



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

City of Homer Agenda

**Economic Development Advisory Commission Regular Meeting
Tuesday, September 10, 2019 at 6:00 PM
City Hall Cowles Council Chambers**

CALL TO ORDER, PLEDGE OF ALLEGIANCE, 6:00 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 Minute Time Limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. EDC Regular Meeting Minutes for August 13, 2019

Page 3

VISITORS/PRESENTATIONS (10 Minute Time Limit)

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 Minute Time Limit)

A. Special Projects & Communications Coordinator Staff Report

i. Special Projects Coordinator Staff Report for August 2019

Page 9

ii. New Alaska Title 4 Regulation Definition

Page 11

iii. HMTA Ad in RAVN Air Magazine

Page 13

B. Chamber Director Report

C. Homer Marine Trades Association Report

i. HMTA Meeting Minutes for July 10, 2019

Page 17

ii. HMTA Agenda for August 14, 2019

Page 19

D. Pioneer Avenue Task Force Report

PUBLIC HEARING

PENDING BUSINESS

A. BR&E Action Item - Zoning

i. Memo from Special Projects Coordinator Re: Action Item from the
BR&E: Zoning

Page 21

- B. Wayfinding-Streetscape Plan
 - i. Memo from Special Projects Coordinator Re: Wayfinding & Streetscape Plan: Next Steps **Page 23**
 - ii. Planning Commission July 17, 2019 Minutes Excerpt **Page 25**
 - iii. City Planner Staff Report 19-63 **Page 27**

NEW BUSINESS

- A. EDC Next Action Item
 - i. Memo from Special Projects Coordinator Re: Selecting Next Action Item **Page 29**

INFORMATIONAL MATERIALS

- A. Appointment Letter & Certificate for John Mink **Page 31**
- B. City Manager's Report for August 12, 2019 **Page 33**
- C. City Manager's Report for August 21, 2019 **Page 41**
- D. EDC 2019 Meeting Calendar **Page 53**
- E. Commissioner Attendance at 2019 City Council Meetings **Page 55**

COMMENTS OF THE AUDIENCE (3 Minute Time Limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE CITY COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is TUESDAY, OCTOBER 8, 2019 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 19-07 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:00 p.m. on August 13, 2019 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, BROWN, AREVALO, RICHARDSON, AND JOHNSON

ABSENT: STUDENT REPRESENTATIVE BROWN

STAFF: CITY PLANNER ABBOUD
DEPUTY CITY CLERK TUSSEY

AGENDA APPROVAL

Chair Marks called for a motion to approve the agenda.

AREVALO/BROWN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. EDC Regular Meeting Minutes for June 11, 2019

Chair Marks called for a motion to approve the minutes.

JOHNSON/RICHARDSON MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Special Projects & Communications Coordinator Staff Report
 - i. Special Projects Coordinator Car [3] uly 2019 Staff Report

- ii. City Planner Abboud Staff Report PL 19-63
- iii. Advisory Planning Commission July 17, 2019 Regular Meeting Minutes

Chair Marks deferred to City Planner Abboud to discuss items on the staff reports. Mr. Abboud spoke to and facilitated questions from the commission on the following topics:

- Business items currently before the Planning Commission and upcoming public hearings.
- Amending the permitted uses for manufactured items and which agencies would oversee enforcement of environmental concerns/violations.
- Changes to allow general boat storage, sales, and repair as a permitted use in Marine Industrial zone areas.
- Update on the EDC's Wayfinding/Streetscape Plan and the Planning Commission's decision to remove that component from the scope of the area transportation plan and be bid out separately.
- Efforts to coordinate the EDC, Parks, Art, Recreation and Culture Commission, and the Planning Commission's efforts on creating a Transportation Plan.

- B. Chamber Director Report
- C. Homer Marine Trades Association Report
- D. Pioneer Avenue Task Force Report

Chair Marks noted that the Pioneer Avenue Task Force is now meeting quarterly; she may have a report at the next EDC meeting.

PUBLIC HEARINGS

PENDING BUSINESS

- A. EDC Strategic Plan/Goals
 - i. Memo from Special Projects Coordinator Carroll Re: Adoption of EDC
 - ii. Strategic Plan Goals
 - iii. DRAFT 2019 EDC Strategic Plan/Goals

Chair Marks recapped what the commission did to the strategic plan at their June worksession, and staff's efforts in organizing all the goals into a concise, easy-to-understand format. She asked for Commissioner Richardson's input since he was absent at the last meeting. Mr. Richardson shared his support of the plan.

RICHARDSON/AREVALO MOVED TO APPROVE THE EDC 2019 STRATEGIC PLAN AND MOVE FORWARD.

There was no further discussion.

VOTE: YES: AREVALO, MARKS, BROWN, JOHNSON, RICHARDSON

Motion carried.

NEW BUSINESS

- A. Review of Ordinance 19-19(S) Extra Territorial Water
- i. Memo from Special Projects Coordinator Carroll Re: Extraterritorial Water
 - ii. Memo 19-072 from Councilmember Aderhold Re: Ordinance 19-19(S)
 - iii. Ordinance 19-19(S) Extra Territorial Water
 - iv. City of Homer Water & Sewer Distribution Map
 - v. City Council Minutes Excerpt from April 22, 2019
 - vi. City Council Minutes Excerpt from May 28, 2019
 - vii. City Council Minutes Excerpt from June 10, 2019
 - viii. Excerpts from Homer Comprehensive Plan

Chair Marks opened the floor for discussion on Ordinance 19-19(S) and asked the commission if they have any questions or feedback to provide to City Council. The commission discussed the consideration of amending City Code to allow piped City water outside city limits. Key points made during the discussion included:

- Overall logistics and concerns regarding mainline extensions and applying hook-up costs/water fees equitably to new, out-of-city limits customers in a way that's fair to existing/inside city limit customers.
- Concerns that there should be some sort of user fee to go towards the maintenance of the line in lieu of the missing city sales tax; it poses the question: are there city funds being used for the maintenance costs?
- Consensus that the ordinance is carefully written and tight-knit, allowing water outside city limits but with contingencies.
- Refuting the idea that businesses will run out of town to avoid taxes; Chair Marks knows of businesses that have moved back into town because establishing inside city limits is better for their business.
- Would allow a better mix of businesses in that area; allowing tapping into the water main may facilitate some businesses more than having to truck in water which creates more year-round jobs and benefits the Homer community.
- Ensuring the ordinance can clearly address the possibility of a water resale/trucking business that opens up outside of city limits.

The commission deliberated on whether to pass a motion that approves the ordinance as written but with contingencies, or to pass a motion that states their points for City Council's consideration.

MARKS/JOHNSON MOVED TO SEND TO CITY COUNCIL THE FOLLOWING CONSIDERATIONS REGARDING ORDINANCE 19-19(S):

- 1) IT IS A CAREFULLY CRAFTED ORDINANCE WITH PROTECTIONS TO THE CITY;
- 2) THERE NEEDS TO BE MORE CLARITY ON WHAT FUNDS THE MAINTENANCE COSTS, WHETHER IT WILL BE EXCLUSIVELY FROM WATER FEES OR ANOTHER CITY FUND SUCH AS HAWSP;
- 3) POTENTIALLY BENEFICIAL TO THE CITY TO HAVE AN EXPANDED BUSINESS AREA THAT WOULD ADD TO YEAR-ROUND ECONOMIC BENEFITS;
- 4) WHAT THIS ORDINANCE WOULD REQUIRE IN TERMS OF A BUSINESS INTENDING TO SELL WATER.

There was no further discussion.

VOTE: YES: MARKS, BROWN, JOHNSON, RICHARDSON, AREVALO

Motion carried.

- B. FY 2020-2025 Capital Improvement Plan Review
- i. Memo from Special Projects Coordinator Carroll Re: Draft 2020-25 CIP
 - ii. Draft Capital Improvement Plan 2020-2025
 - iii. Everything You Always Wanted To Know About the CIP

Chair Marks introduced the agenda item and asked commissioners to provide feedback on the CIP draft and share their top two priority choices. There was discussion on general questions regarding the CIP, its process, and on each commissioner's reasoning for their selected priorities.

- Commissioner Johnson – #1 Storm Water Master Plan and #2 Main Street Sidewalk Facility
- Chair Marks – #1 Large Vessel Moorage Facility and #2 Phase 1 of the Multi Use Center
- Commissioner Brown – #1 Barge Mooring/Large Vessel Haul out and #2 Storm Water Master Plan
- Commissioner Richardson – #1 Large Vessel Moorage Facility and #2 Barge Mooring/Large Vessel Haul out
- Commissioner Arevalo – #1 Barge Mooring/Large Vessel Haul-out and #2 Storm Water Master Plan

Discussion ensued on prioritizing the commissioners' selections into one unanimous motion. Commissioner Brown noted that if given the choice to add a third option she would choose the Large Vessel Moorage Facility. Commissioner Arevalo concurred, adding that she placed the haul-out facility first given the high demand from our maritime industries for such a facility. Deputy City Clerk Tussey shared information from the Port and Harbor Commission that once the Army Corps enters into the next phase of research/design of the large vessel harbor expansion, the PHC plans to strongly advocate adding in a large vessel haul-out facility into the expansion project. Commissioner Johnson noted his reason for selecting the Main Street Sidewalk Facility was because it may not get as much attention as some of the other things.

AREVALO/RICHARDSON MOVED TO PRIORITIZE STORM WATER MASTER PLAN AS PRIORITY #1, NEW LARGE VESSEL MOORAGE FACILITY AS PRIORITY #2, AND BARGE MOORING AND LARGE VESSEL HAUL REPAIR FACILITY AS PRIORITY #3.

Chair Marks noted that the Large Vessel Moorage Facility would be priority #2 with the understanding that the Large Vessel Haul-out Repair Facility is #3 but possibly could be an addendum to #2 as that project develops.

VOTE: YES: MARKS, BROWN, JOHNSON, RICHARDSON, AREVALO

Motion carried.

INFORMATIONAL MATERIALS

- A. City Manager's Report for June 10, 2019 with Attachments

- B. City Manager's Report for June 24, 2019
- C. City Manager's Report for July 22, 2019 with Attachments
- D. EDC 2019 Meeting Calendar
- E. Commissioner Attendance at 2019 City Council Meetings

Chair marks reviewed the City Council meeting schedule and confirmed which commissioners will be able to attend the remaining 2019 meetings.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

City Planner Abboud and Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Marks is very pleased for all the progress being made in different directions. She opined that the commission could start working on new topics based on their newly approved strategic plan. She also shared an upcoming event hosted by the Kenai Peninsula Economic Development District called Industry Appreciation Day, held August 24th, and suggested commissioners attend if possible.

