



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, January 12, 2021 at 6:00 PM

City Hall Cowles Council Chambers

Webinar ID: 990 0366 1092 Password: 725933

Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247

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. December 8, 2020 Regular Meeting Minutes

Page 3

VISITORS/PRESENTATIONS (10 Minute Time Limit)

A. Jan Kaiser, Public Works Director – Main Street Sidewalk Project

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

A. EDC Staff Report

Page 10

B. Chamber Director Report

C. Homer Marine Trades Association Report

D. Pioneer Avenue Task Force Report

E. Kenai Peninsula Economic Development District Report

PUBLIC HEARING

PENDING BUSINESS

A. COVID Business Survey

Page 11

B. Comprehensive Economic Development Strategy (CEDS) Update

Page 12

NEW BUSINESS

- A.** Wayfinding & Streetscape Plan Request for Proposals **Page 13**
 - i. DRAFT Development of Homer Wayfinding-Streetscape Plan RFP **Page 14**
- B.** Main Street Sidewalk Project **Page 25**
 - i. Homer Main Street Sidewalk Improvements Design **Page 26**

INFORMATIONAL MATERIALS

- A.** City Manager’s Report for December 14, 2020 **Page 27**
- B.** City Manager’s Report for January 11, 2021 **Page 32**
- C.** CARES Act Economic Relief Grant Programs Update dated January 5, 2021 **Page 36**
- D.** EDC 2021 Meeting Calendar **Page 38**
- E.** Commissioner Attendance at 2021 City Council Meetings **Page 39**

COMMENTS OF THE AUDIENCE (3 Minute Time Limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE CITY COUNCILMEMBER

COMMENTS OF THE CHAIR

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **TUESDAY, FEBRUARY 9, 2021 at 6:00 p.m.** All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 20-08 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:01 p.m. on December 8, 2020 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, BROWN, RICHARDSON, SPEAKMAN, AREVALO, JOHNSON, CHEROK

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK TUSSEY
PUBLIC WORKS DIRECTOR KEISER

AGENDA APPROVAL

Chair Marks called for a motion to approve the agenda.

BROWN/RICHARDSON 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. November 10, 2020 Regular Meeting Minutes

Chair Marks called for a motion to approve the last meeting minutes.

JOHNSON/RICHARDSON MOVED TO APPROVE THE MINUTES FROM THE LAST MEETING, AS AMENDED.

Commissioner Arevalo suggested the following corrections:

- Staff Report, Item A, clarify Commissioner Johnson's comment to specify "remote workers"
- Pending Business, Item A, revise Goal #1 to read "...with the infrastructure concept"
- Comments of the Commissioners, correct the title of Commissioner Arevalo's title of her work

There was discussion on the purpose of minutes, what they should reflect, and amending the motion to approve the minutes as amended.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Jan Kaiser, Public Works Director – Introduction & City Green Infrastructure

Chair Marks introduced Jan Kaiser, Public Works Director.

Ms. Keiser gave a presentation on Green Infrastructure in Homer. She shared her background in engineering and her history with Homer. The information she provided noted what City plans and studies already exist, what those studies recommend and where they conflict with our current policies, and what else the City needs to do to make those changes happen. She further explained the next steps to take, which includes collaboration with the Homer Soil and Water Conservation District and developing better policy.

In response to Commissioner Brown's question, Ms. Keiser shared her experiences with applying for the job and what the City Manager was looking for when hiring her.

Commissioner Arevalo voiced her appreciation for Ms. Keiser and the work that she is doing. She commented on her support for the EDC being involved in this green infrastructure process.

Commissioner Johnson voiced his agreement with everything that has been said so far; they're built for long term and are projects that belong to the environment rather than imposed on it.

Ms. Keiser spoke to the issue with the Public Works campus being in the tsunami inundation zone, and how staff is in the process of creating a task force to study the risk level and relocation of the campus. There was discussion on application status for those wishing to serve on the task force. Ms. Keiser responded to other questions from the commission, facilitating discussion on small works drainage projects and funding.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

Deputy City Planner Engebretsen spoke to her written report, noting the following topics:

- Social Media policy revisions in the works; Chair Marks voiced the user-friendly issues with the City's website.
- Requests for speakers/presentation from commissioners are acceptable; send requests to Ms. Engebretsen for future meetings.
- Public Works Campus Task Force; contact the City Clerk's Office to submit an appointment application.

B. Chamber Director Report

C. Homer Marine Trades Association Report

D. Pioneer Avenue Task Force Report

Chair Marks noted there wouldn't be more to report with the PATF until February 2021.

E. Kenai Peninsula Economic Development District Report

Chair Marks commented that KPEDD updates would be discussed during the associated agenda items.

PUBLIC HEARINGS

PENDING BUSINESS

- A. EDC Strategic Plan/Goals Update
i. EDC 2020-2021 Strategic Plan/Goals

Chair Marks introduced the item by reading the title and deferred to Deputy City Planner Engebretsen.

Ms. Engebretsen commented that unless the commission had additional revisions or questions regarding the near term goals, that a motion approving their updated plan would be appropriate.

AREVALO/RICHARDSON MOVED TO ACCEPT AND ENACT THE NEAR TERM GOALS FROM OUR STRATEGIC PLAN.

There was no discussion.

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

Motion carried.

- B. Comprehensive Economic Development Strategy (CEDS) Update
i. Public Outreach Ideas & Ways to Gather Input

Chair Marks introduced the item by reading the title and deferred to Deputy City Planner Engebretsen.

Ms. Engebretsen noted that no action was needed at this time by the commission. She provided an update from the Kenai Peninsula Economic Development District (KPEDD) on their public outreach efforts during the Comprehensive Economic Development Strategy (CEDS) process, including two surveys they plan to send out, and how the EDC will be able to support those efforts without overlapping efforts. She will send a meeting link out for the public forum when it becomes available.

Chair Marks commented on how their work will keep the EDC busy this spring. She also clarified that the KPEDD logo will be on the CEDS as it's their business. Commissioner Arevalo clarified the KPEDD and CEDS titles and purposes for new Commissioner Cherok.

C. Wayfinding & Streetscape Plan

- i. Memo to City Council Re: Request to move forward on the Wayfinding Streetscape Capital Project

Chair Marks introduced the item by reading the title and deferred to Deputy City Planner Engebretsen.

Ms. Engebretsen gave an update on where the EDC and staff are in the Wayfinding and Streetscape Plan process. Their request to move the plan forward was approved by City Council. She explained how she plans to utilize the EDC for the public outreach aspects while the Parks and Recreation Department will be doing the leg work. She is looking to have three or four wayfinding and streetscape meetings or worksessions in the future.

Commissioner Johnson inquired that when EDC was initially working on the plan they already discussed how they would contribute, and what did staff see the commission helping with? Ms. Engebretsen responded; much of the nuts-and-bolts decisions, such as what benches to buy, will be made by the City staff responsible for maintaining it. The consultant being hired would coordinate between staff and bounce ideas off the EDC as the “task force” for the project through remote meetings. She does not foresee this project requiring an in-depth look into details that would require a task force, which is where the EDC would come in.

Discussion ensued on logistics of where staff would provide input on design and purchasing, the commission’s desire to maintain a unique look, and staff’s efforts to run an efficient process without too much of staff’s time tied up in excess packet/agenda preparation.

Chair Marks requested the commissioners give thought to anyone or any group that they would like to see invited to a discussion on this subject, and forward them to Ms. Engebretsen so they can be invited ahead of the January meeting.

