



# Agenda

## Economic Development Advisory Commission Regular Meeting

Tuesday, November 12, 2024 at 6:00 PM

City Hall Upstairs Conference Room In-Person & Via Zoom Webinar

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### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

### Zoom Webinar ID: 990 0366 1092 Password: 725933

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

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

### AGENDA APPROVAL

### PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

### RECONSIDERATION

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

- A. October 8, 2024 Unapproved Regular Meeting Minutes

### VISITORS/PRESENTATIONS (10 minute time limit)

- A. Chamber of Commerce Annual Presentation

### STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. EDC Staff Report
- B. Chamber Director Report
- C. Homer Marine Trades Association Report
- D. Kenai Peninsula Economic Development District Report
- E. HERC Update
- F. Housing Update
- G. Planning Update

## **PUBLIC HEARING**

## **PENDING BUSINESS**

## **NEW BUSINESS**

- [A.](#) Budget Requests (AKSBDC, Anything Else) \$25K
- [B.](#) 2025 Meeting Calendar  
Memorandum EDC-24-019 from Deputy City Clerk as backup
- [C.](#) Council Joint Worksession Topics - November 18, 2024  
Memorandum from Community Development Director as backup

## **INFORMATIONAL MATERIALS**

- [A.](#) City Manager's Report  
CM's Report for October 14th, 2024  
CM's Report for October 28th, 2024  
CM's Report for November 12th, 2024
- [B.](#) EDC Annual Calendar 2024
- [C.](#) 2024-25 EDC Strategic Plan

## **COMMENTS OF THE AUDIENCE (3 minute time limit)**

## **COMMENTS OF THE CITY STAFF**

## **COMMENTS OF THE MAYOR/COUNCIL MEMBER**

## **COMMENTS OF THE COMMISSION**

## **ADJOURNMENT**

Next Regular Meeting is **Wednesday, January 8, 2024 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 and via Zoom Webinar.

## **CALL TO ORDER**

Session 24-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Vice Chair Deborah Brown at 6:01 p.m. on October 8, 2024 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS AREVALO, BROWN, YOUNG, STEPHENS & ZUBEK

ABSENT: COMMISSIONERS DICKINSON & MARKS (BOTH EXCUSED)

STAFF: COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN & DEPUTY CITY CLERK PETTIT

## **AGENDA APPROVAL**

Vice Chair Brown requested a motion and second to approve the agenda as presented.

YOUNG/ZUBEK MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

Gloria Wahl, city resident, cited a study from a professor of economics at Erasmus University in the Netherlands, noting that while each cruise ship landing in the Netherlands generates about €60,000, nitrogen emissions cost roughly €550,000 per landing. She referenced a separate study from a psychology professor at the University of Bergen in Norway that indicated that campers and backpackers spend more per person than cruise ship passengers. Recalling from her own personal experience cruising the Inside Passage, Ms. Wahl suggested that cruise lines do what they can to encourage on board spending from their patrons. She emphasized that she never wants Homer to become like Sitka.

Scott Adams, city resident, questioned why Homer would want to receive two or more large cruise ships per week. He referenced Sitka's recent struggles with the cruise ship industry, and suggested the City take a step back and see how Sitka remedies their own problem with the amount of cruise ships they're seeing. Switching his focus to the land allocation plan, he stated that it's his belief that leases should be up for competitive bid. He reasoned that it's harder for someone with a brick-and-mortar shop to stay competitive with someone who has virtually no overhead.

## **RECONSIDERATION**

### **CONSENT AGENDA**

A. EDC Unapproved Minutes of September 10, 2024

YOUNG/STEPHENS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 10, 2024.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**VISITORS/PRESENTATIONS**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. EDC Staff Report

Community Development Director Engebretsen delivered a verbal report, noting the following:

- Flyer included in the packet for the Comprehensive Plan Community Worksession
- Update regarding staffing in the Community Development Department
- Copy of the business survey results included in the packet

There was brief discussion regarding grants to additional properties that the City is aiming to purchase in the Bridge Creek Watershed Protection District.

B. Chamber Director Report

Community Development Director Engebretsen shared that the Chamber is hosting a luncheon on Wednesday, October 16<sup>th</sup> at Kenai Peninsula College that will be focused on providing an overview of the 2024 tourism season. She added that the City will follow with a “State of the City” presentation in November.