COMMENTS OF THE COMMISSION

Commissioner Brown shared a City of Soldotna flyer for a storefront improvement program that could be applicable to the Pioneer Avenue Task Force.

Commissioner Arevalo stated that she will not be available for the September meeting.

Commissioners Richardson and Johnson had no comments.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 7:45 p.m. The next regular meeting is scheduled for Tuesday, September 10, 2019 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____



City of Homer

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Administration

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Memorandum

TO: City of Homer Economic Development Advisory Commission
FROM: Jenny Carroll, Special Projects & Communications Coordinator
THROUGH: Katie Koester, City Manager
DATE: September 4, 2019
SUBJECT: Staff Report

New Alaska Title 4 Regulation Proposed

A change in Title 4 regulation regarding allowable activities at breweries and distilleries is proposed by the Alaska Alcoholic Beverage Control Board. Currently, breweries and distilleries are licensed as manufacturers and are prohibited from onsite live entertainment, TVs and games or “other recreational or gaming opportunities.” The proposed regulation change would further define recreational opportunities to specifically prohibit festivals, games and competitions, classes, public parties, presentations or performances and other social gatherings advertised to the general public like First Friday art openings and fundraisers.

The Anchorage Daily News ran a story about the proposed changes and issues.

<https://www.adn.com/business-economy/2019/09/01/bar-wars-proposal-to-limit-activities-in-alaska-breweries-and-distilleries-is-the-latest-twist-in-a-long-regulatory-evolution/>

Public comment is open through Oct. 4.

<https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=195261>

For Your Calendar – and sharing information with Homer’s small business community.

The Small Business Association will be at the Homer Public Library September 17th from 10 am to 12:30 pm to present their programs and services to help rural businesses, and to have a round table discussion about the challenges in rural Alaska. They will be holding a larger event in Kenai on September 18th. Please see AK Rural Strong Event flier and Workshop descriptions attached.

Planning Commission Topics

Building height amendment. Ordinance to amend city code to allow buildings up to 75 feet in height with a conditional use permit will be forwarded to City Council.

Amend City Code Title 21 sections 24.020 and 26.020 permitted uses and structures in GC1 and GC2.

Ordinance to allow manufacturing, fabrication and assembly as permitted use will be forwarded to City Council.

Permitting amendments. Commission moved to adopt changes to improve applicants' site plans including preconstruction surveys, supplying preconstruction as-builts of existing structures, staking of property lines and after construction as-built survey; and to change the application procedure to have some recommendation or best practices for the preconstruction items.

City Council Meeting 8/26/2019

Ordinance 19-19(S), *An Ordinance Amending Homer City Code Title 14.08, "Water Rules and Regulations" to add HCC 14.08.015, "Water Service Area" and Permitting the City to Provide Water Service Outside the City of Homer so Long as the Property Served is Adjacent to a Water Main Installed to Serve City Property and Such Service is Required by Law or Authorized by Ordinance and Requiring a Council Approved Agreement Regulating Use, Operation, Installation, and Maintenance of Water Service on the Property* was postponed to the September 9, 2019 City Council meeting.

Council discussed **next steps for the HERC** and the discussion directed them to consider authorizing \$35,000 from the Old Middle School Depreciation Account for a demolition study of the HERC and formulating short and long-term plans of filling the needs of the community in its absence. This item was postponed to the September 9, 2019 City Council meeting.

Welcome to New Commissioner -

At the August 26th City Council Meeting, Mayor Castner appointed John Mink to serve on the Economic Development Advisory Commission through April 1, 2022, filling the seat vacated by Anders Gustafson. Welcome!

Commissioner's Short Bios for Orientation Packet

Welcoming Commissioner Mink reminds me to ask him to provide a short bio to Clerk Tussey for inclusion in the Orientation Packet. I believe we also need one from Student Representative Brown and Commissioner Arevalo. Thanks!

Homer Marine Trades Association advertising

Attached is a magazine story and advertising featured in this month's Alaskan Spirit, the Ravn Air Group on-board magazine.

3 AAC 304.390 is a new section to read:

3 AAC 304.390. Definitions.

(a) For the purpose of AS 04.11.130, AS 04.11.170, and 3 AAC 304.380, “other recreational or gaming opportunities” includes

- (1) festivals;
- (2) games and competitions;
- (3) classes;
- (4) parties, except for private parties limited to specific invited guests;
- (5) presentations or performances;
- (6) other types of organized social gatherings that are advertised to the general

public. (Eff. ___/___/_____, Register _____)

Authority: AS 04.06.090 AS 04.06.100 AS 04.11.130
AS 04.11.140 AS 04.11.170

Alaskan Spirit

THE MAGAZINE OF RAVN AIR GROUP AND RURAL ALASKA

SEPTEMBER 2019



CULTURE IN OUR ART

Native Art and Artists

ALASKA FEDERATION OF NATIVES

2019 Fairbanks Convention

SEASON OF GATHERING

Hunting and Subsistence

ANCHORAGE

Living The Big Wild Life

RavnAir
GROUP 

Homer Marine Trades

Boats have a home in Homer

Story and photos by McKibben Jackinsky

With its toes dipping into the waters of Kachemak Bay, Cook Inlet only a stone's throw away, and the North Pacific just around the corner, it makes perfect sense that Homer is in the business of boats.

Everywhere you turn proof of that connection is evident.

There's the temporary halt in traffic as three Marine Travelifts lumber across Kachemak Drive, transporting commercial fishing vessels from Northern Enterprises Boat Yard's storage to its dock.

At NOMAR, Rich Mitchell, head of production, hurries with finishing touches on custom-made black-out coverings for the deck of a boat so an eager Valdez family will have sleeping space while exploring Alaska's coastline.

At Homer Marine, owner Eric Sloth moves the 54-foot Cordova seiner, F/V Skadi, out of the shop after completing a wheel-

house, hydraulics, rigging and electrical work, and adding fresh paint.

"The owner hadn't been here for 30 years, but heard Homer was the place to get work done," said Sloth. "He didn't realize how easy it is between the different engine shops, boat builders and hydraulic guys. There's a network that isn't common elsewhere."

As Homer Marine Trades Association testifies, "Homer is in the business of boats."

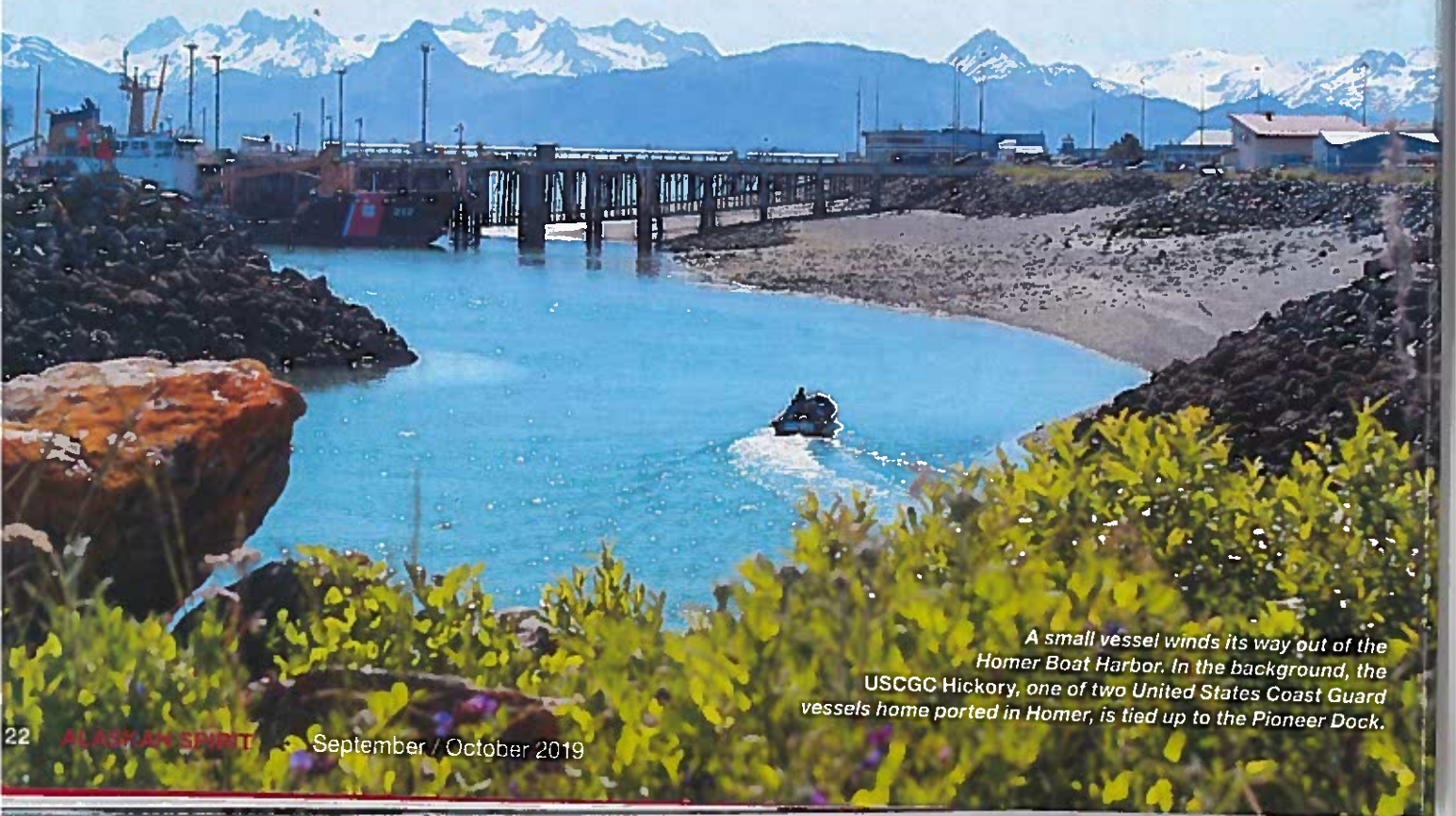
A nonprofit business organization since 2011, HMTA's 100-plus members promote Homer as Alaska's leading port for all boating needs, complete with a harbor, access to Cook Inlet and the Gulf of Alaska, a mild coastal climate, grids for working below a boat's waterline, a fish dock with cranes and ice facilities, haul-out and vessel storage, fuel, fish buyers and processors.

