

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. March 8, 2016 Regular Meeting Minutes **Page 3**
- 6. VISITORS/PRESENTATIONS**
 - A. Woodard Creek Coalition (10 minutes)
- 7. STAFF & COUNCIL REPORT/CHAMBER OF COMMERCE & MARINE TRADES ASSOCIATION REPORT/ COMMITTEE REPORTS/BOROUGH REPORT**
 - A. Memorandum from Special Projects & Communications Coordinator Carroll **Page 9**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. A. Pioneer Avenue Revitalization Effort
 - B. Promoting Complementary Medicine in Homer **Page 13**
 - C. Adoption of Action Plan **Page 15**
- 10. NEW BUSINESS**
 - A. Appoint EDC Member to Pioneer Avenue Revitalization Task Force
 - B. Memorandum from Deputy City Clerk Re: Changing June meeting date to Tuesday, June 7 **Page 19**
 - C. Scheduling a Worksession for June
- 11. INFORMATIONAL ITEMS**
 - A. City Manager's Report May 9, 2016 **Page 21**
 - B. Appointment of Anders Gustafson and Sarah Richardson to the EDC **Page 25**
- 12. COMMENTS OF THE AUDIENCE**
- 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/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, APRIL 12, 2016 at 6:00 p.m. in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.**

Session 16-02 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Brown at 6:00 p.m. on March 8, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONER ARNO, BROWN, MARKS, PETERSON, SANSOM (telephonic),

ABSENT: MARKS (excused), STANISLAW (unexcused)

STAFF: SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL
DEPUTY CITY CLERK JACOBSEN
DEPUTY CITY PLANNER ENGBRETSSEN

AGENDA APPROVAL

ARNO/SPRAGUE MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

Wayne Aderhold, city resident, commented in support of promoting complementary medicine. Some refer to this as complementary and alternative, but others, like him consider it their primary form of receiving medical care. He has received his primary care through a naturopathic physician and they are the ones who will likely refer to the other complementary providers. The atmosphere in the state isn't conducive to some providers staying in business. There have been a number of bills attempting to expand their scope of practice but there are people who don't support the practice. Marketing a plan like this in Homer is great; you have to have this foundation on the state level. It's somewhat of an issue nationally, as naturopathic care is no longer covered for people who have reached Medicare age, even though the Affordable Care Act section 2706 says you can't rule against anyone. At the state level there will be times the city can push in support of this.

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes of November 10, 2015

ARNO/SPRAGUE MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

- A. Melissa Houston of UA Center for Economic Development – Strategies for Updating Homer’s Comprehensive Economic Development Strategies

Ms. Houston gave the commission an overview of the process for developing an updated Comprehensive Economic Development Strategy (CEDS) and addressed the following points:

Purpose:

- A CEDS is a strategic plan designed to review and analyze current economic conditions and proactively set an economic development agenda for the next five years. Updated annually, a CEDS is often required to receive federal funding for economic development projects.

Components:

- **Summary Background:** an overview of the major economic trends in the community or region, including demographics, major industries, and sources of employment.

Public Process:

- Community interests and concerns should guide the development of the CEDS. To gather input, the steering committee (group responsible for developing the CEDS) may use surveys, focus groups, or community forums.

SWOT Analysis:

- An analysis of strengths, weaknesses, opportunities and threats (SWOT).

Strategic Direction/Action Plan:

- The formation of goals (usually 5-7 broad areas) broken into objectives, which are measurable, and strategies, or specific action items. The Center for Economic Development feels strongly that an agile Strategic Doing process should guide formation and implementation of strategy rather than “set-in-stone” plans.

Evaluation Framework:

- Performance measures used to evaluate implementation of the action plan.

Timeline:

- Typically 6-12 months, depending on the depth of research and analysis, and the type of public process used. For a single community like Homer the process can be completed in less time than for region like the Kenai Peninsula Borough.

Costs:

- The costs of a CEDS can vary considerably depending on a few factors. If the community desires more in-depth public process in the form of community forums and surveys or other methods, the cost will increase. Likewise, more extensive research on the local economy will also drive costs. With these factors in mind, a CEDS engagement with the Center for Economic Development will usually cost between \$20,000 and \$40,000, depending on the scope of work.

In response to questions from the Commission, Ms. Houston explained a next step would be to put out a formal request for proposal. There is information on the EDA website to help them present the idea to City Council. She thinks this is a good time to pursue a CEDS update since the city is working on their Comp Plan update. The Kenai Peninsula Borough CEDS should be open for public comment end

of April and finalized in June. The Commission could be engaged in getting the community at large involved in the process and gather different players that affect economic development matters across the community, and focus on the prioritization for the agility of the action plan.