D. Revisions to Community Design Manual

- i. Staff Report PL 20-73 to Planning Commission Re: CDM Review

Chair Marks introduced the item by reading the title, thanked Commissioner Richardson for the input he provided to the Planning Commission on fences, and deferred to Deputy City Planner Engebretsen.

Ms. Engebretsen gave an update on the community design manual and where the Planning Commission is in the process of revising it. She noted that the PC likes the Green Infrastructure approach to landscaping and zoning.

Ms. Engebretsen spoke to and facilitated discussion on what the manual oversees, how it could be revised to be more accommodating to the Homer area, and how the Wayfinding and Streetscape Plan stands alone as its own document. She plans to work on the manual rewrite after the beginning of the year and will reach out to commissioners for input at that time.

NEW BUSINESS

- A. Land Allocation Plan
- i. HCC 18.08.020 LAP Property available for lease
 - ii. DRAFT 2021 Land Allocation Plan

Chair Marks introduced the item by reading the title and deferred to Deputy City Planner Engebretsen.

Ms. Engebretsen spoke to the Land Allocation Plan process, what feedback is needed from the EDC, and explained each section of the LAP.

Discussion ensued on what lands are currently available for sale or lease. At this time most leased lots located out on the Homer Spit are already leased out, there is a Request for Proposals for Airport Leases in the works, and the old library lot was not up for sale again at this time.

The commission did not have any recommended changes to the Land Allocation Plan.

- B. COVID Questionnaire for Businesses

Chair Marks introduced the item by reading the title and gave background on what was discussed at the last meeting. A set of questions regarding COVID-19 were put together by Commissioner Richardson and were listed in the packet, with commissioners wishing to identify select businesses/industries they could approach to ask these questions.

Deputy City Planner Engebretsen spoke to her memo, suggesting they take a gentle approach due to this year's hardships and the City not being sure what the future status will be on Federal aid money. She recommended EDC get a pulse of where businesses are at and if further outreach will be needed in the future. They can then make that determination at a later meeting. Travel experts say 2021 is scheduled to be a difficult year.

Commissioner Richardson commented; the point of the questions was to see if there were things businesses needed that we may not easily recognize without asking. He spoke to the drafted questions and what kind of feedback he received when he posed some of the questions to businesses.

There was discussion on the draft questions, how each one was relevant in different scenarios depending on the business, and potentially leaving all of them to provide commissioners options rather than narrowing it down to a few. Commissioner Arevalo suggested ways that some of the questions could be combined into one, for example:

- “What are the main ways that your business was affected?” and if it wasn't then they would answer accordingly.
- “Have you lowered the number of staff that you employ in 2020 from 2019 and if so, by how much?”
- “Do you have any ideas for how the City's Economic Development Commission can help you?” also implies the City can help too.

Commissioner Speakman commented on a business survey the Kenai Peninsula Economic Development District (KPEDD) sent out last April to borough businesses, and how some of the questions they have created here were included in that survey. It is possible to reach out to KPEDD and use their survey responses as backup. She also noted that due to federal stimulus funds not being available, she would be more in favor of waiting to do anything.

Discussion ensued. There was mutual agreement that the purpose of the questions was to get a feel, on a low level, for what local businesses are experiencing. Commissioners will go around and pose these questions to two to three businesses/non-profits over the course of the next month, and email their collected responses to Ms. Engebretsen.

INFORMATIONAL MATERIALS

- A. Memo 20-190 Appointment of Jay Cherok to the Economic Development Advisory Commission
- B. City Manager's Report for November 23, 2020
- C. EDC 2021 Meeting Calendar
- D. Commissioner Attendance at 2020 City Council Meetings
- E. Commissioner Attendance at 2021 City Council Meetings

Chair Marks welcomed new commissioner Jay Cherok and to have a full commission again. She commented on the new 2021 meeting calendars and encouraged commissioners to volunteer to report. Commissioner Arevalo volunteered to attend the December 14th City Council meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

Deputy City Planner Engebretsen welcomed Commissioner Cherok and thanked the commission for their direction on what they'll be working on for the next month or two.

Deputy City Clerk Tussey echoed Ms. Engebretsen's comments and thanked the commission for a good meeting as she was running it from home.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Marks commented that she looks forward to when they can meet in person again and all the projects they have prepared to work on in terms of economic development.

COMMENTS OF THE COMMISSION

Commissioner Richardson welcomed Commissioner Cherok and thanked everyone for a good meeting.

Commissioner Johnson welcomed Commissioner Cherok and thanked Commissioner Richardson for all his work on the Planning Commission comments and COVID-19 questions.

Commissioner Brown reiterated the same comments and noted it was a great meeting.

Commissioner Speakman commented ditto and hopes everyone enjoys the holidays.

Commissioner Cherok commented that it was exciting to be here and help out.

Commissioner Arevalo thanked City Council for being so quick to jump on the Board of Fisheries' proposal to eliminate local salmon fishery in the Upper Cook Inlet and making a recommendation to not remove it. Ms. Arevalo spoke to the year-long efforts of a 100-person group who had been going through a comprehensive book on mitigating climate change and seeing what kinds of projects might be applicable in Homer. One project that was chosen was preserving, supporting, and restoring peatlands, which are very important to the local economy here as they are the rearing grounds for our local salmon habitat. There are talks/ideas going around for citizen science opportunities and ways to financially support peatland conservation efforts through tourists that are interested in offsetting some of their carbon costs from traveling to Homer.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 7:57 p.m. The next Regular Meeting is Tuesday, January 12, 2021 at 6:00 p.m. All meetings scheduled to be held via Zoom webinar in 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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Planning

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(p) 907-235-3106

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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: January 4, 2021
SUBJECT: January Staff Report

BR&E

I spent some time reviewing the BR&E and the EDC's strategic plan and goals. I will create a little spreadsheet to have in every meeting packet that ties what you are working on with these broader documents. I am hoping this will help focus my efforts on topics you want to work on. For example, I wasn't really sure if you wanted to have a presentation from the PW Director two meetings in a row. Then I read in the BR&E how important a walkable downtown was to local businesses, and in the strategic plan how you want to work with other groups in the city on projects... and then it made sense that yes, the EDC would like to participate in the conversation surrounding the construction of a new sidewalk leading from the Central Business District into adjoining mixed use and residential areas! In addition to the spreadsheet, I will include at the top of staff reports how the topic fits into your larger goals. This small amount of work on my end should make it easier for the EDC to report progress to Council on these goals and plans.

Activities

~Attended December chamber meeting



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: January 4, 2021
SUBJECT: COVID Business Survey 1/2021

EDC Strategic Plan Goal: Reach out to local businesses to see what immediate needs are (6+ months into COVID). Implementation: develop questions and ask local businesses.

Requested Action: At the meeting briefly report back to the Commission on the answers you received from the businesses or people you spoke with. (3-5 minute per Commissioner). Or email staff ahead of time. As a group we will look for patterns in these responses, or places where we need to gather more information. This work you are doing could help shape how the city spends future recovery funds.

Questions:

1. Has the COVID pandemic effected your business? (Questions 1& 2 combined: What are the main ways your business has been affected by COVID-19?)
2. What is the main way that your business was effected?
3. Do you have as many staff members or more in 2020 than in 2019
4. How have you researched aid for your business during the epidemic? Internet, Talk to Friends, Went to Chamber of Commerce, Visited SBA website? This winter, what's the best way for the city to share information with you on economic aid? (city website, chamber newsletter, radio/print/social media?)
5. How can the City of Homer assist you in this economic down turn?
6. How can City of Homer Economic Development Commission help you?