"We work on boats from all over the state," said Mark Zeiset, HMTA president and owner of South Central Radar.

Homer's boat-mecca reputation is due to a "large pool of well-trained, talented people," said Steve Zimmerman, owner of Desperate Marine, specializing in marine hydraulics, steering, plumbing, hoses, paint and pipe threading. "You can come to Homer and have someone build a boat for you or do it all yourself and sub out all the work."

Sloth runs Homer Marine out of space rented from Northern Enterprises Boat Yard. He credits owners Ken and Snooks Moore for "making it possible for people like me to do work in the facilities here."

With years of experience commercial fishing, in 1981 the Moores began Northern Enterprises and lifted the first boat from the water.



A small vessel winds its way out of the Homer Boat Harbor. In the background, the USCGC Hickory, one of two United States Coast Guard vessels home ported in Homer, is tied up to the Pioneer Dock.



"It was private enterprise, not government, putting in facilities to help the community," said Ken Moore with pride.

Northern Enterprises covers 35 acres and has 20 buildings with 36 bays or shops available for rent to boat owners, builders and repair companies. With one 70- and two 75-metric ton lifts, the Moores and their crew move an annual average of 400 boats and have a dock that accommodates vessels up to 20 feet wide.

A \$604,053 grant from the U.S. Department of Transportation's Maritime Administration will help Northern Enterprises expand its capabilities with the purchase of a 150-metric ton Travelift.

"It's a small chunk of what the debt will be and it still won't happen unless the bank and AIDEA (Alaska Industrial Development and Export Authority) both see that we can pay it back, but it's a big push in the right direction," said Ken Moore of the \$1 million piece of equipment.

Along with planned dock upgrades, the new Travelift will allow Northern Enterprises to double its lift and launch capacity by 2020.

"Homer's a great town with a great future in the marine industry. Everybody wants to come here. That's why we have so much talent," Moore said.

The Marine Administration also granted \$976,298 to JAG Alaska, Inc. Seward Shipyard for improvements.

The City of Homer's Port and Harbor works hand-in-hand with HMTA. Together, they participate in Seattle's Pacific Marine Expo and the Anchorage Boat Show. The harbor offers docks, a load and launch ramp, large vessel haul-out and repair facility, 920 stalls leased year-round, and more than 6,000 linear feet of transient mooring.

In May 2019, the U.S. Army Corps of Engineers published a "Planning Assistance for States (PAS) Section 22 Navigation Improvements Technical

Report," giving the go-ahead for an in-depth, three-year, \$3 million study of the geophysical, environmental and economic impacts of a harbor expansion project. The Corps' recognition of Homer as a transportation hub will weigh in Homer's favor when the project progresses to an evaluation for federal funding.

"For the non-road connected communities to the southwest of us, Homer is the beginning of the road. Our fleet is out there working statewide," said Harbormaster Bryan Hawkins.

Looking to the future, HMTA supports workforce development by introducing Homer High School students to careers in marine trades through University of Alaska and U.S. Coast Guard training. With HMTA's support, the University of Alaska's Kachemak Bay Campus obtained a grant to hire the Marine Technology staff person who worked with the United States Coast Guard to provide the certified Able Bodied Seaman and 100-ton classes.

HMTA also offers a \$1,000 scholarship to a local high school or GED graduate. Local donations of an additional \$2,000 will be used to give some course reim-

bursement to students taking classes and workshops at the college.

"Our ultimate goal is to increase trained skilled workers for Homer's growing marine industry. In order to do that, we feel compelled to assist with continued education and training," said Cinda Martin, HMTA board secretary, as well as Senior Business Relationship Manager and Assistant Vice President at Wells Fargo Bank's Homer branch.

Opened in 1980, Homer Boat Yard was bought by Josh Burns in 2017. That first winter, Burns stored 175 boats. He now stores 240, thanks, in part, to HMTA's promotion of the area.

"Homer has the infrastructure to support commercial and sport fleets year-round," Burns said. "The more people that come here, the more we'll be able to support them." &

For more about Homer Marine Trades Association, contact information for more than 100 business members, and how to become a member, visit www.homermarinetrades.com



A 75 metric ton Travel Lift moves a commercial fishing boat from Northern Enterprises Boat Yard, across Kachemak Drive, to the dock for launching.



Homer is in the Business of Boats!

Homer is the #1 Alaskan port for all your boating needs. Located on Kachemak Bay near the mouth of Cook Inlet, Homer offers a protected harbor with easy access to Cook Inlet and the Gulf of Alaska.

- Mild climate with little rain or wind provides many good work days for boat projects.
- Two marine grids at the harbor to get work below the waterline done.
- Numerous daily flights provide excellent scheduled passenger and freight service.
- Regularly scheduled freight delivery.
- Modern fish dock with 8 public access cranes for the best fish prices.
- Full-service community (hotels, stores, doctors, hospital and more) open year-round.
- Ice-free, protected harbor.
- Over 100 marine trades and service providers at your service.
- Fish buyers and processors at the harbor.
- Easy access to many of the state's premier commercial and sportfishing grounds.
- Superior haul-out and storage options.
- Transient boat parking.
- Two fuel docks in the harbor.



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HMTA Board Meeting
July 10, 2019
Homer Harbor Master's Office

The meeting was called to order by President, Mark Zeiset at 6:10 p.m.

Guests present: Bryan Hawkins, Harbor Master

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

Approve Agenda: **Motion by Mike Stockburger** to approve the agenda as presented, 2nd and carried.

Approve Minutes of June 12, 2019 meeting: **Motion by Brad Conley** to approve the minutes as written, 2nd and carried.

Visitor Comments: Bryan reported that the spit has been very busy with visitors and fishing activity; no disasters over the 4th!

Treasurer's Report: Jen Hakala presented the Treasurer's Report consisting of a current Balance Sheet and A/R Aging report which is down to \$2,270 with a few that need to be written off; all of the RAVN ads have been collected for the current issue. She also reported that she paid the IMG invoice from the Anchorage Boat Show for \$200; Eric stated that he expected to pay at least half, Jen will bill Bay Welding.

Committee Reports:

- Workforce Development –
 - FOLs – will be looking for fall presenters; discussion held regarding promotion of KPC courses to high school students, would be great to get Jesus in to speak with students
 - KPC – Jesus has the book ready for fall but is always looking for instructors
- Scholarship – nothing to report
- Advertising, Web/Social Media
 - Update from committee meeting
 1. RAVN Ad – Ad has been published in the July/August issue (just after the Salmon Sisters article!). Kate reported that she has a request ready to go to the City requesting funds to be applied toward the top banner in the next issue of the RAVN magazine. Fish Alaska will run its course with the 3 businesses that have committed; we will not renew.
 2. Annual Membership Drive – Saturday, August 24th at 5pm at Northern Enterprises; Aaron will be showing the new travel lift; Bryan can also play the new radio ads
 3. Membership Packets – committee meeting tentatively scheduled for 7/17; need to discuss changes to membership forms, deadlines for membership applications to be included in various advertising opportunities (suggestion of 9/15) and advertising opportunities and pricing.
 4. Advertising Opportunities - updates
 - a. Tide Book – **Motion by Brad Conley** to order 5,000 tide books (same as last year) for the upcoming year, 2nd and carried.
 - b. Seattle Fish Expo – Neither Mike nor Bryan will be attending the Expo this year, looking for another person in charge, possibly Aaron and/or Jen Hakala. Bay Welding will have their own booth but NOMAR will be sharing the increased space. Mike turned over the storage unit information over to Jen Hakala.
 - c. Anchorage Boat Show – Mike reported that the packet with the application has been received. Eric reported that Alaska Mining & Diving may not be participating this year which could have an impact on the show. He is thinking of bringing 2 fairly large boats to the show this year to place in the same spot and have Raider negotiate their own. This will allow increased space for HMTA members. Discussion held regarding expanding booth space for members.

- d. Banner – Mark reported that all but 3 businesses appeared on both show (Expo and Anchorage) banners. Discussion held regarding consolidating to one banner; revenue and exposure for each are prime factors.
- e. RAVN 2020 – Include Ad Op in Membership Packet, 9 available; City funds available for the banner but needs to be requested prior to the end of the calendar year
- f. Round Hauls – ideas for winter
- g. Radio – will be letting our members know what we are doing
- h. FOL instructors needed
- i. Marine Technology course instructors
- j. Video updates –

Old Business:

- Annual Membership Fees - **Motion by Cinda Martin** to raise Annual Membership Fees to \$150, to include the members' hot link and logo at no additional charge, and earmark \$25 to go toward our Workforce Development endeavors, 2nd. Discussion held. Motion carried.
- The Bristol Bay sail boat – Kate reported that it is getting traction for July 4th 2020; the boat would arrive in BB in time for their Fishteval. They are looking for sponsors and are working on the send off party on the Homer side. The sail boat will return by Labor Day, 2020.
- Sea Fair – the Chamber has not expressed any further interest

New Business: none

Comments:

Bryan Hawkins – noted that we should be highlighting the dock expansion/lift at Northern Enterprises at Fish Expo; perhaps an aerial photo of the yard for the banner and update their section of the video

Next Meeting: Wednesday, August 14th at 6pm at the Homer Harbor Office

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Cinda Martin, Secretary

Homer Marine Trades Association Regular Meeting Agenda

August 14th 2019

1. **Call Meeting to order:** (Quorum- Y / N)
2. **Approve Agenda for tonight 8/14/19:**
1st _____ 2nd _____
3. **Approve of minutes for 7/10/19:**
1st _____ 2nd _____
4. **Visitors/Presentations:**
 - Homer Harbor Master
 - Dave Berry Director, Homer Public Library
5. **Treasurer's Report:** Jen
6. **Committee Reports:**
 - **Workforce Development:** Brad/Gordon
 - FOL's Gordon Pitzman advisor update
 - KPC update, Jesus email: jtrejo@alaska.edu
 - **Scholarship:** Cinda
 - **Advertising and Web/Social media:** Brad, Liam, Mark, Kate, Aaron
 - Update from committee meeting
 1. Ravn update from Kate
 2. Annual Membership Saturday August 24th 5PM
 3. Next committee meeting
7. **Old Business:**
 - We need to form an Expo committee to help get ready. Bryan and Mike will not be able to attend this year.
 - Someone to take banner project for Expo and Anchorage (Advertising Committee)
8. **New Business**
 - Membership Drive
 - Advertising Opportunities
9. **Comments of the audience:**
10. **Comments of the board:**
11. **Next Meeting:** September 11th 2019 at 6PM at the Harbor Office



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR
DATE: SEPTEMBER 4, 2019
SUBJECT: ACTION ITEM FROM THE BR&E: ZONING

Zoning was a new business item on the EDC's June 11, 2019 agenda.

