Manager Dumouchel, and the Borough Finance and Assessing Department directors to talk about tax collection; it was good to have that discussion with the Borough.

She explained a program the Borough has called "data scraping" that looks at all the short-term rental listings to determine compliance and sales tax delinquency; the program pays for itself. What that tells her is there is already a process in place for enforcing sales tax compliance and that short-term rentals are not treated any differently than any other business. The Borough Finance Director noted there seems to be less enforcement needed within City limits because people already had a business license. While Homer does not have that same tool, the Borough agreed to share some data with us to help determine whether people are paying their sales taxes or not. A presentation was given to City Council and it is up to them to decide what they want to do next.

Ms. Engebretsen responded to questions about the presentation's contents and data, where a recording of it can be found online, and clarification of what a housing plan is.

NEW BUSINESS

A. Annual Review of the Strategic Plan

- i. DRAFT EDC 2022-2023 Strategic Plan/Goals
- ii. Business Retention & Expansion (BR&E) Survey Executive Summary Section

Chair Marks introduced the agenda item by reading the title and deferred to Economic Development Manager Engebretsen to facilitate discussion.

Ms. Engebretsen explained the purpose of the EDC's strategic plan and goals list. She shared the 2022-2023 draft on screen via Zoom and spoke through each of her recommended staff edits.

There was discussion on the following:

- Keeping the Ongoing Goals as they're still relevant.
- Near Term Goals (NTG): what the commission would like to work on over the next six months.
 - Update task descriptions for Goals #1-4 and 6, removing Goal #5, and addition of a new goal: Increase partnership between the Chamber of Commerce and the City, including the EDC.
 - Commissioner Perez will work on having a renewable energy speaker for Goal #1 and writing a mission statement for Goal #2.
 - Chair Marks will continue taking the lead on staying engaged in the housing conversations for Goal #3.

- Housing issue, the cost of living in Homer, and Commissioner Brown's concerns regarding the regulation of short-term rentals
- Using a worksession to more thoroughly discuss some of these topics, such as stronger partnership with the Chamber, how tourism need not be only economic engine they focus on, and housing.
- Kachemak Collective, a grassroots group of local businesses that get together to talk about business needs and how they can come up with ideas and best practices.

Chair Marks closed the floor to discussion and confirmed with staff that they will continue this agenda item at the next EDC meeting.

B. Rescheduling or Canceling the November Meeting

Chair Marks introduced the agenda item by reading the title.

Economic Development Manager Engebretsen explained how due to the General Election Day and the City's auditor schedule, the EDC's regular meeting on November 8th had to be cancelled. She presented the commission with different options including holding a special meeting sometime in November, or not having a meeting in November altogether.

The commission, Ms. Engebretsen, and Deputy City Clerk Tussey discussed which dates were open, when commissioners would be available or not to meet in November and December, and whether or not they should hold a special meeting.

GAMBLE/PEREZ MOVED TO HOLD A SPECIAL MEETING ON THE 1ST OF NOVEMBER.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. Transportation Topics

Chair Marks introduced the agenda item by reading the title and deferred to Economic Development Manager Engebretsen to give a report.

Ms. Engebretsen reported on the several different transportation projects going on over the next year:

- The City's Transportation Plan, which was the presentation the EDC had tonight
- Conversations about "Rural Transit" going on in the Southern Kenai Peninsula; a consortium group looking into services such as a bus or shuttle that operates between Ninilchik and Homer.
- The State is updating their statewide long-range transportation and freight plan.

INFORMATIONAL MATERIALS

- A. Memo from City Clerk Re: Implementation of New Agenda Management Software
- B. Ben Walters Park Recognition Ceremony Flyer
- C. EDC 2021-2022 Strategic Plan/Goals
- D. PHC 2022-2023 Strategic Plan & Goals
- E. City Manager's Report for September 12, 2022
- F. City Manager's Report for September 26, 2022
- G. EDC 2022 Calendar

Chair Marks noted the informational materials provided in the packet. There was discussion on giving the EDC report at the November 14th Council meeting instead of October 24th per the request of City Clerk Jacobsen. Commissioner Cherok confirmed he would be available to give the report for both the October and November EDC meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Economic Development Manager Engebretsen thanked the commission and they will do it again November 1st.