STAFF & COUNCIL REPORT/CHAMBER OF COMMERCE & MARINE TRADES ASSOCIATION REPORT/ COMMITTEE REPORTS/BOROUGH REPORT

Karen Zak, Chamber Director, commented that Ms. Houston presented at the Chamber luncheon and the Chamber will be assisting in getting the survey out and hoping to help get a good response. She also is excited to see the Commission's agenda and work that's been done on the efforts in coming up with a SWOT plan. The Chamber is working on some similar goals so it will be good to progress through this and work together to present a cohesive message.

Mrs. Zak gave an overview of the 26 new businesses that have come to the area since May 2015 and also the Chamber's first attempt in marketing the marine trades in the current issue of Harbors Magazine. She added that she has prepared an article for Alaska Business Monthly April edition on maximizing the value of conferences to community. She commented on the International Tour Operators who visited for two days as part of the Go West Summit. Mrs. Zak said she estimates a \$471,000 economic impact on the community for the Shore Bird Festival coming up in May and is working on numbers for other upcoming events including the Winter King Tournament, a Hockey Association event and also a soccer group all happening the weekend of March 17th. The Chamber will be promoting Homer at the Great Alaska Sportsman's Show, and she will be attending the upcoming MAPP wellness discussion.

PUBLIC HEARINGS

PENDING BUSINESS

A. Draft EDC Strategic Plan

Chair Brown commented regarding the mission and vision statements included in the draft plan and that he takes exception to the last line in the vision statement "It also means providing for the welfare of all residents regardless of income." He thinks economic development is designed to promote free enterprise in the welfare of businesses, but if they are looking at another agency or protocol of activities, he doesn't believe that's the mission and focus of economic development. He would say they will support the non-profits who deal with these subjects and encourage them to be able to fulfill their missions.

Special Projects and Communications Coordinator Carroll noted she didn't get an opportunity to provide her staff report which may have clarified some of this. She explained that she developed this information as a starting point for the commission and they can continue to refine the information and adopt some form of a guiding document for working into the future. She clarified that last line wasn't about providing resources to non-profits, but to express the intention that we have the welfare of all residents in mind when looking at quality of life and opportunity for economic development. It could mean things like affordable housing and initiatives that might address the welfare of even low

income residents. She touched on the notion of small committees to work of flushing out action plans for specific goals, and bringing it back to the Commission for review and feedback.

Chair Brown encouraged the group to continue to provide feedback to Ms. Carroll and they can address these items further at their next meeting.

- B. Homer Attributes- Challenges for Business Matrix
- C. Sample Work Plan Elements for Developing Marketing Plan to Attract Small Business to Homer
- D. Strategic Plan for Promoting Complementary Medicine in Homer

NEW BUSINESS

INFORMATIONAL ITEMS

- A. City Manager's Report February 22, 2016
- B. Memo from Deputy City Clerk Re: Upcoming Speakers
- C. Appointment of Cassandra Peterson

There were comments about the challenges with the state and city budgets, upcoming speakers, and welcoming Commissioner Peterson.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

Special Projects and Communications Coordinator Carroll commented briefly about speaking when the staff report comes up under item 7 at future meetings.

COMMENTS OF THE COUNCILMEMBER

Councilmember Smith was absent.

COMMENTS OF THE CHAIR

Chair Brown thanked the Commission for their work. It's a challenging situation and its often said volunteers don't have to invest anything into it, but he disagrees and recognized all the commissioner's commitments to assisting the City.

COMMENTS OF THE COMMISSION

Commissioner Arno said it is nice to see everyone again. He advised that his term is expiring and he will not be asking for reappointment to the Commission.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION
REGULAR MEETING
MARCH 8, 2016

Commissioner Sprague said it was great to have tonight's speaker talk to them about the CEDS, he thinks that it's the Commission's number one priority. He will address the importance of the CEDS during commission comments at the March 14th City Council meeting.

Commissioner Peterson thanked everyone, this is all very new to her and she looks forward to learning more.

ADJOURN

There being no further business to come before the Commission the meeting adjourned at 7:24 p.m. The next regular meeting is scheduled for Tuesday, April 12, 2016 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: _____



Memorandum

TO: Economic Development Advisory Commission
FROM: Jenny Carroll, Special Projects & Communications Coordinator
DATE: May 4, 2016
SUBJECT: Staff Report to EDC

Because the EDC has added new Commissioners over the past couple of months, Karin asked me to recap the various City of Homer documents that provide direction and goals for the City and the EDC. Familiarization with these guidance documents can help the EDC formulate their own short and long-term tasks. Some tasks are mandated in the EDC bylaws. Otherwise, ideally, tasks identified fit with the goals and strategies the City has adopted (through Comprehensive Plan and Strategic Doing priorities).