At that time, City Planner Rick Abboud gave the Commission a memo and presentation on zoning and the Commission had the opportunity to review Chapter 4 (Land Use) of the City's Comprehensive Plan and to review specific zoning comments contained in the Business, Retention & Expansion survey. Those can be found at:

<https://mccmeetings.blob.core.usgovcloudapi.net/homerak-pubu/MEET-Packet-2994b873429e4ea3a5c53045554cd738.pdf>.

Zoning is back on the September 10th agenda as a pending business item.

Staff Recommendation

Commissioners review materials and propose potential zoning action items through motions. If no zoning action items are proposed, I recommend closing the Zoning discussion for now and removing it from Pending Business.



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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR
DATE: SEPTEMBER 4, 2019
SUBJECT: WAYFINDING & STREETScape PLAN: NEXT STEPS

In July, the Planning Commission discussed moving forward with the transportation plan for the City of Homer and passed a motion that recommended removing the Wayfinding-Streetscape Plan component. (See excerpt from Planning Commission's July 17, 2019 meeting minutes, attached.)

The reasoning behind the recommendation is that:

- 1) Typically Transportation Plans are developed by engineering firms while Wayfinding-Streetscape plans are typically developed by Landscape Architects;
- 2) The timeframe for a Wayfinding-Streetscape planning is significantly shorter than transportation planning; and
- 3) The planning process is a bit different from a transportation plan and may have more decision points that require inputs from stakeholders. (See City Planner Abboud's staff report to the Planning Commission, attached as back up.)

Staff Recommendation

Since the EDC's recently adopted Strategic Plan lists following the Wayfinding-Streetscape planning effort the as an ongoing goal, please provide direction to staff on what you would like the next step to be, or consider scheduling a worksession to explore ideas for next steps for Wayfinding-Streetscape Plan.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

c. Staff Report 19-63, Transportation Planning

Chair Venuti introduced the item by reading of the title.

City Planner Abboud provided his report for the Commission.

Discussion followed on a time line, data availability, existing projects, wayfinding including signage, current points from the existing transportation plan, such as routing the truck route to airport road the connecting to East End Road, the task now is drafting the RFP, including the new data from the upcoming census into the plan, more critical to perform the transportation plan then the wayfinding and streetscape plan.

The task was to discuss moving forward with the transportation planning and make a motion for recommendation to City Council.

Further discussion included current projects underway, funding availability, political support, concepts that will need buy-in such as truck traffic, traffic backups at the construction site for Main Street and the Highway, remove Wayfinding and Streetscaping and add in Stormwater, since it is important to consider how we route water when transportation planning.

BENTZ/BOS MOVED THAT THE PLANNING COMMISSION RECOMMENDS SEPARATING THE WAYFINDING AND STREETScape PLAN FROM THE TRANSPORTATION PLAN AND BID SEPARATELY.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BENTZ/BOS MOVED TO RECOMMEND CITY COUNCIL DEVELOP A TRANSPORTATION PLAN REQUEST FOR PROPOSALS OVER THE NEXT 12 MONTHS.

There was a brief discussion for considerations for time horizons when developing the request for proposal and those would be census data, AKDOT project completion dates or other useful information for transportation planning.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.



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Staff Report PL 19-63

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: July 17, 2019
SUBJECT: Transportation Planning

Introduction

The Commission has been tasked with transportation planning input. At this point, we are looking to develop a time frame and consider various scenarios relating to the level of update. The City Council forwarded memo 19-014 to the Commission.

Analysis

I have contacted an engineering firm to give consideration to the transportation needs of the City. This includes the priorities for transportation plan revision from Council Member Erickson. One thing I have found is that the Wayfinding-Streetscape Plan Proposal is a separate plan produced with different personnel and planning objectives.

Wayfinding-Streetscape planning is typically produced with the input of Landscape Architect. Most engineering firms would have to enter into a contract with one, as they are not typically on staff. The process and timeline for this type of plan is a bit different from a transportation plan and may have more decision points that require inputs from stakeholders.

Additionally, the EDC has already put for significant effort into development of a scope and has worked on components of Sign and Streetscape audit. With the working knowledge of wayfinding, some members of EDC can team up with other stakeholders to provide valuable input in the process. We will be able to produce saving in the plan in consideration of the past and future efforts of the EDC, as not all components of the plan needs to be accomplished by a contractor.

The other proposed elements of the transportation plan will generally be more focused on traffic counts, population projections, land use, economic drivers, traffic routes, and other engineering thought. The timeframe for the gathering and processing of all the data will be significantly longer than a wayfinding-streetscape plan and will require a different skill set than that of a wayfinding plan. If more traffic counts are found necessary, we will have to avoid times of major disruption, such as the paving of Pioneer Avenue.

For the reasons stated above, I suggest that we recommend to the council that a Wayfinding-Streetscape plan is best addressed separately from the Transportation Plan and a stakeholder task force should be created for plan input. The Transportation Plan RFP can be developed over the next year for a timeframe to start after the completion of the Pioneer Avenue project and possibly the Lake Street project.

Staff Recommendation

Discuss option for moving forward with transportation planning and make motion for recommendation to the City Council.

Attachments

Memo 19-014



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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR
DATE: SEPTEMBER 4, 2019
SUBJECT: SELECTING NEXT ACTION ITEM

The EDC's recently adopted Strategic Goals lists Zoning, Review CEDS (the City of Homer Comprehensive Economic Development Strategy), Move Downtown Vitalization forward and Remote Workforce as the Commission's short-term goals.

Zoning is already on the EDC's agenda. I reached out to Debbie Speakman, Chamber Director for an update on the Remote Workforce Recruiting project, but have not heard back from her on that yet.

Staff Recommendation

Commissioners discuss and make a motion about what short-term goal you would like to work on next. That will give staff and Commissioners time to prepare for the next several months.



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August 27, 2019

John Mink
P.O. Box 248
Homer, AK 99603

Dear John,

Congratulations! City Council confirmed/approved your appointment to the Economic Development Advisory Commission during their Regular Meeting of August 26, 2019 via Memorandum 19-100. Your term will expire April 1, 2022.

Included is the 2019 Public Official Conflict of Interest Disclosure Statement. Please complete this form and return it to the City Clerk's Office at your earliest convenience. The Public Official Conflict of Interest Disclosure Statement is a public document that may be requested by a member of the public. In the event it is requested, you will be notified of the requestor's name.

Also included is the EDC's Orientation Packet and a copy of the Code of Ethics as outlined in Homer City Code 1.18. This information provides important guidelines for your role as a commissioner.

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

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 19-100
Certificate of Appointment
2019 Public Official Conflict of Interest Disclosure Statement
EDC Orientation Packet
HCC 1.18 Code of Ethics

Cc: Economic Development Advisory Commission

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

John Mink

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 27th day of August, 2019.*



Ken Castner, Mayor

Attest:



Melissa Jacobsen, MMC, City Clerk





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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: August 7, 2019
SUBJECT: August 12 City Manager's Report

Regulatory Commission of Alaska Hearing on Enstar Tariff 310-4

The week of July 29th I, along with Mayor Castner, attended the Regulatory Commission of Alaska (RCA) hearing on Enstar Tariff filing 310-4. Councilmembers Stroozas and Aderhold were able to attend for a few days each and provide support, strategy and input. It was very meaningful to have Homer represented; the panel that heard the filing consisted of 2 former Mayors and the significance of 3 municipal governments aligning and the effort it took for elected officials to take the time out of their schedules was not lost on the Commission. I served as a witness to represent the Homer Area Ratepayers, the the name we gave ourselves to speak collectively as the Kenai Peninsula Borough, Kachemak City and the City of Homer. I explained how upset customers were when they learned that the surcharge could last more than 30 years. I was there to help put a 'face' to the issue and remind the Commission how their decision effected customers.

Homer Area Ratepayers entered into a settlement agreement with Enstar preceding the hearing. This agreement was much more favorable to us than Enstar's original position and represented significant compromise on Enstar's part. Under this agreement the tariff would remain the same (\$1 per MCF) and it would have a hard end date (2032) instead of remaining place potentially indefinitely. It was meaningful to be able to show the Commission that two adversarial parties were able to come together and compromise; both emphasized in testimony how important it was to have a positive relationship moving forward. Another critical component of the settlement agreement was regular reporting to the municipal governments on the status of the tariff to bring greater awareness to the issue. If natural gas sales exceed expectations, the \$1 per MCF could be removed before 2032.

The settlement was contested by the Regulatory Affairs and Public Advocacy (RAPA) section of the Attorney General's Office which made for a longer hearing and potentially more uncertain outcome. A key component of the settlement was rolling the cost overruns from installation of the trunk line in 2012 (\$1.08 million) into overall customer rate base. This represents an annual increase to the average customer of .05 cents a month. The benefits to the overall system of the Homer area connected to the system and sharing in the overall system costs was clearly demonstrated.

The RCA will make their decision any time between now and November 3, their statutory end date. They could agree with the settlement, or alter it in some way based on the hearing. A clear take away I had from the week of hearings was how important it was the municipalities spoke up and participated; taking an active role was necessary to get the Commission's attention and represent Homer area constituents. The

quick action by the Mayor upon discovering that the tariff was not functioning as it should and the responsiveness of all three bodies will undoubtedly put Homer area ratepayers in a better position moving forward.

Update on Poopdeck Trail Project

In July, Ptarmigan Ptrails, a Northwest-based trail construction company and member of the nationally recognized Professional Trail Builders Association, began trail construction on Kachemak Heritage Land Trust Poopdeck Platt property and on the adjacent City of Homer property. The new universally accessible trail is part of the Poopdeck Community Park project, aiming to help make Homer a more accessible community. Currently, construction is on hold until September due to a delay in shipment of building materials but is still on track to be completed this fall.