COMMENTS OF THE COMMISSION

Commissioner Brown thanked everyone for letting her go off on a rant, and suggested Commissioner Arevalo start an online cooking class.

Commissioner Arevalo thanked everyone for allowing her to participate virtually from home; work constraints have her working late and she needed to multitask during the EDC meeting. She congratulated Ms. Engebretsen again for being on the Alaska Municipal League's new Cities of Opportunities task force.

Commissioner Perez thanked everyone for the good conversation.

Commissioner Gamble commented it was nice to see everybody in person.

Chair Marks commented it was nice to see different faces participating on Zoom and attending in person.

Commissioner Cherok and Student Representative Pearson had no further comments.

Deputy City Clerk Tussey commented on the City Clerk's memo regarding implementation of new agenda management software and asked commissioners to start thinking about how they would like their agenda packets, either electronically as the new software operates, or to continue receiving a paper packet.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:13 p.m. The next special meeting is Tuesday, November 1, 2022 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____



AGENDA ITEM REPORT

Housing Staff Report

Item Type: Informational Item
Prepared For: Economic Development Advisory Commission
Meeting Date: 01 Nov 2022
Staff Contact: Julie Engebretsen, Economic Development Manager
Department: Economic Development

Summary Statement:

Chair Marks requested this item remain on the agenda as a standing item.

Staff Update:

Short Term Rentals "STR's"

Council has taken no action since the October 10th worksession. Council has two meetings in November, and then breaks until January 9th. I don't have a crystal ball, but I would guess that no action will happen (or purchase of software) until after the first of the year.

Staff Recommendation:

No action needed.



AGENDA ITEM REPORT

Annual Review of the Strategic Plan

Item Type: Action Memorandum
Prepared For: Economic Development Advisory Commission
Meeting Date: 01 Nov 2022
Staff Contact: Julie Engebretsen, Economic Development Manager
Department: Economic Development
Attachments: [2022-23 EDC Strategic Plan - November Draft](#)

Summary Statement:

Recap:

At the last meeting, we reviewed the draft plan and the Commission made comments. I have incorporated your ideas in this new version; please read it over.

Tweaks:

- I moved the BR&E to a midterm goal, because ideally it would be updated in 2025.
- I moved the HERC project to long term. Between tearing down buildings, getting voter approval for a bond payment, and building a new building, its going to be several years before ground is broken. (That's best case scenario with many assumptions). As the project moves forward, the EDC may have short term goals to add, but for the next 6 months, I expect the City focus to remain on demolition and long term financial decisions.

Staff Recommendation:

1. Review the draft plan
2. Make any other changes to the document
3. Adopt the amended document

Attachments:

[2022-23 EDC Strategic Plan - November Draft](#)

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2022-2023 STRATEGIC PLAN & GOALS**

<p>Ongoing Goals</p>	<p>1. Define what is positive economic development for Homer, and how it leads to the quality of life and growth outcomes desired in the Comprehensive Plan.</p> <p>2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."</p>
<p>Near Term Goals < 6 Months</p>	<p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration. <i>Task:</i> Staff to provide smart growth resources. <i>Task:</i> Promote energy resiliency through diversity and efficiency. Invite a speaker to talk about energy as that impacts cost of doing business and cost of living. (Tulio)</p> <p>2. View economic development through the lens of balancing growth with quality of life. <i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does. <i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life. (Tulio volunteered, first quarter 2023)</p> <p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc affordable year round housing. (Karin) <i>Task:</i> Stay engaged with the City for all housing conversations</p> <p>4. Present an annual report of EDC accomplishments to the City Council <i>Task:</i> Approve memo to Council, read accomplishments to Council</p> <p>5. Have a conversation with the Chamber of Commerce about other economic development beyond tourism. How can the City and the Chamber work together to promote quality of life and economic development for industries other than tourism? <i>Task:</i> Have a work session with the Chamber</p>
<p>Mid Term Goals 1 - 3 Years (2022 – 2025)</p>	<p>1. BR&E – review annually and plan for a new report (5 year mark is 2022-2023) <i>Opportunity:</i> Consider a funding request for the FY 2024-2025 budget</p> <p>2. Downtown vitalization momentum and wayfinding/streetscape plan <i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022-2024 <i>Task:</i> Participate in the Transportation Plan, focusing on a walkable town with greenspace and connected business districts <i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p>