I will make a spreadsheet with notes as you speak. If we were in Council Chambers I would do this up on the big screen so we could all see. I will share it after the meeting.

Report-back order, since we can't 'go around the table!' Bill, Debbie S., Jay, Nicole, Jeff, Deborah B., Karin

Next Steps: (time permitting, otherwise at February meeting) Are there common problems the City or EDC can help with? What opportunities are there to help businesses?

Last step: Make a recommendation on actions the City Council can take to address these business challenges. (Possible February 22nd CC report or presentation?)



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: January 4, 2021
SUBJECT: CEDS Update

EDC Strategic Plan Goal: Assist KPEDD in development of the Kenai Peninsula regional (CEDS) – public outreach, information gathering, collaborate with the Chamber of Commerce, include public meetings

Public kick off at the KPEDD 1/6 Industry Forum via Zoom.

We will recap the forum at the Regular EDC meeting. My take away: the contractor for the project, University of Alaska Center for Economic Development, did a great job with the workshop. The CEDS plan so far relates well with Homer's BR&E and Comprehensive Plan. Topics like workforce development and quality of life were highlighted.

Next Steps: Tim Dillion, KPEDD Executive Director will make a presentation on this topic at the February EDC meeting.



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: January 4, 2021
SUBJECT: Wayfinding Street Scape Draft RFP

EDC midterm goal: *Downtown vitalization momentum and wayfinding street scape plan – gain public input, offer input to RFP.*

Requested Action: Review the attached draft Request for Proposals (RFP), make comments and forward to Council.

Discussion: It's finally here! Attached is the project description, scope of work and scoring for the Request for Proposals. For this particular project, Council wants to see the RFP before it goes out to bid. That's good; we all want to be on the same page about the results of this project. If the EDC accepts the RFP at the meeting, it will be scheduled for Council to see on January 25th. If it needs more work, it can be postponed to the February agenda.

How an RFP works: Typically these types of projects are out to bid for about a month. A selection committee (5-7 people) that consists of city staff and interested citizens review the proposals, and selects a contractor. A recommendation is made to the City Council, who then awards the contract by resolution and directs the City Manager to negotiate and execute necessary documents. The contracts are signed and the project begins! All that typically takes about 2 months from the time the RFP is advertised. If all goes really well, Council could award the contract on March 22 and the project would likely begin in time for the April 13th EDC meeting.

Question: I'm not clear on whether this project includes signage for vehicles? Such as gateways to the community, and direction to Pioneer Ave or Old Town?

Requested Action: Take a look at the document, partially the deliverables. From what I have written, do you feel like the contractor has a clear idea of what we are looking for? Will we end up with the finish product we want? Please make comments and ask questions!

Next Steps: Council will review the RFP. Then the RFP will go out for advertising. Ideally the EDC will start working on this project with a contractor in April.

Attachments

Draft Wayfinding RFP

REQUEST FOR PROPOSAL
Development of Homer Wayfinding-Streetscape Plan
City of Homer, Alaska

The City of Homer, Alaska is requesting proposals from qualified landscape architect, design, or other professional firms to develop a Wayfinding-Streetscape Plan for the City of Homer. The completed plan and design standards will be adopted by Homer City Council and used to guide City improvements/enhancements such as the location of a design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined herein.

COVID NOTE: The City recognizes the COVID-19 pandemic drastically changes the ability to travel and conduct public meetings within the traditional public process framework. The City encourages proposers to adapt project methods to follow COVID-19 safety guidelines.

The following subjects are discussed in this RFP to assist in preparing a proposal.

- I. Introduction
- II. Project Overview
- III. Scope of Work
- IV. RFP General Requirements & Submittal Instructions
- V. Proposal Format & Content Requirements
- VI. Evaluation Criteria & Selection Process
- VII. RFP Timeline & Award Schedule

Attachment A: Project Map Area of Study

Attachment B: Ordinance 19-54(S-2)(A-2) Authorization of a Wayfinding-Streetscape Plan

I. INTRODUCTION

The City of Homer, under advisement of the Economic Development Commission, is seeking to develop a design and strategic plan for utilizing landmarks, city signage, pathways and streetscape elements to help visitors and residents more easily navigate and more fully experience Homer-- and be a catalyst for economic activity.

While a range of factors are important to business success, knowledge of Homer's various commercial districts, ease of navigation, the quality of the street environment and pedestrian experience are important to attracting business investment and consumer engagement in Homer's commercial districts. Streetscape planning gives us the opportunity to increase business activity with pedestrian-friendly infrastructure, land use improvements and public gathering or resting areas at reasonable intervals.

The goal is to develop a thoughtful wayfinding plan and inviting streetscape improvement plan that supports a vibrant Pioneer Avenue corridor and central business district, and it's connections to the Homer Spit and Old Town.

II. PROJECT OVERVIEW

The scope and objectives outlined in this RFP for a Wayfinding-Streetscape Plan have been proposed by the EDC and have been endorsed by the Planning Commission, Park Arts, Recreation and Culture Advisory Commission, and by community organizations and businesses.

The Wayfinding-Streetscape Plan will be used by the City to guide future City purchases and placement of enhancements such as trash cans, benches, pocket parks, etc., to make landscaping decisions, and to fund and install wayfinding signage. Private businesses may choose to augment the City's efforts by utilizing the plant list, by purchasing coordinating trash cans, benches, etc., or by hosting a wayfinding location.

The plan should be able to be implemented in phases over multiple years as budget becomes available. A limited City budget and staff capacity does not allow for a huge rollout and likewise requires consideration of maintenance costs over time. The plan produced should ideally prioritize improvements, identify potential funding sources, and consider existing City resources and equipment to ensure effective ongoing maintenance.

Other City of Homer Plans that are consistent with a Wayfinding-Streetscape Plan include the following documents and goals:

1) Homer Comprehensive Plan

Goal 5: strengthen Homer as a tourism, business travel, education, and recreation destination.

Objective B: support efforts to improve community attractions, including land and water trails, and access to marine activities and the marine environment. Improve links between attractions.

Objective 5-B-2: Design and build a wayfinding system that includes the Spit, Pioneer Avenue and Old Town. Consider a partnership.

2) Homer Spit Comprehensive Plan

Goal 2.5 (under Transportation): Improve organization, wayfinding and location of parking and harbor facilities.

3) Town Center Development Plan

Provided a framework for developing the downtown Homer area. The goals for development included enhancing signage and construction streetscapes.

III. SCOPE OF WORK

A. Area of Study

The area covered by this plan includes Pioneer Avenue from the Sterling Highway to Lake Street and its connections to points of interest within the Central Business District. Homer is a small city with relatively few main thoroughfares. While there will be a concentration on Pioneer Avenue, connections to and wayfinding between the Central Business District, Old Town, Ocean Drive and the Homer Spit should be evaluated and included, as well as orientation wayfinding at Baycrest Overlook, Homer airport terminal and the Pioneer Dock, Homer's three main gateways. The project area includes local and state rights-of-way.

See Attachment A for an illustration of the described area.