The trail construction is being done in collaboration with the City of Homer and the Homer Independent Living Center with funding from the Alaska Recreational Trails grant program and a required 10% match from the City. Other upcoming features of the Poopdeck Community Park project include informational signs with interactive elements, and in partnership with Homer Animal Friends, dog lending leashes and waste disposal stations.

Municode and Commission Chair Training

The Clerk's office has been busy training and being trained. Staff sat in on a webinar provided by Municode Meetings that addressed some program updates and upcoming features that include the ability to display agenda titles on the Council Chamber screens as they come up for discussion, as well as the vote results when members vote on their iPads, and the option for legislators to submit agenda packet materials through the system. They've improved the PDF bookmarks of the agenda packet that direct the user to the first page of the agenda item, and the ability to publish ADA compliant HTML agendas and agenda packets to the City website. Municode Meetings is working on an integration between the Agenda program and the Municode codification program. The codification program is used to provide our City Code online and currently the City uses another company for this service. The Clerk is looking into the possibility of transitioning to Municode. They are also looking into integration with Laserfiche, which is a service the City uses for document management. Then integration with Laserfiche is down the road a year or two but has the potential to enhance our ability to easily provide public information through our website.

On July 24th the City Clerk held a training for Commission and Board Chairs and Vice Chairs. All of the groups were represented with seven Chairs and/or Vice Chairs in attendance along with each group's staff liaison. The training focused on the roles and responsibilities of the Chair/Vice Chair, the duties of staff in respect to their commission or board, and Alaska Statutes 44.62.310 and .312 Government meetings public and State policy regarding meetings. This is the first time a training like this has been offered in quite some time and it was well received with everyone who attended asking great questions and participating in the discussion. They touched on the 11 duties of the Chair per Robert's Rules of Order and recognized those duties are about procedure and running a meeting well, and not about exercising the leadership position to determine an outcome or be in control of the groups decision. They addressed ways to have productive discussion and ensure all members have an opportunity to share their views, processes for developing agendas and submitting materials in a way that leads the groups into productive meetings, and their role to conduct the public's business openly.

Visit with Senator Murkowski

Mayor Castner, Port and Harbor Director Hawkins and I had the change to visit with Senator Murkowski on Saturday, August 3rd as she was in town for the Field to Vase dinner showcasing our outstanding local peony industry. We spent most of our 45 minutes updating her on the Large Vessel Harbor project as it is moving into the next phase and will be up for funding consideration by the Corps in the next budget cycle. We also solicited her help on navigating erosion issues on the Homer Spit as it will require a collaborative approach between the City, state and Federal government. Her office has kept very involved in the conversation and we appreciate her interest and concern.

Alaska Municipal League Summer Conference

The day after City Council (August 13th) is the first day of the AML summer conference. We are fortunate it will be held in our back yard - Soldotna. The week promises to be interesting and I will have a full report for the next meeting. Some of the topics I am looking forward to include professional development on managing department heads put on by the Municipal Managers Association and an update on online sales tax. No doubt the state budget impacts will dominate the meeting.

The Bees Knees

Stoked Beekeeping Co. has been approved to temporarily place a beehive on City property near Alice's Champagne palace to generate interest for a fundraising benefit for Homer Wilderness Leaders (HOWL) on September 8th. The hive can be accessed on foot by the interested public through the Alice's parking lot. The entrance of the hive will be south facing, so much of the coming and going of foraging bees will go unnoticed over the two large vacant lots south of the hive. The hive will be regularly tended and removed by September 10th. In the meantime, City property will enjoy a visit from these friendly pollinators.

Seawall Study

I have attached the engineering report exploring long term preservation options for the seawall in addition to a cash flow analysis that went out to property owners on August 8th. The report recommends installing rip rap at the toe of the seawall at a cost of between 1.5 and 2.1m. Even if we are able to use existing revenue to finance this solution, it will require a significant increase in revenue either in the form of property taxes or a special assessment district. I have scheduled a neighborhood meeting with property owners for August 20 at 5:30pm. Potential next steps include funding a more detailed cost analysis and selecting a preferred option.

Enc:

Seawall engineering report, cash flow analysis and August 7 letter to property owners

Thank you from KBBI



Homer Seawall Cash Flow Analysis Based on Two Alternatives

Produced by Public Works Director Carey Meyer, P.E.

Introduction

The analysis prepared by Coastal Engineer Ronald McPherson of HDR, Inc. details five preventative maintenance measures that would minimize the Seawall's future repair costs. The purpose of the following discussion is to entertain the two most affordable options and demonstrate how investment in either of these preventative capital projects would produce a positive benefit/cost ratio compared to the current "reactive" process.

Current "Reactive Process"

Yearly maintenance/repair costs are trending up for the Seawall. Exhibit A charts the Seawall's maintenance/repair costs for 2006-2018 and projects future costs out 20 years assuming a "status quo" approach.

Projecting the current trend into the future, the total cost to complete maintenance/repair over the next 20 years "as is" will accumulate to approximately \$996,000 (or \$49,800/year; see Exhibit B).

Preventative Capital Projects: Concept 1 & Concept 2

The average of the costs to complete *Concept 1- Armor Stone Scour Protection* is \$1,800,000 (the engineer estimates the cost ranges from \$1,500,000 to \$2,100,000). Borrowing this amount at 5% interest means annual payments over a twenty year period would total \$144,432 for this preventative project expense.

The average of the cost to complete *Concept 2-Geotextile Container Scour Protection* is \$750,000 (the engineer estimates the cost ranges from \$600,000 to \$900,000). Borrowing this amount at 5% interest means annual payments over a twenty year period would total \$60,180 for this preventative project expense.

Please note that this analysis does not take into consideration many important factors (i.e. – inflation, expected life of existing seawall or relative effectiveness of alternative improvements, ability to secure environmental permits, etc). As noted by the Engineer, Concept 2 is more easily damaged, has a higher potential for rupturing, and does not have as long of a design life as other materials like armor stone, which means these materials may need to be replaced again within the 20 year timeframe. Following Engineer McPherson's first recommendation is therefore highly recommended: *"Consider performing a more detailed alternative analysis that focuses on 2 or 3 preferred concepts from this effort to advance the designs to a preliminary level and obtain more informed potential costs."*

Summary

The intent of either preventative capital project is to save the Seawall, reduce the "reactive" annual maintenance costs of the Seawall, and save money over the long run for ODLA property owners.

An optimistic assumption would be that by protecting the toe of the seawall with these preventative capital projects, maintenance/repair costs could be reduced by up to 80%. This could reduce the current "status quo" maintenance costs over the next 20 years from \$996,000 to \$199,200 – an overall savings of \$796,800 (or \$39,840/year), making either preventative measure a worthwhile, fiscally prudent next step. In theory, this could take what is currently spent on maintenance alone (\$49,800) and reduce it to \$9,960 a year.

The below table summarizes what this reduction in annual maintenance costs would look like along with annual expenses and revenue estimates.

Approach	Annual Preventative Capital Project Cost	Annual Maintenance Cost	Total Cost over 20 Years (Preventative Project + Maintenance)	Annual Cost Per Lot (16 Lots)	Average Annual Revenue based on 2012-2018 (ODLSA Mil Rate currently 9.962541)	Total Revenue for 20 Years (Based on 2012-2019 Average)	Outstanding Expenses
Status Quo		\$ 49,800	\$ 996,000	\$ 3,113	\$ 44,952	\$ 899,043	\$ (96,957)
Concept 1	\$ 144,432	\$ 9,960	\$ 3,087,840	\$ 9,650	\$ 44,952	\$ 899,043	\$ (2,188,797)
Concept 2	\$ 60,180	\$ 9,960	\$ 1,402,800	\$ 4,384	\$ 44,952	\$ 899,043	\$ (503,757)

As the "Outdating Expenses" column in the above table shows however, ODLSA residents will need to finance either status quo or preventative capital project options above what is currently being collected. The two accounts that fund Seawall maintenance/repair (Mil Rate Deposits and the City's Seawall Reserve Account) do not have enough funds to cover these expenses outright.