C. Homer Marine Trades Association Report

D. Kenai Peninsula Economic Development District Report

E. HERC Update

Community Development Director Engebretsen stated that the City has been in contact with the Department of Environmental Conservation regarding the City’s funding through the State. She added that the project is chugging along slowly.

F. Housing Update

G. Planning Update

Commissioner Arevalo provided an update regarding the Comprehensive Plan Steering Committee.

**PUBLIC HEARING**

**PENDING BUSINESS**

- A. Business Licenses  
Memorandum EDC-24-015 from Community Development Director as backup



Vice Chair Brown introduced the item by reading of the title and deferred to Community Development Director Engebretsen, who directed the Commission to her staff report and the draft memorandum included in the packet.

The Commission and Ms. Engebretsen reviewed the document, with the Commissioners posing questions and suggesting minor edits throughout the memorandum.

AREVALO/ZUBEK MOVED TO FORWARD THE DOCUMENT TO CITY COUNCIL AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Cruise Ships  
Memorandum EDC-24-016 from Community Development Director as backup  
Email re: Cruise Ship Documentary from Ms. Gloria Wahl

Vice Chair Brown introduced the item by reading of the title, noted the email from Ms. Gloria Wahl, and deferred to Community Development Director Engebretsen, who provided a verbal explanation on her memorandum in the packet.

The Commission and Ms. Engebretsen reviewed the memorandum. Edits to the memo were offered by the Commission, and there was brief discussion regarding a tourism management plan and pollution.

ZUBEK/YOUNG MOVED TO FORWARD MEMORANDUM EDC-24-016 TO CITY COUNCIL AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **NEW BUSINESS**

- A. Land Allocation Plan  
Memorandum EDC-24-017 from Community Development Director as backup

Vice Chair Brown introduced the item by reading of the title and deferred to Community Development Director Engebretsen, who reviewed her memorandum in the packet. She noted a recent proposal seen by the Port & Harbor Advisory Commission that is proposing to lease City-owned property on the Spit for the purpose of adding another fuel dock.

AREVALO/YOUNG MOVED THAT THE EDC RECOMMEND THE CITY KEEPS THE OPTIONS OPEN ON THE LAND ALLOCATION PLAN AND ALLOW FOR FURTHER INVESTIGATION.

Commissioner Young reasoned that someone wanting to invest and develop something that could be used appropriately would increase quality and lower cost. He added that he views having two fuel docks in the area as beneficial.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Ms. Engebretsen noted that about 5 years ago, the Port and Harbor Commission identified several areas along the harbor where development would make sense. She added that Michael Yourkowski's property is one of the leases included in these areas and will be expiring in 18 months, which is when the renewal process will start. She and the Commission reviewed the options that the City and the property owner have when the time comes for lease renewal. Comments from the Commission included the following:

- The location is good and doesn't obstruct the view of the harbor
- It seems reasonable for Mr. Yourkowski's property to be on the table to lease the overslope, and the overslope should go to bid with the adjacent lot as this could bring more cost-effective development

### **INFORMATIONAL MATERIALS**

- A. City Manager's Report  
CM's Report for September 23<sup>rd</sup>, 2024
- B. Datafy Destination Summary
- C. Homer Comprehensive Plan Rewrite – Community Worksession Flyer
- D. EDC Annual Calendar

Vice Chair Brown noted the informational materials. Commissioner Young volunteered to deliver the October 14<sup>th</sup> report to City Council.

### **COMMENTS OF THE AUDIENCE**

Scott Adams, city resident, emphasized the strain that larger cruise ships cause for the facilities down at the harbor. He shared that he felt that 6 cruise ships a year would be a good number to start with. He advocated for the quality of life for citizens in Homer, stating that they don't want to be bombarded by tourists every day. Speaking to the land allocation plan, Mr. Adams noted that the lots on the harbor are one continuous lot, but argued that the lots should be treated as individual lots.

Gloria Wahl, city resident, commented that commonality of language would be helpful in regulating the cruise ship industry in Homer. In terms of the tourism season, Ms. Wahl stated that Homer needs to recognize that people travel year-round. She added that the cruise ship itineraries are set long in advance, often years ahead of schedule. She thanked the Commission for their time and effort spent addressing cruise ships.

### **COMMENTS OF THE CITY STAFF**

Community Development Director Engebretsen noted that it was good to have two things to send off to Council.

### **COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)**

### **COMMENTS OF THE COMMISSION**

Commissioner Stephens shared that she is getting a better idea of what it means to be a Commissioner.