B. Wayfinding-Streetscape Plan Objectives

- 1) Help distribute economic activity among Homer's primary commercial districts by:
 - Informing the travelling public about Homer's primary commercial districts; and
 - Assisting them in navigating between these districts and to key destinations within the central business districts.
- 2) Encourage pedestrian activity and foster economic development along Pioneer Avenue and within the Central Business District by:
 - Providing realistic streetscape amenities that, when combined, create an inviting, safe, dynamic and desirable character and feel.
- 3) Use the plan to guide future City purchases and placements of wayfinding-streetscape enhancements.
- 4) Create a pattern book or blueprint of sign types, street furniture and landscaping that the city and businesses can replicated in other parts of the community. Ideally there will be three to four examples of wayfinding;
 - a. Full seasonal shuttle stop with a bench, trash can, landscaping and wayfinding signage;
 - b. Pocket park with bench, trash can, landscaping and smaller wayfinding signage,
 - c. Major trailhead or connector signage,
 - d. Minor directional or trailhead signage.

C. Project Scope

The Wayfinding/Streetscape Plan will primarily emphasize:

- 1) Pedestrian experience, with attention to **continuity of vehicle signage(?)**, particularly at route decision points and Homer's gateways;
- 2) Design that is cohesive, but not necessarily identical and that enhances and reflects the distinctive and creative character of Homer; and
- 3) Consider all aspects of technological and physical wayfinding signage and tools, keeping signage 'clutter' to a minimum.

Wayfinding Scope

- 1) Assist pedestrians navigating Pioneer Avenue and to points of interest in the Central Business District.
- 2) Orientation wayfinding at Homer's gateways.
- 3) Making connections between Homer's destination areas (i.e. Old Town, the Spit, Farmer's Market, and others as identified and agreed upon.)

Streetscape Scope

- 1) Plan should propose realistic streetscape and public space improvement options along Pioneer Avenue and to points of interest within the Central Business District.
- 2) A strategic approach for implementation of any combination of the following possible elements: Accessibility, Banners, Bicycle Amenities, Landscaping (plant lists, use of gardens), Bench Locations for Rests/View Areas, Pocket Parks, Pedestrian Crossings (safety and aesthetics), Decorative Hardscapes, Trash Cans.

D. Task Phases & Deliverables

The Proposer selected is expected to conduct, at minimum, the following tasks. In response to the RFP, the Proposer may expand on these tasks utilizing their experience and expertise in the subject areas, provide detail on how they are to be accomplished, and/or suggest additional tasks as warranted to meet the stated project objectives.

TASK I: Research, Analysis and Project Familiarization

- Initial meeting with City staff to finalize schedules, process, and communication.
- Review relevant plans and studies, including city logo and colors and park signage guidelines.
- Research and analyze existing condition of identified project area in relation to wayfinding, streetscape, parking, roadways, and safety/access/connectivity for pedestrians and bicyclists.
- Meet with Parks Maintenance staff on preferred street furniture, and level of landscape maintenance the city can sustain. Also discussion of light pole banners for Pioneer Ave.
- Analyze architectural elements, materials, themes, and existing planning documents, in order to develop appropriate design aesthetic.
- Using City staff and stakeholder input, field assessments, existing data and reports, Alaska DOT and City zoning code requirements, conduct an assessment of general geographic and environmental conditions and opportunities for wayfinding/streetscape improvements.
- Identify preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.
- **Task I Deliverables:**
 - Draft map of preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.

- Draft selection of type and style of street furniture
- Draft landscaping plant list and sample planting diagram or photographs

TASK II: Public Outreach and Opinion Gathering

- Meet with representatives of stakeholder organizations. This could be in the form of a zoom with invited stake holders, focus groups or interviews, or some combination thereof. Stakeholder groups that will help facilitate this process include the Economic Development Advisory Commission, the Planning Commission, Homer City Council and Homer Chamber of Commerce Pioneers on Pioneer work group.
- Establish a transparent, inclusive community engagement process for developing the plan through a series of public meetings and virtual participation methods.
- At these public meetings or virtual events, present and discuss (at a minimum) the following subjects:
 - Successful design concepts, schemes, specifications and tools implemented by other communities
 - Successful gateway and wayfinding programs and concepts; examples of landscape, (plantings, trees, peonies, shrubs), hardscape and street furniture features and amenities.
 - Present draft work from Task 1 Deliverables for feedback. Gather preferences for each project area to refine initial design themes and concepts.
- Engage members of the public to refine and articulate a shared vision of streetscape and wayfinding improvements. (Methods could include Zoom, bulletin boards if public facilities are open, or other innovative, inclusive public process methods.)
- **Task II Deliverables:**
 - Summary reports on feedback gathered from the public/stakeholders
 - Revised sketches, maps, and photographs produced based on public feedback

TASK III: Alternative Design and Management Concepts

- Prepare and present a minimum of three alternative design concepts for streetscape amenities and wayfinding signage based on input received at the public meetings. The designs should be in sufficient realistic detail and color, and should reflect the distinctive and unique character of Homer.
- Present wayfinding recommendations on sign sizes, styles, and placement in order to highlight the Pioneer Avenue and key destinations in the central business district, parking, and connections to other key locations and Homer gateway orientation signage.
- Design development drawings must include the scale of wayfinding signs in relation to pedestrian and vehicular levels.

- Recommendations/design concepts for streetscape amenities should include, at a minimum, parkway landscape improvements, street furnishing (e.g. trash receptacles, street furniture, and etc.), and hardscape cross walk improvements.
- Revise the individual sign type designs and locations per final comments of the Stakeholder groups (as needed).
- Create a pattern book or style guide with up to 4 types of designs from the preferred alternative: Shuttle stop or pocket park with benches and signage to include planting examples and street furniture, banners if appropriate major wayfinding marker, reduced size wayfinding signage, trailhead or single marker signage.
- **Anything else?**
- **Task III Deliverables:**
 - Summary report with the preliminary draft of the wayfinding-streetscape plan and recommendations.
 - Large format display graphics (**JE Check need for large format?**) illustrating alternative design concepts for both the wayfinding and streetscape plans. Design of wayfinding signage should include all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications.
 - Statement of Probable Cost for the fabrication, installation, and maintenance of the wayfinding system.
 - **Anything else?**

TASK IV: Final Design Concepts

- Complete refinements of final design concepts, phasing of improvements, and cost estimates based on all input from the public, stakeholder groups, and City staff.
- Once design concepts and locations are approved by staff, the consultant will prepare Final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color specifications, and material performance standards) with written statement regarding rationale for design choices, materials, method of fabrication, and how systems can be modified over time.
- Present final concepts to the City Council.
- **Anything else?**
- **TASK IV Deliverables:**
 - Final Wayfinding-Streetscape Plan, which will include the following:
 - Priorities for implementation (low, medium, and high Priority Action Items) for phasing in Streetscape improvements.
 - Conceptual cost estimates (low, medium, high) for all Wayfinding signage and Streetscape phases.

- Design of wayfinding signage (all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications). Complaint with AK DOT standards and ADA compliant designs
- Large format display graphics illustrating final design concepts. (JULIE NOTE: need to flesh out if we want a specific file format etc)
- One hard copy and electronic copy of final Wayfinding-Streetscape Plan as well as electronic copies of all presentations.

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

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

A. Will there be a pre-close meeting, mandatory or optional?

JE comment; still need to work out this detail.