Exhibit A

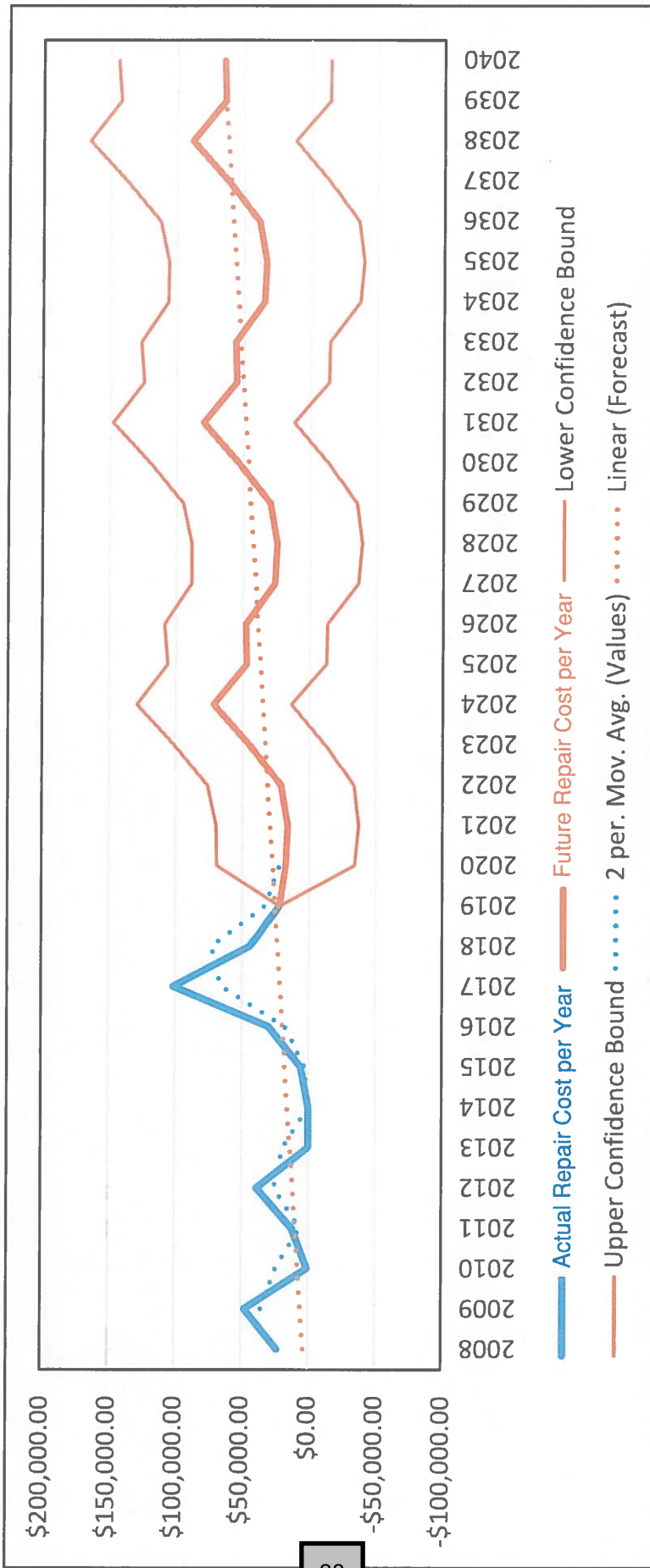


Exhibit B

Timeline	Values	Forecast	Lower Confidence Bound	Upper Confidence Bound
2008	\$23,000.00			
2009	\$47,318.30			
2010	\$715.17			
2011	\$11,971.10			
2012	\$38,292.31			
2013	\$0.00			
2014	\$0.00			
2015	\$5,616.96			
2016	\$29,720.25			
2017	\$101,126.83			
2018	\$43,597.51			
2019	\$21,809.00	\$21,809.00	\$21,809.00	\$21,809.00
2020		\$17,420.09	-\$34,155.87	\$68,996.05
2021		\$15,904.44	-\$37,283.96	\$69,092.83
2022		\$21,107.29	-\$33,658.34	\$75,872.92
2023		\$44,796.63	-\$11,514.04	\$101,107.31
2024		\$71,309.01	\$13,482.86	\$129,135.16
2025		\$46,734.86	-\$12,579.51	\$106,049.23
2026		\$47,553.59	-\$13,223.79	\$108,330.97
2027		\$26,020.83	-\$36,207.23	\$88,248.89
2028		\$24,505.18	-\$39,140.49	\$88,150.86
2029		\$29,708.03	-\$35,334.98	\$94,751.04
2030		\$53,397.37	-\$13,024.01	\$119,818.76
2031		\$79,909.76	\$12,127.76	\$147,691.75
2032		\$55,335.61	-\$13,790.32	\$124,461.53
2033		\$56,154.33	-\$14,299.84	\$126,608.51
2034		\$34,621.57	-\$37,155.91	\$106,399.06
2035		\$33,105.92	-\$39,970.91	\$106,182.76
2036		\$38,308.77	-\$36,054.25	\$112,671.79
2037		\$61,998.12	-\$13,638.62	\$137,634.86
2038		\$88,510.50	\$11,611.85	\$165,409.15
2039		\$63,936.35	-\$14,213.01	\$142,085.71
2040		\$64,755.08	-\$14,634.35	\$144,144.50

SUM	\$996,902.33
AVG	\$86,687.16



July 30th, 2019

Dear Homer City Council,

KBBI would like to recognize the importance of the City of Homer Grants program, of which KBBI was an award recipient in Fiscal Year 2019. Our distribution of \$3,025.00 was used for General Operating Support.

We thank the City of Homer for partnering with the Homer Foundation to administer this funding to KBBI and our incredible Nonprofit community. One of Homer's greatest strengths is its Nonprofit sector, and this is partly due to the leadership of the City of Homer and the Homer Foundation. It is rare to find funds for Operating Support in any Grant program and to be able to apply for it locally is extremely valuable to us at the station and to our cohort in the community. Moreover, Council Members Lord and Venuti attended a meeting with all the awarded Nonprofits at the Homer City Hall on Thursday, June 6th to garner feedback and discussion around the Grants program. This was very much appreciated by all parties attending.

Thank you all,

Alder Snow

KBBI Development Director

alder@kbbi.org



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: August 21, 2019
SUBJECT: City Manager Report

Census Update

The first major Census operation will take place soon in a few communities throughout Alaska. This field operation - called Address Canvassing - includes areas in Homer, Kenai, Soldotna, Nikiski and several more rural areas on the Peninsula as well as Juneau, Sitka, Ketchikan, Anchorage, Wasilla, Palmer, Healy, Fairbanks, and Skagway.

This operation will have Census Takers physically knock on the door of every single housing unit in these areas. Whether or not anyone is home, the census takers will update address information on their mobile device and then move on to the next housing unit. Here's some information on how to identify a Census Taker: <https://2020census.gov/en/census-takers.html?#>

You can view more detailed information including a short video about the Address Canvassing operation here: <https://www.census.gov/library/video/2019/address-canvassing-for-2020-census.html>

Alaska Municipal League Summer Meeting

The week of August 13th, Alaska Municipal League (AML) held their summer meeting in Soldotna. It was great to have a conference close to home that showcased the Peninsula - as a reminder, the City of Homer is scheduled to host the meeting in 2021. During the first day of meetings, the Alaska Municipal Manager's Association held our summer meeting where we talked about succession planning and employee retention, evaluating department heads and how a manager can facilitate conversations on difficult issues. I always appreciate the opportunity to learn and network with other managers - especially Alaskan managers. I brought home some great info on improving the evaluation process with the leadership team, which we will work through at subsequent staff meetings. The group also brought up 311, an informational line that is reserved for municipal use. The City of Anchorage recently instituted a 311 program and has had some success. I have talked through the challenges and benefits with staff here, and while we might not quite be big enough to need a centralized City of Homer number, it is a good thing to keep in mind for the future. AML began with a welcome from Borough Mayor Pierce. He gave a presentation on how the Borough has been able to reduce costs through an increased focus on workplace safety. This prompted me to look at our workmans' comp claims and review ways we can keep safety in the forefront. The Peninsula legislative delegation was invited to review the legislative session and Senator Micciche, Representative Knopp and Representative Vance all shared their thoughts and 41ht. As you can imagine, the audience voiced their

frustration and concerns over funding for rural communities, the stalemate in the legislature, and the meeting location for the special session. After their presentations, AML lobbyists marched us down a list of pending legislation in Juneau and did some instant feedback polling with the audience. It was a bit of a challenge to provide up or down feedback on a proposed bill given the short amount of time dedicated to each (and you know the devil is in the details on those!) but it was nice to review the list. I have included it in the packet in case something sparks a member's interest and we can put it on a list to watch next legislative session.

Over lunch, AML's Director Nils Andreassen introduced the idea of a community dividend – in summary, dedicating some of the Permanent Fund to fund services that are provided now by the state that local governments could provide. This was presented in the context of what do we do well that we could do more of with funding? This could be a heavy lift for many reasons, but certainly providing services closer to the people and increasing local control are things municipalities can philosophically get behind. Look for more conversation on this concept at future AML meetings. As you can imagine, this meeting had a focus on all things legislature. As we discussed ways the state was already cost shifting to municipalities and the promise of more cuts to come, AML encouraged municipalities to take an inventory of all our points of vulnerability to the state. I think this is a great exercise and at the next department head meeting I plan on brainstorming direct links we have with the state in order to present council with a list. This will allow us to get a better handle on exactly how vulnerable we are to direct cuts from the state. I will look for everything from permit fees for water testing to how much we pay to lease the ground at the airport and summarize those to Council as you work on the next budget period. Senator Murkoswki closed the day with a summary of federal issues.

The conference ended the following morning with an air of uncertainty; representatives from the nonprofit community (Foraker Group and Rassumson), the Association of School Administrations, Alaska Public Media, and State Hospital and Nursing Home Association addressed the group on how the current governor's budget would affect these sectors. The news was grim, though not necessarily new. One take away I had was regarding the cut to Medicaid and how the public had not heard much about the impacts because of the unallocated nature of the cut. Because Medicaid is a statutory program, people are entitled to a certain level of benefit, making it very difficult to cut in a short period of time. The speaker's prediction was that the department would be unable to find the necessary cuts and a supplemental request would be before the legislature next year. My day finished off with a meeting between Peninsula managers and the Borough Mayor's office regarding progress on online sales tax collection. We discussed some of the pros and challenges of a statewide tax collecting entity through AML and how Peninsula cities could be supportive of the Borough in their efforts regarding online sales tax collection and organization.

Beach Nourishment Beginning in the Fall

The attached map reflects where the Army Corps of Engineers plans to access the tidelands for a beach nourishment project in the fall. Dredged materials from the Homer Harbor will be reintroduced to the system at Lots 2 and 4 and a portion of Lot 14 (where we used to have a city campground) between the dates of September 6 and October 15. Though this will not solve our erosion issues on the Homer Spit, over time the sediment transfer may build up the west side of the Spit and mitigate damage from winter storms.

Changes in Parking Designation at Homer Airport Terminal

Parks and Recreation staff who handle parking enforcement at the Homer Airport Terminal have proposed changing the "24 hour" parking spot to "Long Term Parking." Currently, the "24 hour" parking spots allow someone to park for two calendar days at only \$5. Changing this designation to "Long Term Parking" will create a consistency of \$5 per calendar day for all parking designations, reduce confusion, and raise

revenue for the City. Another proposed change is shifting employee parking to the row previously used by the car rental company, which will free up more long term parking at the airport. The changes will take place this fall.

Summary of August 20th Sewall Meeting

A neighborhood meeting was held on August 20th with the property owners in the ODLA (Ocean Drive Loop Service Area) to discuss potential next steps on a major maintenance project for the seawall. The group reviewed Coastal Engineer McPherson's "Homer Seawall Alternatives Analysis" and discussed next steps with City Council involvement. Ten property owners representing six of the thirteen privately-held parcels were in attendance along with Councilmember Aderhold, Public Works Director Meyer, and myself. Coastal Engineer McPherson went through the analysis step by step and the group had the opportunity to ask questions related to the concepts proposed in the report. The group demonstrated a strong preference for riprap to enforce the toe of the wall. With a rough order of magnitude cost between 1.5 and 2.1 million dollars, this was the second most affordable option proposed by the coastal engineer. There was also discussion concerning available funding for the capital improvement projects and annual maintenance of the Seawall, and the different strategies that could be used to cover associated expenses. Those present came to a consensus on bringing these topics before Council in a worksession format this fall to talk through some of the tough questions regarding how to fund an improvement considering the fact that without a homeowners association, any mechanism would have to be approved by City Council. I will be sending those who were not present a detailed summary of the meeting and propose September 23 for a worksession with Council on this topic.