EDC Guiding Documents

1. The EDC is governed by a set of **bylaws**. The bylaws set EDC's purpose and how it functions. Section 2 says the purpose of EDC is to:
 - a) act in advisory capacity to City Manager and Council on overall economic development planning for City of Homer;
 - b) provide ongoing review and evaluation of the City of Homer Comprehensive Economic Development Strategy (CEDS);
 - c) collect and analyze data relevant to economic development to evaluate existing community resources;
 - d) formulate and develop the overall long range economic development goals of the residents of the City of Homer through public hearing process;
 - e) identify specific alternatives or projects to accomplish City objectives and recommend priorities;
 - f) review recommendations of the Homer Advisory Planning Commission to encourage a business-friendly environment in Homer; and,
 - g) promote public interest in overall economic development.

Access the bylaws at: http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/economic_development_advisory_commission/page/8445/edc_bylaws.pdf. The Bylaws were also mailed to each Commissioner as part of their New Commissioner packet.

2. How do you know what the City's goals and strategies are? Look to the City of Homer **Comprehensive Plan**. It lays out what the City of Homer (comprehensively) is planning for the next ten years or so. This plan is compiled by the City's Planning Department and goes through City Departments, Advisory Commissions and public process for input before eventually being adopted by the City Council. A new one is generated about every ten years, and takes a couple of years to accomplish.

The current City of Homer Comprehensive Plan was adopted in 2010; you may access it at <http://www.cityofhomer-ak.gov/planning/comprehensive-plan-2008-adopted-2010>

The Planning Department is now working on an update to the plan. Part of the update process requires the Planning Department come to the various Advisory Commissions for updates/revisions to their parts of the Comprehensive Plan. The EDC helps with **Comprehensive Plan's Chapter 8: Economic Vitality**.

3. The **Homer Community Economic Development Strategy (CEDS)** is a planning document tasked to the EDC under bylaws purpose (b). It is like the Comprehensive Plan for Homer's economic development. It is a stand-alone document which lays out the current local demographics and economics, looks at what those are predicted to be in the future, what strengths/weaknesses & opportunities/threats exist for economic development and then lays out the economic development strategies for the City of Homer for the future.

Read the CEDS at http://www.cityofhomer-ak.gov/sites/default/files/fileattachments/economic_development/page/7017/ceds_feb_2011_fi_nal_1.pdf. Or if you are on the City of Homer Website, click "Departments" (in the top blue banner), then click "Economic Development" in the drop down menu. When the Economic Development page appears click "Economic Strategy."

4. At times you may hear the phrase **Strategic Doing**. It refers to a model for implementing complex plans (like the Comprehensive Plan) that require a network of people to collaborate to accomplish. It is a winnowing of sorts, which defines clear outcomes (with concrete and measurable characteristics) and prioritizes all Comprehensive Plan goals according to relative "high" or "low" impact and "easy" or "difficult" to achieve. In this way the Council may prioritize its efforts (and participate in worksessions on them).

Draft EDC Action Plan for 2016-2017

During the last Worksession (April 12th) EDC Commissioners discussed how to move forward with finalizing an EDC action plan. Chair Karin Marks asked that Commissioners submit to her (1) tasks to include/remove from the draft Action Plan and (2) suggestions for wordsmithing. Karin formulated those suggestions into a draft Action Plan (attached).

Karin writes, "The first half of 2016 has been a time of rebuilding the Commission and setting actions. It must be remembered that the Action Plan is flexible and adaptable as information and ideas come up. The following Action Plan is presented for the Commission to agree to so that we will have structure to move us to our goal of overall economic development by presenting tangible programs that will work in today's environment."

Chair Recommendations:

Move to adopt the draft EDC Action Plan proposed by Karin Marks.

Move to schedule an EDC Worksession in June and decide one or two items the Commission should work on during the worksession.

City of Homer Comprehensive Plan Update

The Planning Department is currently updating the City’s Comprehensive Plan. Deputy City Planner Julie Engebretsen will be working with the EDC at the June 7th meeting to begin the update of Chapter 8: Economic Vitality. Commissioners should begin to familiarize themselves with the chapter now and be prepared to talk with Julie about projects that have been completed, things that should be added to the plan and things in the plan that may not be feasible now. Recommendations for updates to the chapter will be finalized at the July 12th meeting.

Staff Recommendation:

Move to schedule an EDC Worksession in June at which the Commission can work on Chapter 8: Economic Vitality updates.

Pioneer Avenue Revitalization

As the City’s Special Project’s Coordinator, I sit in on the Pioneer Avenue Revitalization Task Force meetings. I will be reporting on this project as one of this month’s agenda items.

The revitalization effort is being led by a multi-sector collaboration of civic organizations and public and private businesses who meet monthly to strategize ways to vitalize Pioneer Avenue. The goal is to put Homer’s assets (in the arts, recreation, agriculture and economic development) to work to improve to Homer’s historic downtown, economic corridor.