Commissioner Zubek stated that this was the first meeting that she felt confident in what was going on.

Commissioner Young shared that he enjoyed the meeting. He noted the local election results, and added that he's hopeful to meet Mayor Lord.

Vice Chair Brown noted that it was a quick meeting. She added that she got married a week ago, stating that this might change things in terms of her position on the Commission. She shared her astonishment for the position that some public officials in Homer took regarding the expansion of the hospital during the recent October election. She stressed the importance of listening to desires of the public while setting aside personal biases.

**ADJOURNMENT**

There being no further business to come before the Commission, Vice Chair Brown adjourned the meeting at 7:36 p.m. The next regular meeting is Tuesday, November 12, 2024 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

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ZACH PETTIT, DEPUTY CITY CLERK I

Approved:\_\_\_\_\_

**CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
FY25 BUDGET**

Requesting Department EDC

Date \_\_\_\_\_

<input type="checkbox"/> <b>Request for Additional Personnel:</b> <b>Position Title</b> _____ <b>Salary Range &amp; Step</b> _____ <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Hours Per Year</b> _____  <b>(FINANCE DEPT WILL COMPLETE)</b> 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ <b>Total Personnel Cost</b> _____	<input type="checkbox"/> <b>Capital Request</b> (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input checked="" type="checkbox"/> <b>Operating Line Item Increase</b>  <b>Request Title</b> <u>AKSBDC Advisor</u>  <b>Fund Name:</b> <u>General Fund</u>  <b>Account Name:</b> <u>Non-Departmental Professional Services</u>  <b>Account #</b> <u>100.0350.5210</u>  <b>Estimated Cost:</b> <u>\$25,000</u>
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**Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.**

The City of Homer has been providing matching funding for the Alaska Small Business Development Center, Homer Advisor position for several years. Funding for this position additionally comes from the University of Alaska, the Kenai Peninsula Borough, and the Homer Chamber of Commerce provides office space and in kind services. The Economic Development Advisory Commission has recommended (AWAITING ACTION ) approval to the City Council.

**How is this request necessary for the Department to carry out its mission, or to meet Department goals?**

Homer's economy is heavily reliant on small businesses and entrepreneurs. The local Homer Advisor of the AKSBD provides essential business planning services and helps companies access capital to buy, sustain and grow local businesses. This has a direct impact on sales tax revenue and jobs.

**Priority of Need:** This budget request item ranks # ☐ of the department's ☐ budget requests.

Requestor's Name: EDC/Julie Engebretsen Dept Head Approval \_\_\_\_\_  
Date \_\_\_\_\_

City Manager  
Recommendation: ☐ Approved ☐ Denied ☐ Amended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## MEMORANDUM

**Resolution 24-xxx, A Resolution of City Council of Homer, Alaska Establishing the 2025 Regular Meeting Schedule for City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation & Culture Advisory Commission, Planning Commission, Port & Harbor Advisory Commission and ADA Advisory Board. City Clerk.**

**Item Type:** Action Item  
**Prepared For:** Economic Development Advisory Commission  
**Date:** November 8, 2024  
**From:** Zach Pettit, Deputy City Clerk I

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Please review the draft resolution that establishes your meetings for 2025 and make any changes by way of motion. It has been standard practice in the past that the EDC cancels its July and December meetings.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2025 meeting schedule for Council and Advisory Bodies via resolution no later than their November 25, 2024 meeting.

### Recommendation

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

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk

**RESOLUTION 24-1xx**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2025 REGULAR MEETING SCHEDULE FOR CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Planning Commission, Advisory Commissions and Boards; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2025 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act (ADA) Advisory Board of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 1, New Year's Day, Wednesday	February 17, Presidents' Day, third Monday	March 31, Seward's Day, last Monday	May 26, Memorial Day, last Monday	July 4, Independence Day, Friday	September 1, Labor Day, first Monday
October 17*, Alaska Day Friday	November 11, Veterans Day, Tuesday	November 27 Thanksgiving Day, Fourth Thursday	November 28, Friday, the day after Thanksgiving	December 25, Christmas, Thursday	

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

CITY COUNCIL (CC)

January 13, 27	February 10, 24	March 10, 24	April 14, 28	May 12, 27*	June 9, 23
July 28**	August 11, 25	September 8, 22	October 7 Election	October 13, 27 Oath of Office October 13	Canvass Board October 10
November 4 Runoff Election	November 10, 24	December ***If needed			

\*Second meeting in May will be held on a Tuesday due to Memorial Day

\*\*There will be no First Regular Meeting in July.