Impacts of KPBSD School Closures on City Activities

The City is preparing for a potential closure of all KPBSD facilities in the event of a strike by KPBSD staff. Some of the impacts we anticipate include no indoor or outdoor Community Recreation activities at the High School or Middle School. These include soccer, frisbee, flag football, basketball, volleyball, weight room, open gym, and instructional classes such as Spanish and beekeeping. In the event of a closure, we will move the Community Recreation office temporarily to the HERC. Any activities that can be rescheduled to the HERC will be. However, this will be limited to use of the gym and the activity room. Community Recreation Manager Illg will be meeting with community organization the week of August 26th to discuss ways community organizations can collaborate to limit the disruption to activities as little as possible. Nevertheless, there will be significant impacts, not only to Community Recreation activities, but to other programming taking place in the public schools. Other impacts we anticipate and are trying to prepare for include an influx of school age children at the Homer Public Library.

Project Closeout

In March I reported in the City Manager's report that the Finance Department was undertaking the reconciliation of project account balances citywide. Some projects have been left open in our "books", but no activity has taken place for several years. Some of these projects are open with significant negative (or positive) balances. This could mean that a transfer of funds may never have been recorded, there were coding errors, or that the project did indeed over or under spend its appropriation. The Finance Director is methodically going through the history on each project to reconcile its open balance. The project list will be brought to Council and need council action to close out open projects by transferring funds. We will be prioritizing the general fund, though there are open

note that the project dollars that have been spent are accounted for when you roll everything up to fund balance; no new money is needed to close out the project. Nevertheless it may affect the balances of different accounts within the fund. It will be important for Council to have a solid understanding of the accounts as they move into developing comprehensive policy on fund management. Equally important will be administration developing systems to prevent projects from being left open; we plan do to this thorough internal measures such as close out meetings and forms and an annual report to Council. Stay tuned for more on project close out!

Enc:

Employee Anniversaries

List of Municipal Related Legislation from AML Summer Conference

Beach Nourishment Project Area Map

Airport Parking Map

HPS Progress Report through August 21, 2019



City of Homer

www.cityofhomer-ak.gov

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(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Katie Koester
DATE: August 26, 2019
SUBJECT: August Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

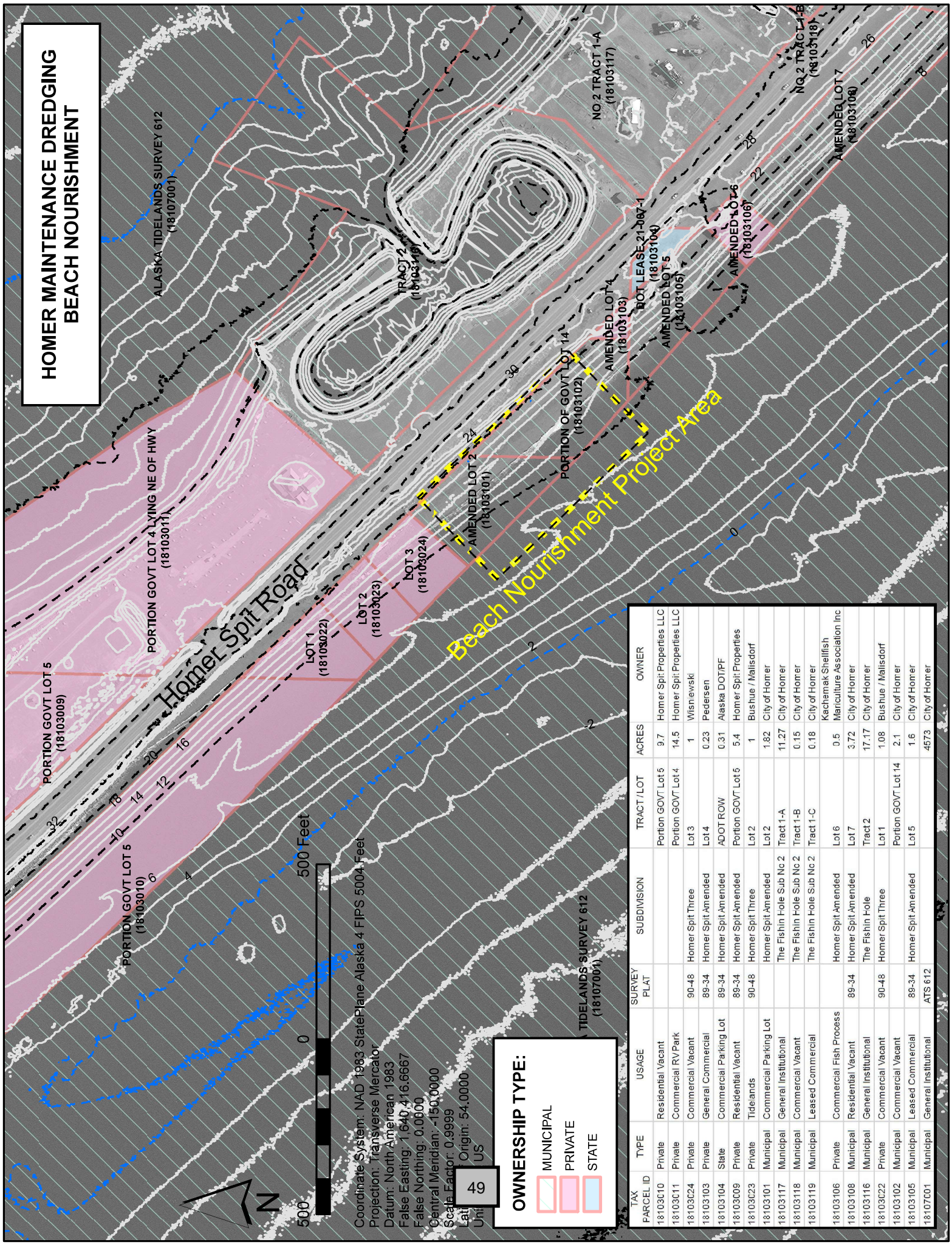
Dan Gardner,	Public Works	28	Years
Carey Meyer,	Public Works	20	Years
Joe Inglis,	Public Works	8	Years
Eve Dickmann,	Police	7	Years
Staci LaPlante,	Public Works	5	Years

HB	SB	SHORT TITLE	SPONSOR HOUSE	SPONSOR SENATE	
<u>HB 64</u>	<u>SB 62</u>	ALCOHOL TAX: APPROP TO COMMUNITY ASSIST.	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>SB 52</u>		ALCOHOLIC BEVERAGE CONTROL; ALCOHOL REG	SENATOR MICCICHE		
<u>SB 50</u>		EMPLOYMENT TAX FOR EDUCATION FACILITIES	SENATOR BISHOP		
<u>HB 75</u>	<u>SB 74</u>	INTERNET FOR SCHOOLS; FUNDING	REPRESENTATIVE RASMUSSEN	SENATOR HOFFMAN	
<u>HB 79</u>		PEACE OFFICER/FIREFIGHTER RETIRE BENEFITS	REPRESENTATIVE KOPP		
<u>HB 131</u>	<u>SB 104</u>	APPROPRIATION LIMIT	HOUSE FINANCE	SENATE FINANCE	
<u>HB 65</u>	<u>SB 63</u>	FISH TAX: REPEAL MUNI REFUNDS/REV. SHARE	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 107</u>	<u>SB 96</u>	MUNICIPAL ALCOHOL LICENSES	REPRESENTATIVE SULLIVAN-LEONARD	SENATOR WILSON	
<u>HB 138</u>	<u>SB 51</u>	NATIONAL RESOURCE WATER DESIGNATION	REPRESENTATIVE KOPP	SENATE RESOURCES	
<u>HB 59</u>	<u>SB 57</u>	REPEAL MUNI LEVY OF O&G TAX/CREDIT	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 66</u>	<u>SB 64</u>	REPEAL STATE DEBT REIMBURSE. FOR SCHOOLS	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 106</u>		SCHOOL BOND DEBT REIMBURSEMENT	REPRESENTATIVE WILSON		
<u>HB 84</u>	<u>SB 107</u>	WORKERS' COMP: POLICE, FIRE, EMT, PARAMED	REPRESENTATIVE JOSEPHSON	SENATOR GRAY-JACKSON	
<u>HJR 7</u>	<u>SJR 6</u>	CONST AM: APPROP. LIMIT; RESERVE FUND	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	

HB	SB	SHORT TITLE	SPONSOR HOUSE	SPONSOR SENATE	
<u>SJR 9</u>		CONST.AM: APPROP. BILL FOR PUBL EDUCATION	SENATOR COSTELLO		
<u>SB 115</u>		MOTOR FUEL TAX	SENATOR BISHOP		
<u>HB 130</u>	<u>SB 110</u>	REPEALING FUNDS; COMMUNITY ASSISTANCE	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>SB 126</u>		SCHOOL DISTRICT CONSOLIDATION	SENATOR SHOWER		
<u>HB 30</u>		WORKERS' COMP: DEATH; PERM PARTIAL IMPAIR	REPRESENTATIVE JOSEPHSON		
<u>HJR 17</u>		ALLOW TRIBES TO USE FED. EDUCATION MONEY	REPRESENTATIVE KOPP		
<u>HJR 16</u>		BIENNIAL STATE BUDGET	REPRESENTATIVE TUCK		
<u>HB 142</u>	<u>SB 121</u>	NATIVE ORGANIZATIONS VPSO & TANF PROGRAMS	REPRESENTATIVE KREISS-TOMKINS	SENATOR KIEHL	
<u>HB 169</u>		OCC. LICENSING; MIN. WAGE; LOBBYING	REPRESENTATIVE EASTMAN		
<u>SB 102</u>		RIP FOR PUBLIC EMPLOYEES/TEACHERS	SENATOR KAWASAKI		
<u>HCR 10</u>	<u>SCR 8</u>	SPECIAL SESSION: PERM. FUND	HOUSE RULES	SENATE RULES	
<u>HJR 5</u>	<u>SJR 4</u>	CONST. AM: STATE TAX; INITIATIVE	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 73</u>	<u>SB 69</u>	EXEMPT CHARITABLE GAMING FROM PERMIT/FEES	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 11</u>		PEACE OFFICER RETIREMENT BENEFITS	REPRESENTATIVE RAUSCHER		