Sample text: There will be a mandatory/optional meeting/teleconference held prior to the closure of the RFP. This will give all proposers involved the opportunity for questions/answers with City Staff to ensure all information is open and concise. The Pre-Close RFP meeting/teleconference will be held via Zoom [DATE], 2020 at [TIME] p.m. Proposers participating via phone will call in at that time at 907-235-8121 ext. 2297.

B. All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Interested firms or individuals should submit the completed proposal using the following instructions:

- i. One original and seven (7) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer 2021 RFP
Development of Homer Wayfinding-Streetscape Plan
Proposal Date
Bidders Name and Address

- ii. The Proposal submittals shall be addressed to:

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

C. Proposals must be received by the City Clerk's Office at the above referenced address **no later than 4:00 p.m. [DAY], [DATE], 2020. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.**

- D. The City Clerk’s Office does not provide envelopes for responsive firms to put their completed proposals in, nor will the Clerk’s Office Staff write proposer’s information on the envelope on their behalf. Facsimile, email, electronic or telephone proposals will not be accepted. City procurement policies require a paper submittal by the stated time and date.
- E. Proposals may be withdrawn by written, email, or facsimile notice received prior to the deadline for proposal submittal. Withdrawals received after the proposal submittal deadline will not be considered. (JE check wording here)
- F. Inquiries must be received at least 10 days prior to the RFP submittal deadline. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.
- G. Inquiries regarding the Scope of Work or clarification of the RFP must be directed to:

Julie Engebretsen, Deputy City Planner
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354
Email: jengebretsen@ci.homer.ak.us

- H. General RFP and proposal submission inquiries must be directed to:

City Clerk’s Office
491 E. Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Email: clerk@ci.homer.ak.us

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

To be considered responsive, each proposal must include (at a minimum) the following:

- A. **Letter of Transmittal (one page maximum):** The transmittal letter shall briefly state the firm’s understanding of the City’s request, make a positive commitment to provide the professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.
- B. **Proposal Narrative (XX pages maximum):** The proposal narrative must provide the following information:
 - 1) Proposed Contract: Specify in detail the firm’s ability to fulfill the Scope of Work that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Other items that must be included in the proposed contract:

- Standard, all-inclusive cost schedule that is to be used in this contract, including staff time per task, travel expenses, and incidentals.
 - Contract Term – To commence on the date both parties enter into agreement.
 - Schedule – An outline of the anticipated schedule for completing the Scope of Work beginning with issuance of a notice to proceed to submitting the final work product.
 - Insurance – Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits:
 - i. The City of Homer shall be named as additional insured during the project’s duration.
 - ii. Worker’s Compensation in accordance with the laws of the State of Alaska, and Employer’s Liability Insurance with minimum limits of \$1,000,000/ \$1,000,000/ \$1,000,000.
 - iii. General Liability Insurance in an amount not less than \$1,000,000 per occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate for bodily injury or death and for property damage.
 - iv. Professional Liability with minimum limits of \$1,000,000 aggregate and each claim.
 - v. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.
- 2) Proposed Project Manager and Team Members: This section shall introduce the project manager (Single Point of Contact) and members of the firm that will be performing the work for this project.
 - 3) Statement of Qualifications and Experience: This section will cover the project team/firm’s qualifications for the proposed work and experience with similar projects. Full resumes are not required but can be included; 1-2 paragraphs on each member of the team will be sufficient. Knowledge of and experience with AK DOT or similar standards, and ADA compliant designs
 - 4) Methods and Work Plan: Proposer will outline a work plan detailing the firm’s step-by-step procedures for accomplishing the Scope of Work and the City’s objectives for this project.
 - 5) References: List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria (JE to complete scoring criteria with point explanation)

Proposals will be evaluated on the following criteria and scored according to the point scale:

Proposed Contract, Work Plan, and Cost	35 Points
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<ul style="list-style-type: none"> • Methods and work plan demonstrate that the Firm has the ability and sufficient resources to accomplish the requirements outlined in the Scope of Work, to coordinate the project, to develop viable recommendations and alternatives, and to produce a quality plan (includes proposed visualization techniques as well as the public involvement plan). • Work plan to be broken down by Tasks 1-IV. 	
<p>Proposed Project Manager and Team Members</p> <ul style="list-style-type: none"> • Qualifications, experience, and training of staff to be assigned to project. • Team’s knowledge and understanding of the goals of this project. • Knowledge of and experience with AK DOT or similar standards, and ADA compliant designs <p>(Scoring directions: the top firm will receive full points, all others will be score minus 5 or -10)</p>	30 Points
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Capability of Firm to meet the requirements of this RFP. • Firm’s knowledge of Homer/surrounding area and understanding our community to capture the essence of what makes Homer unique in the final designs. • Record of past performance of Firm in similar, previous projects. 	20 Points
<p>Quality of Submittal</p> <ul style="list-style-type: none"> • Conformance with RFP requirements, including compliance and timely submission of all documents requested • Attendance at Mandatory Pre-Proposal Meeting & Facility Tour 	15 Points
Total Possible Points	100 Points

B. Selection Process

A selection committee comprised of City Staff and selected members of the public will evaluate the proposals and make a recommendation to the City Manager and Homer City Council. If the Council approves, the City will offer the highest ranking Proposer an opportunity to negotiate a Contract.

Other Proposal selection terms, conditions, and exceptions:

- 1) Evaluators may discuss factual knowledge of, and may investigate proposer’s prior work experience and performance. This includes projects referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.
- 2) This request for proposals is designed to be qualifications based, with cost playing a secondary role in the selection process. The City of Homer reserves the right to award a contract to the

highest ranked firm based solely on the written proposal or request oral interviews. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the right to terminate contract negotiations with any proposer should it be in the City of Homer’s best interest.

- 3) The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.
- 4) The City reserves the right to waive informalities and minor irregularities in proposals received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
- 5) The City reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.
- 6) Proposals will be kept confidential until contract is awarded, subject to law.

VII. RFP TIMELINE & AWARD SCHEDULE JE will complete based on CC approval date

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

<u>ACTIVITY</u>	<u>DATE/TIME</u>
CC approval of RFP	January 25
Publish Dates	Homer News: (Feb 4, 11) 2021 Peninsula Clarion: [DATE], 2021 <i>(Optional)</i> Anchorage Daily News: 11, 18 2021 <i>(Optional)</i>
Mandatory/Optional Pre-proposal Meeting	[DATE], 2021at [TIME] p.m.
Submittal Deadline for Proposals	March 3? 2021 at 4:00 p.m.
Evaluation Period and Proposal Selection	[5-7 DAY PERIOD], 2021 (March 11-12)
Contract Approval by Homer City Council	[DATE], 2021 March 22
Contract Signing/Notice to Proceed	TBD – March 26
Initial Project Meeting	TBD April 5



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum

TO: Economic Development Committee
FROM: Janette Keiser, PE, Director of Public Works/Acting City Engineer
DATE: December 23, 2020
SUBJECT: Main Street Sidewalk – 35% Design

Issue: The design for the Main Street Sidewalk project is currently at 35% development. It's a good time to brief relevant stakeholders on how the project is configured and what it's going to look like.

Background: The City issued a contract to design the Main Street Sidewalk Project, extending the sidewalk from Pioneer Avenue to Bayview Park to HDL Engineering. HDL has progressed the design the 35% level, which is not enough to build from, but enough to envision what the project will look like. For example, this level of design allows us to identify drainage problems, identify impacts on neighboring properties and layout the basic dimensions of the new road/sidewalk cross-section.