	<p>3. Economic resiliency planning.</p> <p><i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.</p> <hr/> <p>4. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> Invite 9-Star to make a presentation</p> <p><i>Opportunity:</i> Brief survey to businesses on their needs.</p>
<p>Long Term Goals 5 Years or More (2025+)</p>	<p>1. Multipurpose community center (HERC)</p> <p><i>Status:</i> Scoping study has been funded. Demolition of the smaller building has been funded; tear down planned in 2023.</p>

OVERALL EDC DUTIES AND RESPONSIBILITIES

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; www.codepublishing.com/AK/Homer. The EDC also assists with official City planning documents including the following:

- Kenai Peninsula Economic Development District (KPEDD) – Regional Comprehensive Economic Development Strategy (link will bring you to all KPEDD reports): <https://kpedd.org/reports>
- Homer’s Comprehensive Economic Development Strategy (CEDS): www.cityofhomer-ak.gov/economicdevelopment/comprehensive-economic-development-strategy
- Business Retention and Expansion Survey Report (BR&E): <https://www.cityofhomer-ak.gov/economicdevelopment/2017-business-retention-expansion-survey-report>
- Homer Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/comprehensive-plan>

DUTIES OF COMMISSION/STAFF

Commissioners

- Attend City Council meetings as assigned.
- Attend work sessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on EDC-related projects that need sponsorship at the Council level.

Staff (Julie Engebretsen)

- Aid the Chair in setting the agenda.
- Compile packet material from commissioners, write backup memos, and submit to Clerk.
- Provide information on items the commission needs to review annually.
- Inform the Commission of City Council actions and discussion of economic development related issues.

Clerk's Office

- Aid Staff in compiling packet materials and print/distribute them to the Commission.
- Aid Staff and Chair in setting the agenda.
- Tracking yearly items such as reappointments and elections.
- Help the Commission learn to be more efficient and effective in their meetings.
- Support the Commission's ability to communicate with the Mayor and City Council (through Memorandums, Resolutions, and Ordinances).



AGENDA ITEM REPORT

EDC Meeting Schedule for 2023

Item Type: Action Memorandum
Prepared For: Economic Development Advisory Commission
Meeting Date: 01 Nov 2022
Staff Contact: Rachel Tussey, Deputy City Clerk
Department: Clerks
Attachments: [Draft Resolution 22-0xx Meeting Schedule](#)

Summary Statement:

Please review the draft resolution that establishes your meetings for 2023 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2023 meeting schedule for Council and boards and commissions via resolution no later than their November 28, 2022 meeting.

Staff Recommendation:

Review the attached draft resolution; make a motion to approve the resolution either as-is or with amendments and recommend adoption by City Council.

Attachments:

[Draft Resolution 22-0xx Meeting Schedule](#)

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 22-0xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2023 REGULAR MEETING SCHEDULE FOR CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD.

WHEREAS, Pursuant to Homer City Code (HCC) 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, Planning Commission, Advisory Commissions and Boards; 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.

43
 44 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2023 meeting
 45 schedule is established for the City Council, Economic Development Advisory Commission,
 46 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning
 47 Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act
 48 (ADA) Advisory Board of the City of Homer, Alaska, as follows:

49
 50 HOLIDAYS – City Offices closed:

January 2, New Year's Day, Monday*	February 20, Presidents' Day, third Monday*	March 27, Seward's Day, last Monday	May 29, Memorial Day, last Monday	July 4, Independence Day, Tuesday	September 4, Labor Day, first Monday
October 18, Alaska Day, Wednesday	November 10, Veterans Day, Friday*	November 23 Thanksgiving Day, Thursday	November 24, Friday, the day after Thanksgiving	December 25, Christmas, Monday	

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

54
 55 CITY COUNCIL (CC)

January 9, 23	February 13, 27	March 13, 28*	April 10, 24	May 8, 22	June 12, 26
July 24**	August 14, 28	September 11, 25	October 3 Election	Canvass Board October 6	October 9, 23 Oath of Office October 9
November 7 Runoff Election, if needed	November 27**	December 11***	December 18*** if needed		

56 *Second meeting in March will be held on a Tuesday due to Seward's Day

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

58 *** The City Council traditionally cancels the last regular meeting in December and holds the
 59 first regular meeting and one to two Special Meetings as needed; the second Special Meeting
 60 the third week of December will not be held.