HB	SB	SHORT TITLE	SPONSOR HOUSE	SPONSOR SENATE	
<u>HB 172</u>		PFD/OTHER CONTRIBUTIONS TO AGENCIES/MUNIS	REPRESENTATIVE EASTMAN		
<u>HB 156</u>		PUBLIC SCHOOL/UNIVERSITY HEALTH INSURANCE	REPRESENTATIVE VANCE		
<u>HB 69</u>	<u>SB 67</u>	REPEAL AK PUBLIC BROADCASTING COMM.	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 61</u>	<u>SB 59</u>	REPEAL DEBT REIMBURSEMENT: CAP. PROJECTS	HOUSE RULES BY REQUEST OF THE GOVERNOR	SENATE RULES BY REQUEST OF THE GOVERNOR	
<u>HB 76</u>		RESIDENTIAL BUILDING CODE; AHFC; MUNIS.	REPRESENTATIVE RASMUSSEN		
<u>HB 41</u>	<u>SB 22</u>	SHELLFISH ENHANCE. PROJECTS; HATCHERIES	REPRESENTATIVE ORTIZ	SENATOR STEVENS	
<u>HB 166</u>	<u>SB 81</u>	TELEPHONE COOPERATIVES;TELECOMM UNICATIONS	REPRESENTATIVE TALERICO	SENATOR HUGHES	

HOMER MAINTENANCE DREDGING BEACH NOURISHMENT

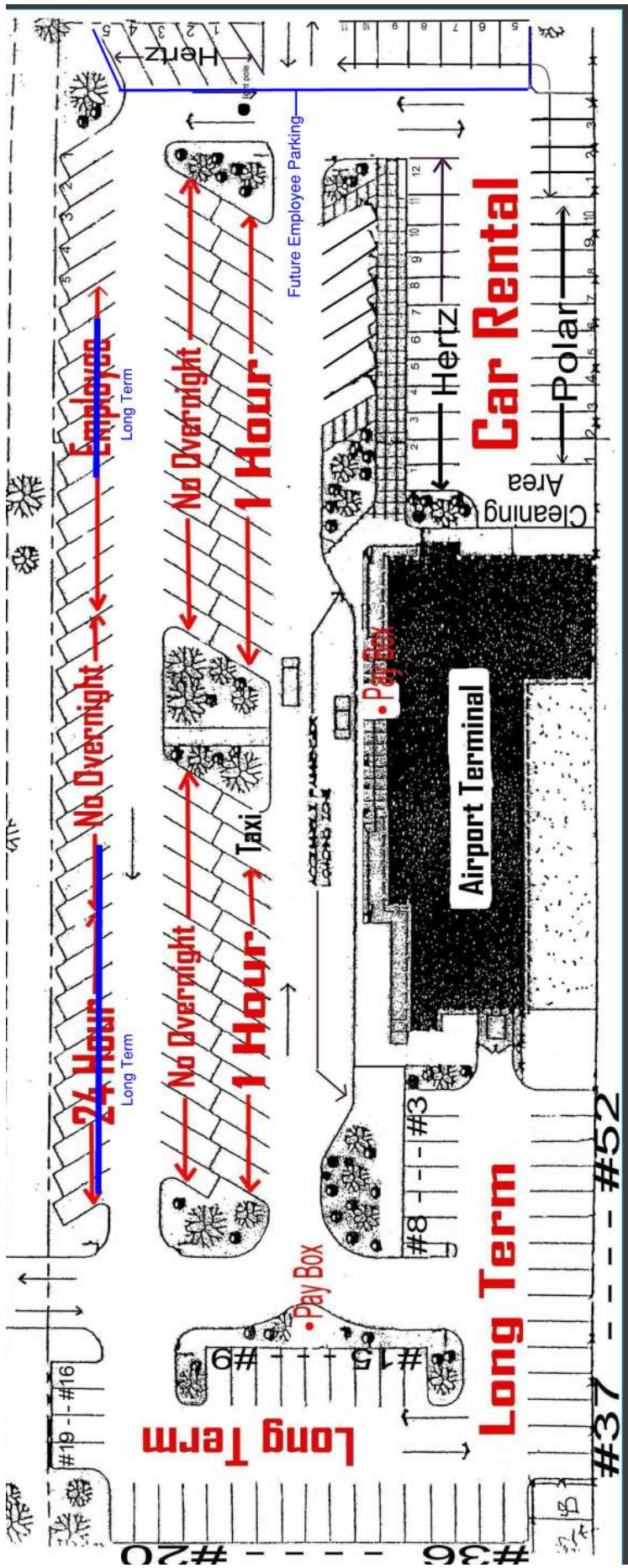


Coordinate System: NAD 1983 StatePlane Alaska 4 FIPS 5004 Feet
 Projection: Transverse Mercator
 Datum: North American 1983
 False Easting: 1,640,416.6667
 False Northing: 0.0000
 Central Meridian: -150.0000
 Scale Factor: 0.9999
 Lat. Origin: 54.0000
 Unit: US

OWNERSHIP TYPE:

- MUNICIPAL
- PRIVATE
- STATE

TAX PARCEL ID	TYPE	USAGE	SURVEY PLAT	SUBDIVISION	TRACT / LOT	ACRES	OWNER
18103010	Private	Residential Vacant		Portion GOVT Lot 5	Portion GOVT Lot 5	9.7	Homer Spit Properties LLC
18103011	Private	Commercial RV Park		Portion GOVT Lot 4	Portion GOVT Lot 4	14.5	Homer Spit Properties LLC
18103024	Private	Commercial Vacant	90-48	Homer Spit Three	Lot 3	1	Wisniewski
18103103	Private	General Commercial	89-34	Homer Spit Amended	Lot 4	0.23	Pedersen
18103104	State	Commercial Parking Lot	89-34	Homer Spit Amended	ADOT ROW	0.31	Alaska DOT/IF
18103009	Private	Residential Vacant	89-34	Homer Spit Amended	Portion GOVT Lot 5	5.4	Homer Spit Properties
18103023	Private	Tidelands	90-48	Homer Spit Three	Lot 2	1	Bushue / Malisidorf
18103101	Municipal	Commercial Parking Lot		Homer Spit Amended	Lot 2	1.82	City of Homer
18103117	Municipal	General Institutional		The Fishin Hole Sub Ng 2	Tract 1-A	11.27	City of Homer
18103118	Municipal	Commercial Vacant		The Fishin Hole Sub Ng 2	Tract 1-B	0.15	City of Homer
18103119	Municipal	Leased Commercial		The Fishin Hole Sub Ng 2	Tract 1-C	0.18	City of Homer
18103106	Private	Commercial Fish Process		Homer Spit Amended	Lot 6	0.5	Kachemak Shellfish
18103108	Municipal	Residential Vacant	89-34	Homer Spit Amended	Lot 7	3.72	City of Homer
18103116	Municipal	General Institutional		The Fishin Hole	Tract 2	17.17	City of Homer
18103022	Private	Commercial Vacant	90-48	Homer Spit Three	Lot 1	1.08	Bushue / Malisidorf
18103102	Municipal	Commercial Vacant		Portion GOVT Lot 14	Lot 1	2.1	City of Homer
18103105	Municipal	Leased Commercial	89-34	Homer Spit Amended	Lot 5	1.6	City of Homer
18107001	Municipal	General Institutional	ATS 612			4673	City of Homer



Please note: Car rental companies listed on the map are no longer present, and only Pioneer Car Rental leases space at the Homer Airport Terminal.

PROGRESS STATUS REPORT

New Homer Police Station

July 17 – August 21, - 2019

Work Completed this Period:

Poured/stripped/cured main tall foundation walls. Waterproof/insulate and drain sheet tall concrete walls. Trenched/installed main waterline and new hydrant. Installed drain tile. Install Lift station and sewer lines. Install lower slab subgrade. Framed VSB. Prepped structural concrete for backfill. Mechanical/Electrical under slab rough in, lower slab.

Work to be Performed Next Period:

Prep subgrade, reinforce, pour, finish lower slab. Begin lower level #7 line wall framing, lower floor structural ceiling diaphragm framing/sheeting. Place all CMU at lower level.

Schedule Status: Below are milestone start dates for this period:

Milestone Task	Original Start Date	Actual Start Date
Main Foundation Pour	07/30/19	07/29/19
Elevator pit slab/walls	08/15/19	08/07/19
Lower slab subgrade	08/21/19	08/12/19
Lower slab rough-in	08/15/19	08/19/19

Anticipated Problems: No specific problems are anticipated at this time.

End of week, (Friday), Daily Reports with site photos attached for information.

Prepared by: Pat McNary
Project Manager

Economic Development Advisory Commission 2019 Meeting Calendar

MEETING	AGENDA DEADLINE	ANNUAL TOPICS/EVENTS
JANUARY 6:00 p.m. Tuesday, January 8	5:00 p.m. Wednesday, January 2	Land Allocation Plan Review
FEBRUARY 6:00 p.m. Tuesday, February 12	5:00 p.m. Wednesday, February 6	
MARCH 6:00 p.m. Tuesday, March 12	5:00 p.m. Wednesday, March 6	Appointment Renewals Due
APRIL 6:00 p.m. Tuesday, April 9	5:00 p.m. Wednesday, April 3	Terms Expire April 1 st Election of Chair & Vice Chair Review of Strategic Plan/Goals
MAY 6:00 p.m. Tuesday, May 14	5:00 p.m. Wednesday, May 8	
JUNE 6:00 p.m. Tuesday, June 11	5:00 p.m. Wednesday, June 5	City Budget Review/Develop Requests
JULY	No Meeting	
AUGUST 6:00 p.m. Tuesday, August 13	5:00 p.m. Wednesday, August 7	Capital Improvement Plan Review
SEPTEMBER 6:00 p.m. Tuesday, September 10	5:00 p.m. Wednesday, September 4	
OCTOBER 6:00 p.m. Tuesday, October 8	5:00 p.m. Wednesday, October 2	
NOVEMBER 6:00 p.m. Tuesday, November 12	5:00 p.m. Wednesday, November 6	Upcoming Year Schedule Review
DECEMBER	No Meeting	

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

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

The 2019 meeting dates for City Council is as follows:

January 14, 28	_____
February 11, 25	_____
March 11, 26*	_____
April 8, 22	_____
May 13, 28*	_____
June 10, 24	_____
July 22**	_____
August 12, 26	_____
September 9, 23	_____
October 14, 28	_____
November 25**	_____
December 9, 16****	_____

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

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

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

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

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