Rather than just a transportation corridor (or through-way) though, the goal is to enhance Pioneer Avenue as a vibrant destination for visitors and locals alike, improving visitor experience and economic vitality through a coordinated design plan that addresses beautification, destination branding, pedestrian safety, walkability, etc.

EDC engagement in the process could support current strategies and add new ones to enhance the City’s economic development. Pioneer Avenue Revitalization is proposed as one of the items in the draft Action Plan.

Staff Recommendation:

If Pioneer Avenue Revitalization remains in the adopted EDC Action Plan, move to appoint an EDC Commissioner to the Pioneer Revitalization Task Force. Karin Marks (who has been participating already on the Task Force) volunteers to be the appointee.

City of Homer Capital Improvement Plan Updates underway

I am currently initiating the annual update to the City of Homer’s Capital Improvement Plan (CIP). The CIP is a six-year planning document for major acquisition and construction projects. Capital projects typically have a value of \$25,000 or greater and result in a fixed asset with a useful life of at least three years.

While most of the City of Homer CIP projects are specific to municipal government operations (e.g. roads, water/sewer projects, harbor or public safety projects), others are spearheaded by non-profit organizations or state/federal agencies. Press releases have gone out to community organizations and agencies inviting them to contact the City Manager's Office by May 27, 2016 to request that particular projects be included in the CIP.

Inclusion in the CIP does not guarantee funding. Typically the CIP contains about 50 projects and in a good year only a handful of those get funded. This year, due to the State of Alaska's budget shortfall, we expect dramatic reductions in capital fund appropriations, meaning even fewer projects will be funded. Nevertheless, it is important for organizations proposing projects with broad community benefit to contact the City. Generally speaking, a project will not be considered for a state legislative appropriation unless it is included in a community's capital improvement plan. Further, a project's inclusion in the CIP shows that it is a community priority project which can increase chances of successful local, state, federal and/or private funding requests.

Work on the CIP will continue all summer and into the fall, with final adoption of the entire CIP and the legislative priority list in October. The Homer City Council makes the final decision about which projects to include in the CIP and which of those to emphasize during the coming year as legislative priorities (established by resolution). Legislative priorities are those projects for which the City actively seeks state and federal funding through the appropriations process.

Public input is welcome throughout the process. I will be bringing a draft of the new CIP to City of Homer Advisory Commissions throughout the summer for review. The EDC review date is scheduled for the July 12th meeting.

Complementary Medicine (CM) refers to healing practices and products that work in conjunction with modern medicine. For example, a cancer patient receiving chemotherapy may also undergo acupuncture to help manage chemo side effects like nausea or a Physical Therapist may be employed to improve mobility after surgery. There are approximately 40 complimentary medicine businesses in Homer 21 of which are Chamber of Commerce members.

I believe that this industry can be further developed by creating awareness of the high level of expertise currently in Homer. We can attract visitors for the express purpose of benefitting from treatment in our serene community. Homer can become known as the wellness community of the north. The popularity of our annual Health Fair is an indication of our focus on good health.

Plan Objective

Show the diversity of treatments available, and make Homer a year round destination for people seeking complimentary medicine. I believe the first step is to attract media attention to publicize the wide variety of practitioners in Homer, after which the medical community will be targeted.

Actionable Items

Create a list of our CM Stars utilizing the current chamber members.

Suggest news items to several news organizations i.e. :

Alaska Airlines Magazine

ADN HEALTH editor

AARP

Health and Fitness

Prevention magazine

Men's Health / Women's Health

Alaska Business News

Identify the appropriate professional journals and trade magazines.

Plan Familiarization Tours for Medical Professionals

These are the beginning steps for the development of this clean industry and adding wellness to Homer's reputation. I request input and direction on appropriate manner to proceed. Further I welcome the formation of a subcommittee to work on the action items.

Anna Rodriguez-Sansom

DRAFT HOMER ECONOMIC DEVELOPMENT COMMISSION
2016-2017 Action Plan DRAFT

MISSION: As Chapter 8 of the Homer Comprehensive Plan, the Homer Comprehensive Economic Development Strategy and the City of Homer EDC Advisory Commission bylaws state in detail, our Mission is to advise the City Manager and City Council on the overall economic development planning for the city and promote interest in economic development and identify specific projects to accomplish this.

VISION: Economic well-being for all residents is an integral part of quality of life. Strategic planning to support that means attracting business growth, job creation and retention, income and tax base growth. By doing this, beneficial government services continue such as excellent schools, low crime and well-maintained parks and facilities for recreation and also non- profits continue their various services. Economic well-being, good government services and proactive non- profits means that the welfare and quality of life of all residents are served.