The intent is to build a sidewalk on the west side of the street only, with minimal impact to the existing road. We will be presenting drawings, showing a plan view and a cross-section of what the configuration looks like to the Planning Commission on January 6, the City Council on January 11, the ADA Committee on January 14, and the PARCAC in February.

We did not plan for any improvements on the east side of the road or any bicycle paths. That being said, it may be possible to widen the asphalt on the east side of the roadway and paint a lane on the widened section. This would provide a 2-3-foot wide strip on the non-sidewalked side of the road, which, while not an approved bicycle lane, could be used by people who want to travel on that side of the road. This feature could be added to the Bid Documents as an Additive Alternative, so, if we had funding, we could add this element to the construction contract.

I will present the 35% Design Documents and respond to questions/comments.

HOMER MAIN STREET SIDEWALK IMPROVEMENTS





City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

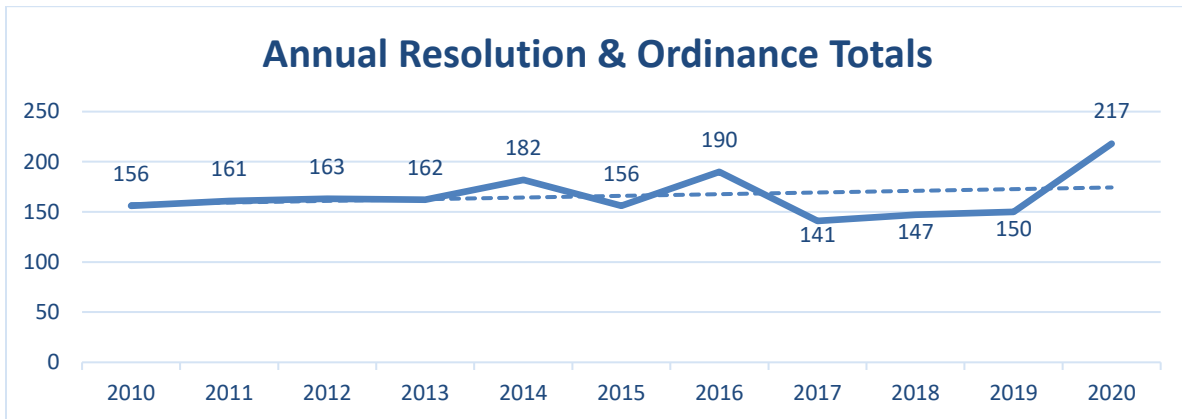
(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
 FROM: Rob Dumouchel, City Manager
 DATE: December 10, 2020
 SUBJECT: City Manager's Report for December 14th Council Meeting

Council Statistics

The Homer City Council was extremely busy this year. It is hard to quantify the work undertaken and created by Council, but I felt that comparing the number of proposed resolutions and ordinances would give an interesting context to the level of effort Council and staff have put forth. Council was toward the top of the historical range for resolutions, and greatly exceeded the number of ordinances seen in one year across the last decade (+30 ordinances over the previous record).



YEAR	# Resolutions	# Ordinances	TOTAL
2010	98	58	156
2011	112	49	161
2012	103	60	163
2013	118	44	162
2014	126	56	182
2015	111	45	156
2016	132	58	190
2017	97	44	141
2018	95	52	147
2019	91	59	150
2020	127	90	217
AVG	110	56	166

3rd Quarter Sales Tax

We have received 3rd Quarter sales tax data from the Kenai Peninsula Borough. There is a 9% decrease in year over year 3rd Quarter taxable revenues. This equates approximately to a \$336,098 decrease in revenue from 2019. Please see the enclosures developed by Finance Director Walton for the more data and some additional context.

Winter Recreation Champions

I have assembled a group of staff members with a nexus to recreation from the Library, Public Works, Community Recreation, and Planning to work together on concepts related to recreation this winter. We're investigating projects and programs on which the City can take the lead. We're also looking at how we can support non-profits and community groups who are able to provide recreational services and programs that the City cannot.

Vehicles in the Right-of-Way Update

The campaign to clear vehicles from the right-of-way was developed as an interdepartmental effort to ensure that Public Works crews can safely and efficiently plow streets once snow began to fall. Staff from Public Works, Homer Police Department, and the City Manager's Office collaborated on a plan to inform and enforce where necessary. Over the last couple months, Public Works performed a lot of outreach with individuals who were not in compliance. HPD followed up as well and took corrective action in a small number of cases. The Finance Department included flyers with the November water bills as a reminder to the public that the right of way is for plows and not parking. Staff hopes for less necessary outreach and enforcement for the rest of the season.

Plastic Bag Ban

City Administration is in the process of sending a mailer to Homer merchants informing them of the Council's decision to resume the single-use plastic carry-out bag ban on January 1, 2021. Special Projects Coordinator Jenny Carroll and Planning Technician Travis Brown are working together to get the word out into the community.

De-escalation Training

On November 30th over 50 staff members participated in de-escalation training presented by Greg Russell Consulting. The session taught what was framed as "verbal judo." This was the first time this curriculum had been provided via Zoom, and through that medium we were able to reach a very broad cross section of the organization. Thanks to our existing relationship with AMLJIA, we were able to provide this training to staff for no additional charge.

Kachemak Drive Sewer Blockage

Over the Thanksgiving holiday weekend, our sewer crews were hard at work locating and clearing some major blockages in the line that runs along Kachemak Drive. The description below is provided by Water/Sewer Superintendent Todd Cook:

Homer Public Works has some of the best operators in the State, the Citizens should be very proud of the care they receive from our crews. The weekend of the 28th they were able to prove it in some nasty weather and nastier work conditions.

On Nov 27th the PW crew responded to a sewer leak call. After digging down approximately 7 ft. they found loose bolts on a valve flange. They tightened the bolts to stop the leak. 28 Nov, crew received calls that several customers on Kachemak Dr. were having high pressure issues on their sewer services. Apparently, there was a blockage in the force

the main line valve was acting as a pressure relief. Once the bolts were tightened the customer's sewage had nowhere to go. The Camel (vacator truck) was deployed and an attempt was made to draw a vacuum on the force main to extract the blockage. This was only partially successful. The crew then fabricated an adaptor to connect the jetter to the main to use high pressure water to clear the blockage. A 4 ft. long grease plug and other material was removed from the first 2000 ft. of main. A 130psi was applied to the 3rd 1000ft section but would not break free. After more than 12 hours of working to free the blockage, the crew was sent home to rest and early the next morning, after emergency locations were given, the crew dug 7 feet to expose the section of pipe believed to contain the additional blockage. The pipe was cut, the jetter inserted into pipe in both directions. The crew found and removed 2 additional blockages and pounds of loose grease and other material. A jetter is basically a pressure washer. It uses a pressurized stream of water to cut through material to the front and uses a stream of water to draw loose material back out of the pipe. The Camel was used to vac this loose material out of the ditch as it was being removed from the pipe. Overall the operation went well. The crew will be increasing maintenance on the Kachemak Dr. force mains to ensure that a similar problem does not occur again in the future.

The customers on K Dr. were very gracious and understanding with the crew, some even helped by contacting other customers and helping us keep everyone informed of the situation. They were very much appreciated by the crew.

In an effort to minimize similar grease blockages in the future, I have asked Special Projects Coordinator Carroll to begin developing outreach to customers on the effects of putting grease down the drain. Staff has conducted similar outreach in the past to help reduce required maintenance of this nature on the sewer system.