\*\*\* The City Council will not schedule a regular meeting in December to allow for attendance at AML Annual Conference and may hold Special Meetings as needed.

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

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

\*Wednesday meeting day due to Veteran's Day Holiday

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

#### LIBRARY ADVISORY BOARD (LAB)

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

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

#### PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

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

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

#### PLANNING COMMISSION (PC)

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

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

\*\*Meeting is on Thursday, due to the holiday.

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

#### PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 22	February 26	March 26	April 23	May 28	June 25
July 23	August 27	September 24	October 22	November 12*	December 10*



Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of month January through October and the second Wednesday of November and December at 5:30 p.m.

AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD (ADAAB)

	February 13		April 10	May 8	June 12
July 10	August 14		October 9	November 13	

The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the second Thursday at 4:00 p.m. in the months of February, April through August, October and November, with additional meetings called as needed.

PASSED AND ADOPTED by the Homer City Council this \_\_\_\_\_ day of November, 2024.

CITY OF HOMER

\_\_\_\_\_  
RACHEL LORD, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

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



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)  
(p) 907-235-3106  
(f) 907-235-3118

## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
FROM: JULIE ENGBRETSSEN, COMMUNITY DEVELOPMENT DIRECTOR  
DATE: NOVEMBER 12, 2024  
SUBJECT: JOINT WORK SESSION WITH CITY COUNCIL

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### **Requested Action:**

- *At the EDC meeting, talk about what you'd like to discuss with Council*

### **Background**

Last year, the City Council started holding annual work sessions with Commissions. This is an opportunity for training as well as dialogue between the Commission and Council on sticky topics or upcoming issues. Last year we learned that Council likes to see the different viewpoints on the EDC; that range of perspective is helpful.

This year the EDC has worked on several Council directed topics; Short Term Rentals, Business Licenses, Cruise Ships, as well as helping to craft the business survey for the Comprehensive Plan.

- How do you feel this has worked?
- What information or collaboration can the EDC offer to the Council and community on economic development and quality of life issues? (beyond what we do now)

Things to know: Council is beginning to work on the next budget. They plan to hold a visioning/strategic planning session in early 2025, and that may result in some new directions for the EDC.

The work session is at 5 pm Monday the 18<sup>th</sup> in Council Chambers. Commissioner Zubek will be absent. A quorum is required; let staff know ASAP if you cannot attend in person or via zoom! These meetings last about an hour and a half.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: October 9, 2024  
SUBJECT: City Manager's Report for October 14, 2024 Council Meeting

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#### Library Trail – West Lot and Storybook Trail and Lucky Shot Trail

This project was completed on October 8, 2024 with in-house resources rather than contracting out the work as originally intended. Based upon previous work completed, it is estimated that the Public Works Department was able to save the City approximately \$50,000 by conducting this work using in-house resources. The Public Works Roads staff provided additional equipment and labor to support the Parks Division staff at completing the project. The only remaining work to be completed on the Storybook Trail portion of the project is the installation of the Storyboards. The installation of the Storyboards was not intended to occur this construction season as part of this effort and will be installed early next summer. Even though the Storyboards were not installed, wide spots in the trail were constructed as part of this effort to accommodate the Storyboards. The wide spots were constructed so the folks stopping to read the storyboards are not in the main trail. The Parks Division of the Public Works Department recognized the opportunity to save money by making improvements to the Lucky Shot Trail during the same mobilization effort, so this work was added to the project. Adding this work allowed for a seamless transition between the two trails. Photos below show before and after images of the Lucky Shot segment.



## **2024 Homer Transportation Plan**

The 2024 Homer Transportation Plan has been submitted to the Kenai Peninsula Borough for final adoption. Staff expects the adoption process to be complete during the first quarter of 2025. In the meantime, now is a good time to be thinking of which projects and policies are priorities. All implementation requires staff time, funding, or a combination of both. The upcoming budget process is the ideal time to identify funding and staff resources for transportation related projects.

## **Utility Billing Vendor Update**

The program the City uses to process autopay for City water and sewer monthly bills is aging out and will no longer be supported after November. The Finance Department has identified a new vendor to provide this service and is working towards implementing the replacement prior to the old system going offline. Similar notice will be going out to utility customers in our monthly bills in October and November. Customers will have to setup a profile with our new vendor to continue autopay services after November. Periodic updates will be provided as we move through the implementation process.