61
 62 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.
 63 prior to every Regular Meeting which are held the second and fourth Monday of each month at
 64 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

65
 66

67 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

68
 69 Economic Development Advisory Commission Regular Meetings are held on the second
 70 Tuesday of each month at 6:00 p.m.

71
 72 LIBRARY ADVISORY BOARD (LAB)

January 17	February 21	March 21	April 18	May 16	
	August 15	September 19	October 17	November 21	December 19

73
 74 Library Advisory Board Regular Meetings are held on the third Tuesday of January through May
 75 and August through December at 5:30 p.m.

76
 77 PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

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

78
 79 Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third
 80 Thursday February through June and August through November at 5:30 p.m.

81
 82 PLANNING COMMISSION (PC)

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

83 *There will be no First Regular Meeting in July or Second Regular Meetings in November and
 84 December.

85 **The second October meeting has been moved to Monday, October 16th due to Alaska Day.

86
 87 Planning Commission Regular Meetings are held on the first and third Wednesday of each
 88 month at 6:30 p.m.

89
 90 PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 25	February 22	March 22	April 26	May 24	June 28
July 26	August 23	September 27	October 25		December 13

91

92 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
93 January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday
94 of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00
95 p.m.

96

97 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE (ADA)

	February 9		April 13	May 11	June 8
July 13	August 10		October 12	November 9	

98

99 The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the
100 second Thursday at 5:00 p.m. in the months of February, April, May, June, July, August,
101 October, November, with additional meetings called as needed.

102

103 PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2022.

104

CITY OF HOMER

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KEN CASTNER, MAYOR

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111 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

116

117 Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any
118 additional meetings.



AGENDA ITEM REPORT

Decision to Hold the EDC's December Regular Meeting

Item Type: Action Memorandum
Prepared For: Economic Development Advisory Commission
Meeting Date: 01 Nov 2022
Staff Contact: Julie Engebretsen, Economic Development Manager
Department: Economic Development

Summary Statement:

The EDC's last meeting of the year is scheduled for Tuesday, December 13th. At least one Commissioner will be traveling. Are enough Commissioner's available to hold the meeting? Please check your schedule!

Staff Recommendation:

Decide if the December meeting should be cancelled.



AGENDA ITEM REPORT

Annual EDC Report to City Council

Item Type:	Action Memorandum
Prepared For:	Economic Development Advisory Commission
Meeting Date:	01 Nov 2022
Staff Contact:	Julie Engebretsen, Economic Development Manager
Department:	Economic Development

The following is the draft language:

2022 Year in Review Economic Development Advisory Commission

Completed Goals:

- Finalized the Wayfinding and Streetscapes Plan, which Council adopted
- Participated in City outreach for projects such as the HERC building, Transportation Plan and Short Term Rentals
- Completed a short document outlining the EDC's views on Homer's Quality of life, with considerations for the City's upcoming Comprehensive Plan
- Supported funding for the Homer Small Business Advisory SBDC position
- Updated the EDC's 2022-2023 Strategic Goals, to clearly outline the immediate work tasks of the staff and Commission for the coming year

2023 Goals:

- Creating an EDC mission statement
- Remaining active in the housing/Short-term Rental conversation
- Promoting implementation of the Wayfinding and Streetscape Plan
- Working with the Chamber of Commerce to broaden economic development in Homer beyond the tourism industry

Attachment for Council version – Homer Quality of Life SWOT Analysis by EDC

Staff Recommendation:

1. Review the draft language.
2. Make any edits.
3. Approve the annual report. Staff will put it in memo format for the City Council.



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 6, 2022
SUBJECT: City Manager's Report for October 10, 2022 Council Meeting

Main Street Sidewalk Construction

We're just waiting on a break in the weather to pave the sidewalk... almost done!