GOAL: Attract/encourage business as a significant component of the city’s economic mix

Short Term Objective: Establish a media marketing plan that would allow Homer to compete for and focus on businesses to consider us as a good place to settle and grow.

Action Plan:

Task	Completion Date	By Who
Develop Evidence of Why This is a Good Idea		
Economic cost/benefit		
Examples/studies from other towns?		
How Can it Work with other COH promotions (Pioneer/Marine Trades?)		
Discuss with Council Members initial idea; sponsor resolution?		
Frame Media Message to Promote		
Establish an understanding of Homer’s strengths and weaknesses		
Decide if want to focus media message on certain business sectors		
Identify components wanted in the media		
Research and set priorities of what media to use		
Options for producing and distributing media and budget numbers		
Present City Council budget request for production costs	August 2016	

Lead: Karin Marks

Working Committee:

GOAL: Proactively and strategically plan for Homer’s economic development concerns and initiatives

Short Term Objective A: Support efforts of the City of Homer to update Comprehensive Planning document and annual Capital Improvement Plan.

Task	Completion Date	By Who
Review Comprehensive Plan Chapter 8: Economic Vitality	May 2016	
Comp Plan Chapter 8 Comment/Updates Request	June 7 meeting Planning Dept. Report to Commission	
Worksession on updates to Comp Plan Chapter 8?	June TBD	
Recommend Approval of Comp Plan Chapter 8 Updates	July 12 meeting	
Review City of Homer Capital Improvement Plan (CIP)	June 2016	
Advise City Manager on top Legislative Priorities for fy2018	July 12 meeting	

Lead: **Working Committee:**

Long Term Objective B: Update Homer’s Comprehensive Economic Development Strategy

Task	Completion Date	By Who
Review current CEDS in relation to new Economic Development Chapter for Comprehensive Plan Update		
Review Kenai Peninsula Borough CEDS when issued		
Strategize about how to accomplish CEDS update		

Lead: **Working Committee:**



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Memorandum

TO: CHAIR MARKS AND THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

DATE: MAY 5, 2016

SUBJECT: CHANGING JUNE MEETING DATE

The next regular meeting for the EDC is scheduled for June 14th. I will be out of the office for training that week and if the Commission is willing and able to meet the week prior on June 7th it would help alleviate some of the additional meeting workload the City Clerk and the other Deputy City Clerk will have in my absence.

Recommendation: Make a motion to reschedule the EDC's June meeting to June 7th.



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City Manager's Report

TO: Mayor Wythe and Homer City Council
FROM: Katie Koester, City Manager
DATE: May 4, 2016
SUBJECT: City Manager's Report - May 9, 2016

Happy Public Service Recognition Week

Last week was Public Service Recognition week and is a great opportunity to reflect on the dedicated, talented and hardworking people we have working for the City of Homer. Working in government can be thankless –and it has been a hard year for City of Homer employees with the budget scrutinizing and talk of cuts. These are the people that keep the peace, keep your water clean, your streets sanded, the bills paid, and the City of Homer world turning. Make someone's day the next time you see a City employee and thank them for their work!

Code Blue Grant Award for Gurney for New Ambulance

Chief Painter has been informed that the Code Blue request to fund 50% of a gurney for the new ambulance has been approved. Funding for Code Blue Phase 16 is included in the Governor's budget and there is no indication at this point that it is in jeopardy, but of course that will not be final until the budget is passed and signed. Funding will not be available until about September with the state only picking up a total of \$7,000 towards the project's \$14,010 current estimate. The City will have to commit any unmet match before the gurney will be ordered by Southern Region EMS Council. However, there is the chance that the per gurney allocation will be increased to \$14,000, as was the case last year when unspent funds were reallocated. If an additional appropriation is needed, I will bring an Ordinance forward to Council this fall.

ADEC Extends Comment Period for Changes to the Regional Stakeholder Committee process

Mayor Wythe sent a letter on April 11, 2016 to ADEC requesting an extension period for comments to the proposal to update the portions of Annex B specifically related to the Regional Stakeholder Committee process. Council followed that with Resolution 16-046 opposing proposed updates to Annex B of the Alaska Federal/State preparedness plan for response to oil and hazardous substance discharges/releases (Unified Plan). To help facilitate further public discussion and input on this proposal the deadline for submitting comments has been extended to the close of business May 31, 2016. ADEC will also post a fact sheet available to the public on the Public Notice website.

Utility Poles on Pioneer

Councilmember Lewis brought to my attention a citizen’s concern regarding the safety and unsightliness of the utility poles down Pioneer Avenue (see attached email). The poles are owned by Alaska Communication Services (ACS) and in ADOT right of way. Public Works surveyed the poles and took the attached pictures. However, they are not qualified to say whether or not there is a safety concern with the state of the existing poles. It would be nice to have the poles underground, but there is a large expense associated with that. HCC 22.10.055(b) states that utilities must go underground if they are being majorly modified. However, there is lots of room in city code for the poles to be maintained without requiring underground installation. Major modifications exclude reconducting, reinsulating or in-kind replacement. There is a long list of exceptions to the underground requirement that can be granted by the City Manager. Furthermore, City Council can grant an exemption to the underground requirement.