## **Homer Harbor in the News**

Homer Harbor has recently made headlines, catching the attention of the media. Staff was interviewed for an article in the Alaska Contractor Magazine fall 2024 issue titled *When the Ship Comes In- Port and harbor projects support economic vitality in Alaska* and staff collaborated with HDR on an article for the Alaska Business Monthly about capacity issues at Homer Harbor, which ran in the October 2024 issue.

## **Homer Harbor Critical Float Replacement Project Funding Update**

The City was recently informed that the planning and design phase of the Systems 4 & 1 Critical Float Replacement project, with a total estimated cost of \$2,205,000, was selected by the Denali Commission for a \$1.1 million Waterfront Improvement grant. This grant will assist with completing 100% design, environmental review, and permitting. Staff is currently responding to the Denali Commission's request for information for drafting a funding agreement. Once the Obligating Award Document is complete, staff will bring an Ordinance approving and accepting the funds for Council consideration. Denali Commission funds could potentially be in place to begin engineering and design activities in the first quarter 2025.

This funding, combined with a potential additional \$250,000 Federal appropriation submitted by Representative Peltola and contained in the FY25 House Department of Transportation Port Infrastructure Development Program Appropriations bill, will be instrumental in kick-starting the predevelopment activities for this critical project. Together, these funding sources would cover approximately 61% of the total design and permitting cost, significantly advancing the project's feasibility and timeline.

## **Homer Animal Shelter First Friday Event**

The Homer Animal Shelter (HAS) hosted a First Friday Open House on Oct. 4 to help showcase local artists, as well as meet community members who may have never visited the City's shelter. Around 40 folks visited over a couple of hours to meet the animals and staff while taking a tour of the building. Volunteers provided food, face painting, and photos to support the event. HAS provides a safe haven for Homer's homeless pets, offers resources to pet owners in need, and enforces the City's animal ordinances by providing animal control services.





Attachments:

- October Employee Anniversaries
- Current job openings
- City Council Work Session Schedule



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: October 14, 2024  
SUBJECT: October Employee Anniversaries

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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.

<b>Charles Lee</b>	<b>Police</b>	<b>4</b>	<b>Years</b>
<b>Kathy Vogl</b>	<b>Comm Rec</b>	<b>1</b>	<b>Year</b>



[Documents](#)   [Job Openings](#)   [Helpful Links](#)

## Current Job Listings

Below is a list of the current openings with our company. Click on the job title to learn more about the opening.

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Employment Type

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Department

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Sort By

▼

Number of Jobs: 3

### Firefighter/ ALS EMT/ Driver Operator (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

Fire | Homer, AK, USA | Full Time  
Posted: Oct 01, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

### Part-Time Port Property Associate (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

Port and Harbor Administration | Homer, AK, USA | Part Time | \$25.32 - \$26.34 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

### Port & Harbor Administrative Assistant (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

Port and Harbor Administration | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

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### Sign Up For Job Alerts!

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<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, August 12</b>	<i>E-session: Cyber Security Risk Assessment Review</i>
<b>Monday, August 19 Off-Cycle</b>	<i>Joint Session with ADA Advisory Board</i>
<b>Monday, August 26</b>	<i>Capital Improvement Plan &amp; Legislative Requests</i>
<b>Monday, September 9</b>	<i><del>Vessel Haul Out/Camping Land Allocation</del> Rescheduled</i>
<b>Monday, September 16 Off-cycle</b>	<i><del>Joint Worksession with Economic Development Advisory Commission</del> Rescheduled</i>
<b>Monday, September 23</b>	<i>End of Year Financial Worksession</i>
<b>Monday, October 14</b>	
<b>Monday, October 21</b>	<i><del>Joint Worksession with Planning Commission</del> To be Rescheduled in Early 2025</i>
<b>Tuesday, October 21</b>	<i>Comp Plan Event, Islands &amp; Ocean Visitor Center</i>
<b>Monday, October 28</b>	<i>Future Use of Pier One Area Land Allocation Plan</i>
<b>Tuesday, November 12</b>	
<b>Monday, November 18</b>	<i>Joint Worksession with Economic Development Advisory Commission</i>
<b>Monday, November 25</b>	



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)  
(p) 907-235-8121 x2222  
(f) 907-235-3148

### Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: October 23, 2024  
SUBJECT: City Manager's Report for October 28, 2024 Council Meeting

#### Bayview Park Grand Re-Opening Celebration

Bayview Park improvements are **almost** complete and we are ready to celebrate! The City is hosting a Bayview Park re-opening celebration Wednesday, October 30th at 1:30 pm. Everyone is welcome to attend. Enjoy hand-warming hot cocoa and treats for the kids and thank our partners: Kachemak Bay Rotary Club, the Alaska Department of Health and our community for helping us transform Bayview Park into a fun and accessible destination for preschool age children and their families!