Master Transportation Plan and Trail Symposium

On October 1st, the City and Homer Drawdown co-hosted the Homer Pathways Forward: Non-Motorized Transportation Symposium. Thanks to Homer Drawdown and Kachemak Campus for this event partnership! The event was well attended and the public had a lot of great comments and suggestions. It was great to be back in person and see community members fully engaged. There were many take-aways, but one theme stood out: The sidewalks and paths that people most care about are on roads the City doesn't own. We will be discussing this more in the future.



Next up for the Transportation Plan are two surveys; one is a survey monkey, and the other is a mapping tool where people can make comments with a pinpointed location. You can find the project website and surveys here: <https://www.cityofhomer-ak.gov/publicworks/transportation-plan>. Paper survey copies are available at the Library and City Hall. Economic Development Manager Julie Engebretsen and Brad Parsons of the Independent Living Center will be providing broad project overviews to all City Boards and Commissions during the month of October. An update will be provided to Council at the October 24th meeting. The next community meeting is scheduled for Wednesday, November 9th at the college.

Comprehensive Plan and Zoning Code RFP

Two major priorities set in the Council's 2022 visioning work session were the updates of the Comprehensive Plan and the Zoning Code. A staff working group, together with councilmembers Aderhold and Davis, collaborated to create an RFP for consulting services. We have chosen to put them out for proposal together to ensure a smooth transition from Comprehensive Plan to Zoning Code rewrite. We don't typically bring draft RFPs to Council, but this is a particularly large/important project and we wanted to make sure the Council had a chance to see this document before it hits the street. You will notice that the RFP contains instructions not to exceed \$650,000. Based on experience, current market conditions, and general market research, we believe that this multi-year project can be accomplished at or below that number. We have not yet asked Council for an appropriation, but I have mentioned throughout the last year that these updates were projects I had in mind as potential uses of the \$1.5M Council moved into the General Fund CARMA account earlier this year (Ordinance 22-09).

Homeland Security Site Visit

We recently received a visit from an audit team working for the State's office of Homeland Security. They came to review our Homeland Security grants for 2018, 2019, 2020, and 2021. The audit consisted of an extensive review of our financial files for each grant year and an on-site evaluation of various equipment to ensure the accuracy of our grant equipment inventory reports. Our financial files were found to be in very good order and our equipment inventory report checks were also positive. The team complimented Homer for doing things the right way and submitting required reports as needed and on time. The visit took half the time anticipated largely due to our team's strong performance in grant management.

AMLJIA Board of Trustees

The Alaska Municipal League (AML) Board of Directors and the Alaska Municipal League Joint Insurance Association (AMLJIA) Board of Trustees have voted to approve me as an AMLJIA trustee. I will officially take my seat on the Board at their December meeting held during the AML conference. To prepare for the transition, I attended the most recent quarterly meeting of the AMLJIA Board of Trustees in Anchorage. I also participated in a strategic planning session. The board meets quarterly and will pay for any required travel.

Cities of Opportunity Cohort

I nominated Economic Development Manager Julie Engebretsen to participate in a statewide cohort for the Alaska Municipal League's new "Cities of Opportunity" program. She was accepted to the program which is now underway. The cohort will meet monthly over the next year with an emphasis on economic development and healthy communities, in concert with the Alaska Conference of Mayors. Determinants of economic development and community health include the physical, social, economic, and work and service environments. The cohort includes up to twenty municipal leaders to share experiences and challenges, evaluate community data trends, identify potential local government roles, produce a road map for local action, and connect with strategic partners to discuss implementation. At the first meeting, Julie was able to share with other communities the success of Homer's Community Health Needs Assessments, and the

partnerships created through MaPP. Julie is looking forward to sharing our learned experiences with colleagues in other Alaskan communities, as well as to learn from their successes.

Budget Priorities and Planning

We are scheduled to have a discussion regarding Council budget priorities at our next meeting (October 24th), there will also be a public hearing. This will be the first of many opportunities to talk about what you want to see in the FY24/25 budget.