Port Expansion Meeting with AIDEA

On December 2nd the Port and Harbor hosted a virtual meeting with: Tim Dillon, Executive Director of KPEDC; Alan Weitzner, Executive Director for AIDEA (Alaska Industrial Development and Export Authority); Brad Anderson, Executive Director for the Homer Chamber of Commerce; Tom Soderholm, Board President of the Homer Chamber; Harbormaster Hawkins; and me. The purpose of the meeting was to talk about Homer's plans and progress for launching a general investigation of our Port Expansion Study with the Army Corps of Engineers. The Harbormaster gave a presentation outlining Homer's historic start as a small village without a harbor, its economic growth to the current present-day City with small boat harbor, and onward toward the future with justification for expanding facilities to meet the needs of our customers, Marine Trades support industry, and State and Federal Governments. It was valuable to be able to brief Mr. Weitzner on our plans as he will be a great resource in the future when it comes to developing and supporting funding for this mega project. One of the next steps developed from this meeting was the need for the City to officially draft a letter of invitation for the State to join as a continuing partner in the GI study. Staff are currently in the process of drafting that letter with the intent to track it through to DOT headquarters as soon as possible. Council has authorized this project and set Homer's share of the General Investigation project money aside in February of this year (Ordinance 20-06). Both the US Army Corps of Engineers and the AKDOT have been impressed by the City's commitment and investment in the project and it has helped make meetings like the one held on the 2nd possible and productive.

COVID-Related Updates

COVID Framework Reviews

I continue to meet with staff to review our risk level regarding the COVID threat in our community. On November 23rd I moved the organization to “Red” status. In response to this change, we have been: taking measures to increase the amount of employees working remotely where appropriate; evaluating and modifying schedules to minimize unnecessary crossover at job sites; holding meetings by phone, Zoom, or in small groups outdoors; and closing or greatly restricting breakrooms.

COVID within the City Organization

Like many large employers within the City of Homer, we have had a number of positive COVID cases within our ranks. We saw our first confirmed case in mid-November, but haven’t had a new one since December 4th. At this time, everyone has recovered successfully and there are no remaining active cases among staff, although a small number of employees remain out of the office on quarantine due to close contacts. While these COVID-related absences can create some challenges for department-level staffing, I don’t believe we have had any disruptions in services noticeable to the public. I fully expect to see more positive cases throughout the winter, but the leadership team is doing its best to cut off all possible opportunities for spread among our teams and facilities.

Masking in City Facilities – Airport Terminal

Currently, masking and social distancing are required in all City facilities. One facility which provides a unique challenge is the airport terminal. It is the only City facility open to the public right now, and City staff is not on hand full-time to ensure compliance with our regulations. I have received a complaint about individuals not wearing masks in the lobby. Based on investigation into the matter by City staff, we are seeing that most individuals are in compliance with the masking rules. Additional signage has been put on site and we will continue to do our best to work with the public to ensure travelers comply with basic COVID-safety protocols as required within City facilities.

COVID Radio Ads

In our continued messaging about COVID-19 mitigation, Special Projects Coordinator Jenny Carroll has prepared new public service announcements which will be aired through December. The themes include getting behind wearing masks, staying active with your family bubble this winter, and that we all have a role in preventing the spread of COVID-19. Each encourages people to stick with precautionary measures, as hope for an eventual end to the pandemic through effective vaccines is on the way. Rachel Tussey has been coordinating the recording with KBBI. Thanks to Council for your participation in this messaging all throughout the year.

COOP Reviews

In a project coordinated by Library Director Dave Berry, a staff working group conducted a citywide review of all Continuity of Operations (COOP) plans. We are taking the opportunity to revisit these plans to see how they are working now that we’ve reached “red” COVID risk status. The review identified some opportunities and staff is working to make improvements to the various departmental COOP plans. This work group is also collaborating on a matrix that better defines how “close contacts” are determined and the requirements for quarantine under different situations.

Council Chambers Update

The old dais has been removed and the new one moved into Council Chambers. It is still in an unfinished state, but the attached photo below will give you an idea of the expanded scale of the new dais.

Councilmembers will have significantly more elbow room. The unfinished center section on the floor will be covered with matching carpeting. A podium for public comment and an additional desk are being constructed. IT staff is working on pulling together all the technical equipment (microphones, cameras, sound equipment, etc). Additionally, an ionizer HVAC system upgrade is planned for this month which will help eliminate viruses, allergens, dust, and pollen.



Enclosures:

1. December Employee Anniversaries
2. 3rd Quarter Sales Tax Update
3. 2020 Matching Donations to Library Endowment Fund



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: January 6, 2021
SUBJECT: City Manager's Report for January 11, 2021 Council Meeting

Main Street Sidewalks

The design for the Main Street Sidewalk project is at 35% development. Public Works Director Keiser will be discussing this project at the Committee of the Whole. See attached for a memo and drawings relevant to the project.

Winter King Tournament

The Homer Chamber of Commerce is asking Alaska Department of Fish and Game to make a onetime modification to their rules to accommodate their annual Winter King Tournament occurring in April. The Chamber would like fish caught as part of the tournament to not count against the limit of five king salmon per fisherman between April 1st and August 31st. Staff has prepared a draft letter of support which I will provide to the Chamber after this meeting if there is no objection from the Council. The letter and a PDF of ADF&G regulations are attached.

Winter Recreation Champions

Our winter recreation working group put together a compact wintertime activity guide highlighting tips for winter recreation in Homer. See attached for a draft which, when finalized, will be included in future water/sewer bills.

Alaska Marine Highway System Outreach Partnership with Seldovia

The Seldovia City Council is interested in opportunities to co-author a letter to the Governor regarding regional concerns with the Alaska Marine Highway System. Attached is a letter to the Mayor and Council from Seldovia's City Manager, an existing letter from Seldovia to the Governor, and a resolution passed by their Council.

New Finance Employee Joins the Team in January

We have successfully recruited to fill the additional Finance position approved by Council with Ordinance 20-44. Kaela Jiron accepted the position and she will become a member of the Finance team by mid-January. We are excited to incorporate her energy and enthusiasm for Accounting into our team. Ordinance 20-77 authorized the remodel of office space and the purchase of furniture for the new position. The cubicle workspace has been ordered and installed. We are continuing to work on ordering the remainder of the workspace items.

Light Up Homer Campaign

Through the Light Up Homer Campaign, the City loaned strings of lights to Homer Businesses who committed to installing them. The Chamber of Commerce helped the Public Works Department recruit participants, and over a dozen chose to participate. Additionally, we lit up the Public Works building, multiple parks facilities, the library, and the Police station. See below for example photos.



Library Western Lot Trail Project Update

Friends of Homer Library is currently developing a proposal for improvements to the “western lot” area of the library facility. See the attached memo from Library Director Barry for more information.

Bishops Beach Parcel

The Council adopted ordinance 20-76(A) directing me to purchase a parcel at Bishops Beach. The City took possession of the parcel on January 4th and will designate it as part of Bishops Beach Park.

Homer Police Station Architectural Award

The Alaska Chapter of the American Institute of Architects (AIA) awarded the Homer Police Station for its creative use of materials. This award was voted on by attendees to AIA Alaska’s virtual conference. See attached for the award and images submitted to the AIA.

Camping Report for 2020

Unsurprisingly, campground revenues and total campers were down in 2020 due to the pandemic. There was however a bright spot in the number of campers who visited Homer in the shoulder seasons. See attached for a report from the Parks Division.