Natural Gas HSAD Payment and Loan Update

With July 1, the annual installment payment date for the Natural Gas HSAD just around the corner and the proposal to change the penalty structure for the Natural Gas HSAD in Resolution 16-052 before you this evening, I wanted to provide Council with an update on the Natural Gas assessments, loan, and payment schedule.

Natural Gas HSAD Figures:

Total assessed properties in Natural Gas HSAD	3,788
Number of properties exempted by Council after adoption of final roll	4
Number of properties who qualified for low income deferral in 2015	17
Number of delinquent properties (see attached roster)	181
Number of properties who paid in full in 2015	1,317
Number of properties paying in installments	2,269
Total amount due on July 1, 2016 for property in good standing paying in instalments	\$414.27
Delinquent and pays in full by July 1	\$3,934.64
Delinquent and wishes to participate in grace period per Resolution 16-052 due July 1 (Sept. 1, 2016 payment, interest on principal at 10.5%, 10% penalty and July 1, 2016 payment).	\$1,357.89

Cash Flow

Finance Director Li prepared the attached amortization tables reflecting the payment schedule with the Borough for the Natural Gas HSAD. Through free main allowance payments and payments that have been made since the City made our last payment in 2015, we have a balance of \$2.3 million in the natural gas HSAD account. I plan on making a pre-payment on June 1, 2016 to bring our annual payments under what our anticipated cash flow will be with 2,269 parcels making payments.

Delinquent Properties

I have attached a list of the properties that are currently in delinquent status, excluding leases and government parcels. If none of these properties pay, the Natural Gas HSAD will be required to absorb over half a million dollars in delinquent payments (excluding interest). Payments have trickled in, most commonly with the sale of a property. At some point Council should discuss ways to encourage payment from these properties. Options include initiating foreclosure proceedings or contracting with a collections agency. Part of that conversation will be the cost associated with foreclosure and a collections agency would take around 25% of what are relatively easy funds to collect. The Borough publishes a list of properties every year that they initiate foreclosure proceedings on due to back taxes owed. These properties are rarely actually foreclosed on – it is an effective mechanism to get people's attention and payment.

Enc:

Email RE: Pioneer Pole Line

Pictures of Utility Poles on Pioneer Avenue

Amortization Tables for Natural GAS HSAD Loan with KP



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Memorandum 16-058

TO: HOMER CITY COUNCIL
FROM: MARY E. WYTHE, MAYOR
DATE: APRIL 5, 2016
SUBJECT: APPOINTMENTS OF ANDERS GUSTAFSON TO THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION AND MARK ZEISET TO THE PORT AND HARBOR ADVISORY COMMISSION.

Anders Gustafson is appointed to the Economic Development Advisory Commission for a three-year term to expire April 1, 2019. He fills the seat vacated by Corbin Arno.

Mark Zeiset is appointed to the Port and Harbor Advisory Commission for a three-year term to expire February 1, 2019. He fills the seat vacated by Bob Howard.

RECOMMENDATION:

Confirm the appointments of Andres Gustafson to the Economic Development Advisory Commission and Mark Zeiset to the Port and Harbor Advisory Commission.

Fiscal Note: N/A



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April 12, 2016

Anders Gustafson
57535 Reinhart Ln.
Homer, AK 99603

Dear Anders,

Congratulations! Council confirmed/approved your appointment to the Economic Development Advisory Commission during their Regular Meeting of April 11, 2016, via Memorandum 16-058.

Included is the 2015 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest. And finally, the Robert's Rules of Order handbook is enclosed to help you with the meeting protocol, the Commission's bylaws, and a copy of the Community Economic Development Strategy (CEDS).

Thank you for your willingness to serve the City of Homer on the Economic Development Advisory Commission. There certainly are exciting times ahead.