As part of an initiative to increase outreach to boards and commissions early in the budget process, Finance Director Walton has been meeting with different bodies to talk about the FY24/25 budget. She met with the Library Advisory Board and Port Commission in their respective September meetings to discuss the FY24/25 budget process and to answer any budget related questions. The FY24/25 budget schedule was distributed and discussed. Future capital planning and spending was a hot topic in both meetings. Director Walton is also scheduled to meet with the Economic Development Commission (EDC) on Tuesday, October 11th. The plan is to share the FY24/25 budget schedule and to be available to answer any questions the EDC has regarding the budget process.

Caselle Fiscal Year Conversion

With the completion of the FY21 audit, we were able to make some large structural changes to our Caselle account to accommodate for the change of fiscal year initiated by Ordinance 20-89. Caselle staff led the transition, with support from Finance and IT staff. This software modification was the last major piece of our transition from a calendar year to a fiscal year. Finance is currently confirming that the transition was completed appropriately.

Enclosures:

1. October Employee Anniversaries
2. Comprehensive Plan and Zoning Code Update memo and RFQ/RFP



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 20, 2022
SUBJECT: City Manager's Report for October 24, 2022 Council Meeting

Main Street Sidewalk Construction

We have pavement! The sidewalk and disturbed portions of Main Street were paved on October 20th. Staff will be working on an idea for a sidewalk ribbon cutting in the near future. I'll provide more information when it's available.

Computer Aided Dispatch

The Computer-Assisted Dispatch (CAD) system went partially live on October 18th. CAD allows the dispatch center in the police department to relay more detailed information to police and firefighters in the field and makes it easier for dispatchers to handle multiple streams of data at once. CAD is up and running inside the station and officers have been testing it out on their laptops. Hardware has been installed in vehicles. As of right now, there are still two hurdles to clear: connecting internet service in vehicles and connecting the fire department's iPads to the Borough system. We anticipate both issues will be solved within the next few weeks.

Fire Department Open House

The Homer Volunteer Fire Department is hosting an open house on Friday, October 28th with programs running from 6-7:30PM and 7:30-9PM. There will be a chat with the Chief, home fire safety demonstrations, snacks, and drawings for home safety gift baskets.

Alaska Parks & Recreation Association Conference

I was able to attend one day of the Alaska Parks & Recreation Association's (APRA) annual conference hosted in Soldotna. It was a great opportunity to learn more about the parks and recreation scene here in Alaska and meet folks from across the state who run departments, programs, and facilities of various sizes. I was able to participate in sessions about biases, creating intergenerational park destinations, invasive species management, and non-motorized transportation. The invasive species and non-motorized transportation sessions featured Homer based speakers like Parks Superintendent Matt Steffy and a representative from Homer Drawdown.

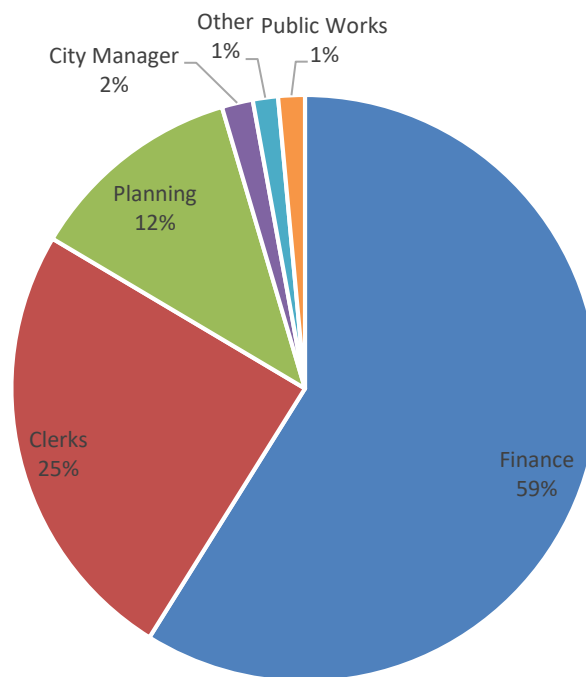
KBBI Coffee Table

The Mayor and I joined together for a Coffee Table discussion on KBBI. We had a wide-ranging discussion about the budget, housing, water and sewer rates, transportation, public participation, current legislation, and other topics.