Personal Watercraft in Kachemak Bay

A decision signed by Alaska Department of Fish & Game Special Assistant Rick Green, effective January 9th, allows personal watercraft (PWC), such as jet skis, to access Kachemak Bay for the first time in almost 20 years. This change has created concerns in the community which include, but are not limited to, public safety, shoreline protection, and recovery of the appropriate fees for PWC usage of harbor facilities. I am looking for direction from Council as to how they would like to move forward regarding this issue, see attached for a memo outlining some basic information and concerns.

J & H Consulting Meeting

On Dec 23, 2020, key staff met with Christine Hess and Reggie Joule of J&H Consulting to get acquainted and get a general overview of the State legislative landscape for 2021 as it pertains to City projects and interests. J&H Consulting will be providing written updates every 10-12 days for distribution and are available to give presentations to Council. They also recommended inviting the Kenai Peninsula delegation to attend a Council meeting to share information about the City's major projects and legislative concerns. If Council is interested, I would like to plan that with Council and J&H.

COVID-Related Updates

CARES Act Funding

President Trump signed legislation on December 27th which included an extension for the use of CARES Act funds. While this is a welcome respite for a few of our projects, we are still working to wrap up all CARES Act projects as soon as possible. I anticipate that all CARES Act related spending will be complete by the end of January.

COVID Risk Status

I continue to meet with staff to review our risk level regarding the COVID threat in our community. On November 23rd I moved the City to "Red" status and we remain there today. As an organization we have been doing quite well, at the time of this report we have zero active COVID cases. While we're not currently seeing much COVID activity within our organization, we are continuing to take a conservative approach to COVID-safety due to stresses on the healthcare system at a statewide level.

COVID Vaccine Update

City staff has been working with the Kenai Peninsula Borough Office of Emergency Management, local healthcare providers, and other members of the Unified Command to collaborate on ways to plan for and work together in regards to vaccine distribution. So far some City employees in the Police and Fire Departments have received the first and second shots of the vaccine series. No significant adverse reactions have been reported at the date of this report's writing. It's hard to say how much vaccine will be available and on what timeline here in Homer, but staff is committed to being a good partner in the roll-out process.

Council Chambers Update

Work continues on the Council Chamber update. This project is one that will spill over into 2021. See below for a progress picture.



Enclosures:

1. Main Street Sidewalk Memo and Drawings
2. Winter King Tournament Letter and ADF&G Regulations PDF
3. Winter Recreation Flyer
4. Seldovia Ferry Letter
5. Western Lot Trail Project Memo and Trail Maps
6. Homer Police Station Award
7. 2020 Camping Report
8. PWC Memo



CARES Act Economic Relief Grant Programs Update

January 5, 2021

Fishermen Economic Relief Grant Program (FERG)

The FERG program was launched on Monday, November 9. The application period closed on Sunday, November 29th.

325 applications were received (**148** paper/**177** online):

- **264 eligible applications** (eligible requests amounted to **\$1,510,197.85**)
 - **225 approved** (\$1,298,310.61)
 - 223 were approved (**\$1,287,310.61**)
 - **2 were appealed and approved (\$11,000.00)**
 - **39 were not funded** due to lack of funds (unfunded eligible requests amounted to **\$211,887.24**)
- **63 denied** (2 of which were ultimately approved through the appeals process)
 - 32 Did not moor in the Homer Harbor
 - 26 Didn't meet other eligibility requirements
 - 4 Duplicate applications
 - 1 Withdrawn

Checks have been sent out to **775** recipients. Many of these recipients will receive multiple payments as they have worked on more than one vessel.

Appeals Process

\$140,000 was set aside for the appeals process. 22 denied applicants submitted appeals. Sara Perman, Rob Dumouchel and Jenny Carroll together evaluated the appeals. Of these appeals:

- 14 did not moor in Homer Harbor
- 2 did not meet residency requirements
- 2 applied for multiple vessels.
- 1 was missing application materials.
- 1 didn't meet 2020 fishing requirement.

Two appeals were ultimately approved for a total of \$11,000.00 approved. One was able to prove that they did moor in the harbor, and the other was able to provide proof of fishing in 2020. All of the leftover FERG funds remaining after the appeal process were applied towards waitlisted eligible applicants.

Mortgage and Rent Relief Grant Program (MARRG)

MARRG application period closed on December 10, 2020. By that date, the program had received **206** total applications. After the CARES Act expenditure deadline was extended, I consulted with AHFC about extending the City's funding horizon and we agreed on extending the processing/expenditure deadline to January 8, 2021.

After the January 8, 2021 deadline, AHFC will continue to work with any applicants still in the eligible pool to provide economic relief funding.

As of 12/28/2020, of the 206 applications received

- 12 were not eligible;

- 85 payments issued, in process or approved and checks waiting to be issued;

- 107 contacts attempted;

- 2 unresponsive after multiple contact attempts.

Monthly assistance payments are averaging \$1,002.

ERG Staffing

Sara Perman completed her last day of work for the City on December 31, 2020. Jenny Carroll has taken over her remaining duties of following up with applicant inquiries on NERG, SoSERG, CBERG and FERG, and working with the Finance Department on any follow up questions.

Jody Mastey is available to staff as needed on any follow up questions from SBERG applicants or from the Finance Department.

Economic Development Advisory Commission 2021 Meeting Calendar

MEETING	AGENDA DEADLINE	ANNUAL TOPICS/EVENTS
JANUARY 6:00 p.m. Tuesday, January 12	5:00 p.m. Wednesday, January 5	
FEBRUARY 6:00 p.m. Tuesday, February 9	5:00 p.m. Wednesday, February 2	
MARCH 6:00 p.m. Tuesday, March 9	5:00 p.m. Wednesday, March 2	Appointment Renewals Due Comprehensive Plan Review
APRIL 6:00 p.m. Tuesday, April 13	5:00 p.m. Wednesday, April 6	Terms Expire April 1 st Election of Chair & Vice Chair Review of Strategic Plan/Goals
MAY 6:00 p.m. Tuesday, May 11	5:00 p.m. Wednesday, May 4	
JUNE 6:00 p.m. Tuesday, June 8	5:00 p.m. Wednesday, June 1	City Budget Review/Develop Requests
JULY 6:00 p.m. Tuesday, July 13	5:00 p.m. Wednesday, July 6	
AUGUST 6:00 p.m. Tuesday, August 10	5:00 p.m. Wednesday, August 3	Capital Improvement Plan Review
SEPTEMBER 6:00 p.m. Tuesday, September 7	5:00 p.m. Wednesday, August 31	
OCTOBER 6:00 p.m. Tuesday, October 13	5:00 p.m. Wednesday, October 6	
NOVEMBER 6:00 p.m. Tuesday, November 9	5:00 p.m. Wednesday, November 2	
DECEMBER 6:00 p.m. Tuesday, December 14	5:00 p.m. Wednesday, December 7	Upcoming Year Schedule Review Land Allocation Plan Review

**2021 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 2021 meeting dates for City Council is as follows:

January 11, 25	_____
February 8, 22	_____
March 8, 22	_____
April 12, 26	_____
May 10, 24	_____
June 14, 28	_____
July 26*	_____
August 9, 23	_____
September 13, 27	_____
October 11, 25	_____
November 22*	_____
December 13, 20**	_____

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.

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

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