Your term will expire April 1, 2019.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 16-058
Certificate of Appointment
HCC 1.18 Conflicts of Interest, Partiality & Code of Ethics
2016 Public Official Conflict of Interest Disclosure Statement
Robert's Rules of Order handbook
Commission Bylaws
Community Economic Development Strategy

Cc: Economic Development Advisory Commission

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Anders Gustafson

Has been appointed to

serve as

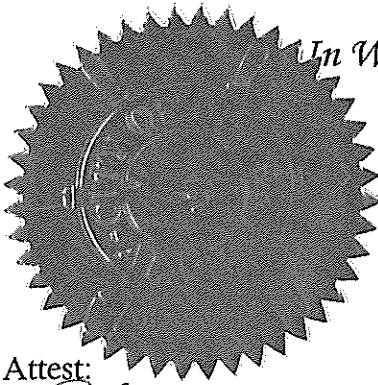
“Commissioner”

on the

“Economic Development Advisory Commission”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 12th day of April, 2016.*



Mary E. Wythe
Mary E. Wythe, Mayor

Attest:

Jo Johnson
Jo Johnson, MMC, City Clerk



CITY OF HOMER
APPLICATION TO SERVE ON ADVISORY BODY
COMMISSION, BOARD, COMMITTEE, TASK FORCE

APR - 1 2016
[Signature]

CITY CLERK'S OFFICE
CITY OF HOMER
491 E. PIONEER AVE
HOMER, AK 99603
PH. 907-235-3130
FAX 907-235-3143
clerk@cityofhomer-ak.gov

The information below provides some basic background for the Mayor and Council
This information is public and will be included in the Council Information packet

Name: Anders Gustafson Date: 04/01/16

Physical Address: 57535 Reinhart Ln Homer, AK 99603

Mailing Address: Po Box 1245 Homer AK 99603

Phone #: _____ Cell #: 907-306-1665 Work #: _____

Email Address: andersinak@gmail.com

The above information will be published in the City Directory and within the city web pages if you are appointed
by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.
You may select more than one.

<input type="checkbox"/> ADVISORY PLANNING COMMISSION 1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM	<input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2ND TUESDAY OF THE MONTH AT 6:00 PM
<input type="checkbox"/> PARKS & RECREATION ADVISORY COMMISSION 3RD THURSDAY OF THE MONTH AT 5:30 PM	<input type="checkbox"/> CANNABIS ADVISORY COMMISSION 4TH THURSDAY OF THE MONTH AT 5:30 PM
<input type="checkbox"/> PORT & HARBOR ADVISORY COMMISSION 3RD WEDNESDAY OF THE MONTH OCT-APRIL AT 5:00 PM MAY - SEPT AT 6:00 PM	<input type="checkbox"/> LIBRARY ADVISORY BOARD 1ST TUESDAY OF THE MONTH AT 5:30 PM
<input type="checkbox"/> PUBLIC ARTS COMMITTEE 2ND THURSDAY OF THE MONTH AT 5:00 P.M. FEB, MAY, AUGUST & NOVEMBER WORKSESSIONS PRIOR AT 4:00 PM	<input type="checkbox"/> OTHER - PLEASE INDICATE _____
<input type="checkbox"/> CITY COUNCIL 2ND & 4TH MONDAY OF THE MONTH SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM COMMITTEE OF THE WHOLE AT 5:00 PM REGULAR MEETING AT 6:00 PM	

I have been a resident of the city for _____ years. I have been a resident of the area for 7+ years.

I am presently employed at G Squared LLC

Please list any special training, education or background you may have which is related to your choice of advisory body.

I have been an entrepreneur in Homer and Alaska for nearly 20 years. I created my own degree

at the University of Alaska, Anchorage, and am currently working with the Homer Chamber of

Commerce as well.

Have you ever served on a similar advisory body? If so please list when, where and how long:

I was on an Advisory Board for the Bristol Bay Heritage Land Trust, I am now a full board member.

Why are you interested in serving on the selected advisory body?

I have a deep concern for the future economic stability of Homer.

Please list any current memberships or organizations you belong to related to your selection(s):

Please answer the following only if you are applying for the Advisory Planning Commission:
Have you ever developed real property other than a personal residence, if so briefly explain:

I am currently working of developing the South Peninsula Athletic and Recreation Center.

In my capacity as a board member with the Land Trust we also work on property development.

Please answer if your are applying for the Port & Harbor Advisory Commission:

Do you use the Homer Port and/or Harbor on a regular basis?

Yes

No

What is your primary use? Commercial

Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

In my experience as the Executive Director of the Renewable Resources Coalition & Foundation

I managed a state wide NGO, and was also responsible for envisioning and creating Salmonstock,

as well as successfully running the state wide initiative campaign in 2014.

When you have completed the application please review and return to the City Clerk's Office. You may also email this to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 16-067

TO: HOMER CITY COUNCIL
FROM: MARY E. WYTHE, MAYOR
DATE: APRIL 18, 2016
SUBJECT: APPOINTMENT OF SARAH RICHARDSON TO THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION.

Sarah Richardson is appointed to the Economic Development Advisory Commission to fill the seat vacated by Patrick Brown. Her commission expires April 1, 2018.

RECOMMENDATION:

Confirm the appointment of Sarah Richardson to the Economic Development Advisory Commission.