City Hall Access

At our previous meeting, a public commenter discussed the fact that City Hall has physical barriers in place that stop members of the public from accessing interior portions of the building without permission. In case there were any lingering questions or concerns from Council about that line of commentary, I wanted to address it directly. Changing that flow of public traffic was a very intentional decision made largely for operational safety purposes. I strongly believe that there is no practical reason for the general public to walk freely through staff work spaces. While Homer is a very safe community, we have had instances in the past involving interactions with aggressive individuals at City Hall that required police intervention. In the past two years, we have hosted de-escalation training and active shooter training for staff. Both are very real concerns in public buildings.

The current configuration of City Hall access allows the public to do the vast majority of their City business on a walk-in basis. We've been tracking walk-in visitor data at both City Hall entrances since April and have developed a good idea of how many people visit, when they visit, and what department or division they are intending to visit. Visits related to Finance and the Clerk's Office account for 84% of all visits to City Hall. Finance and the Clerks both have public facing counters that are available Monday to Friday 8am to 5pm. The other 16% of visitors are there to see Planning, the City Manager, or another City-related function. Many of those visitors either show up to City Hall with an appointment, or end up making appointments for return visits. My observation is that individuals who have specific business with the City are easily able to get most common tasks accomplished at one of our public counters. The rest are able to make appointments with specific professionals to handle their business.



City Hall Visits by Department (April through August 2022)

Enclosures:

1. Homer Volunteer Fire Open House Flyer
2. Quarterly Report from SBDC

ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/5 5:00 p.m.	Tuesday 1/11 6:00 p.m.	Monday 1/24 6:00 p.m. [Arevalo]	<ul style="list-style-type: none"> • City Budget Review/Develop Requests *may not be applicable during non-budget years
FEBRUARY	Wednesday 2/2 5:00 p.m.	Tuesday 2/8 6:00 p.m.	Monday 2/14 6:00 p.m. [Person]	
MARCH	Wednesday 3/2 5:00 p.m.	Tuesday 3/8 6:00 p.m.	Monday 3/14 6:00 p.m. [Gamble]	<ul style="list-style-type: none"> • Clerk Reappointment Notices Sent Out • Update from Public Works Director • KPEDD CEDS Review
APRIL	Wednesday 4/6 5:00 p.m.	Tuesday 4/12 6:00 p.m.	Monday 4/25 6:00 p.m. [Speakman]	<ul style="list-style-type: none"> • Terms Expire April 1st • Advisory Body Training Worksession • Election of EDC Officers
MAY	Wednesday 5/4 5:00 p.m.	Tuesday 5/10 6:00 p.m.	Monday 5/23 6:00 p.m. [Brown]	<ul style="list-style-type: none"> • Comprehensive Plan Review
JUNE	Wednesday 6/8 5:00 p.m.	Tuesday 6/14 6:00 p.m.	Monday 6/27 6:00 p.m. [Cherok]	
JULY		Regular Meeting Cancelled		
AUGUST	Wednesday 8/17 5:00 p.m.	Special Meeting Tuesday 8/23 6:00 p.m.	Monday 9/12 6:00 p.m. [Marks]	<ul style="list-style-type: none"> • Capital Improvement Plan Review
SEPTEMBER	Wednesday 9/7 5:00 p.m.	Tuesday 9/13 6:00 p.m.	Monday 9/26 6:00 p.m. [Marks]	<ul style="list-style-type: none"> • Workforce Development Speaker • Update from Public Works Director
OCTOBER	Wednesday 10/5 5:00 p.m.	Tuesday 10/11 6:00 p.m.	Moved to Monday 11/14	<ul style="list-style-type: none"> • Annual Review of EDC's Strategic Plan/Goals & BR&E
NOVEMBER	Wednesday 11/2 5:00 p.m.	Special Meeting Tuesday 11/1 6:00 p.m.	Monday 11/14 6:00 p.m. [Cherok]	<ul style="list-style-type: none"> • Chamber's Annual Presentation to City Council *usually occurs 1st Council Meeting in Nov. • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/7 5:00 p.m.	Tuesday 12/13 6:00 p.m.	Monday 1/9/23 6:00 p.m. [Perez]	<ul style="list-style-type: none"> • Upcoming Year Schedule Review • Land Allocation Plan Review

*The Commission's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Commission's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.