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

April 26, 2016

Sarah Richardson
1005 Carriage Ct.
Homer, AK 99603

Dear Sarah,

Congratulations! Council confirmed/approved your appointment to the Economic Development Advisory Commission during their Regular Meeting of April 25, 2016, via Memorandum 16-067.

Included is the 2015 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest. And finally, the Robert's Rules of Order handbook is enclosed to help you with the meeting protocol, the Commission's bylaws, and a copy of the Community Economic Development Strategy (CEDS).

Thank you for your willingness to serve the City of Homer on the Economic Development Advisory Commission. There certainly are exciting times ahead.

Your term will expire April 1, 2018.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 16-067
Certificate of Appointment
HCC 1.18 Conflicts of Interest, Partiality & Code of Ethics
2016 Public Official Conflict of Interest Disclosure Statement
Robert's Rules of Order handbook
Commission Bylaws
Community Economic Development Strategy

Cc: Economic Development Advisory Commission

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Sarah Richardson

Has been appointed to

serve as

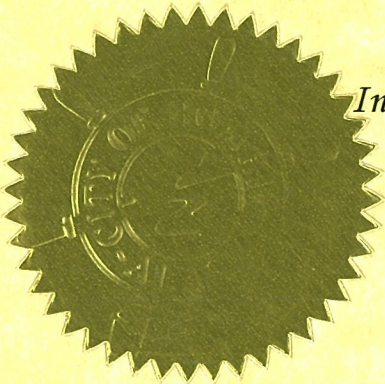
“Commissioner”

on the

“Economic Development Advisory Commission”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 26th day of April, 2016.*



Mary E. Wythe
Mary E. Wythe, Mayor

Attest:

Jo Johnson
Jo Johnson, MMC, City Clerk



CITY OF HOMER
APPLICATION TO SERVE ON ADVISORY BODY
COMMISSION, BOARD, COMMITTEE, TASK FORCE

CITY CLERK'S OFFICE
CITY OF HOMER
491 E. PIONEER AVE
HOMER, AK 99603
PH. 907-235-3130
FAX 907-235-3143
clerk@cityofhomer-ak.gov

APR 14 2016 4:11:22

The information below provides some basic background for the Mayor and Council
This information is public and will be included in the Council Information packet

Name: Sarah Richardson Date: April 12/16

Physical Address: 1125 Kalalock CT Homer

Mailing Address: 1005 Carriage CT Homer

Phone #: _____ Cell #: 907 299 5909 Work #: _____

Email Address: Sarah@soldonhomer.com

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.
You may select more than one.

ADVISORY PLANNING COMMISSION
1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM

ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2ND TUESDAY OF THE MONTH AT 6:00 PM

PARKS & RECREATION ADVISORY COMMISSION
3RD THURSDAY OF THE MONTH AT 5:30 PM

CANNABIS ADVISORY COMMISSION
4TH THURSDAY OF THE MONTH AT 5:30 PM

PORT & HARBOR ADVISORY COMMISSION
3RD WEDNESDAY OF THE MONTH
OCT-APRIL AT 5:00 PM
MAY - SEPT AT 6:00 PM

LIBRARY ADVISORY BOARD
1ST TUESDAY OF THE MONTH AT 5:30 PM

PUBLIC ARTS COMMITTEE
2ND THURSDAY OF THE MONTH AT 5:00 P.M.
FEB, MAY, AUGUST & NOVEMBER
WORKSESSIONS PRIOR AT 4:00 PM

OTHER - PLEASE INDICATE

CITY COUNCIL
2ND & 4TH MONDAY OF THE MONTH
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM
COMMITTEE OF THE WHOLE AT 5:00 PM
REGULAR MEETING AT 6:00 PM

I have been a resident of the city for 7 years. I have been a resident of the area for _____ years.

I am presently employed at Story Real Estate.

Please list any special training, education or background you may have which is related to your choice of advisory body.

Professional
~12 years experience in Public Relations, Media Relations,
Government & Community Relations
- Real Estate Agent in Homer.

Have you ever served on a similar advisory body? If so please list when, where and how long:

No.

Why are you interested in serving on the selected advisory body?

To help build the community that I call home.

Please list any current memberships or organizations you belong to related to your selection(s):

- National Assⁿ of Realtors

Please answer the following only if you are applying for the Advisory Planning Commission:
Have you ever developed real property other than a personal residence, if so briefly explain:

No.

Please answer if you are applying for the Port & Harbor Advisory Commission:
Do you use the Homer Port and/or Harbor on a regular basis?

Yes No What is your primary use? Commercial Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

-Have held many volunteer positions in Vancouver, Canada
with the Royal Canadian Mounted Police, Vancouver Canucks,
and Special Olympics. I've been in the Communications
& public relations profession for years before moving to
Alaska.

When you have completed the application please review and return to the City Clerk's Office. You may also email this to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!