In the meantime, please note that the park is not yet reopened. Paving was completed on October 22, after which there will be some cleanup, installing the last of the play equipment and spreading mulch – so it is close to being open. The Alaska Department of Health helped fund the project through a Healthy & Equitable Communities Grant, which was supplemented by City of Homer HART funds and a Homer-Kachemak Bay Rotary Club donation of playground equipment.





### **Homer Spit Road Erosion**

On October 17<sup>th</sup>, following a high tide reaching over 22 feet and winds blowing up to 25 mph there was significant erosion on the west side of the Homer Spit Road resulting in damage to the unprotected section of the road which is encroaching on the roadbed itself with some areas just a few feet from the edge of the pavement. Port Director Hawkins reported the issue to AKDOT Commissioner Ryan Anderson, the US Army Corps of Engineers (USACE), Representative Vance and Senator Stevens. Director Hawkins emphasized that if we continue to monitor this situation passively, before the end of the winter storm season we may have to close one lane of the highway due to the extent of the erosion. Inspections by AKDOT engineers and USACE are anticipated to happen soon.



### **Comprehensive Plan Open House**

The City held an open house for the Comprehensive Plan on Tuesday October 22<sup>nd</sup>. The meeting was well attended by some 90 participants and good conversations were held all around on the three growth scenarios that were developed through the initial Comprehensive Plan surveys and public meetings. An online opportunity will be available soon where folks who were unable to attend can review the information and provide feedback to Agnew::Beck. The next Comprehensive Plan Steering Committee is scheduled for Monday December 2<sup>nd</sup>.



### **Community Development Update**

For the first time in 19 months, Community Development is fully staffed! Homer residents Will Anderson and Jackie McDonough have joined the team; Will is an Associate Planner and Jackie is a Community Development Associate. Will has previously worked in Homer as a framing contractor and holds degree in Architecture. Jackie is a 9-year veteran of the Homer Public Library and brings a wealth of knowledge about the community to the team.

Attachments:

- Memo from City Manager re: Ohlson Lane & West Bunnell Road and Water Improvement Project
- Memo from Public Works Director re: Road Grader Purchase
- Current job openings
- Small Business Development Quarterly Report
- City Council Work Session Schedule



# MEMORANDUM

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## Ohlson Lane and W. Bunnell Avenue Roadway and Water Improvements Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and Homer City Council  
**Date:** October 22, 2024  
**From:** Melissa Jacobsen, City Manager

---

In 2020 a City Council Retreat was held and the Council at that time identified road improvements as a priority issue. Following that, former Public Works Director Keiser worked to develop a roads financial plan (Ord 20-33). The current plan includes a full reconstruction project for Ohlson Lane and West Bunnell for design and construction of the road, sidewalk, storm drain, water main, and traffic calming.

Design work was authorized by Task Order in Resolution 22-052. This work uncovered the need for more comprehensive storm drain improvements and replacement of an old 8" cast iron water distribution line as explained in Memo CC-23-168. This memo also includes a breakdown of project components, funding sources, estimated costs, and subsidies.

Resolutions 23-068 and 070 authorized the application of ADEC Clean Water and Drinking Water loans for the storm drain and water main pipe replacement portions of this project, and the projects are included on the ADEC Intended Use Plans with an anticipated start date of June, 2025.

On January 3, 2024, Nelson Engineering completed a 95% design for this project. According to the cost estimate attached to the 95% design, the project will cost a total of \$2,370,409 to construct, minus \$815,400 in loan subsidy leaves \$1,555,009. Nelson is currently working to complete the 100% design for this project and anticipates an increased total project cost based mostly on steadily escalating material costs over the last year.

In an effort to stay on track with this project we will be bringing an ordinance forward on November 12<sup>th</sup> to appropriate \$2 million from HART Roads for this project. This will ensure the funds are available for the project to proceed to construction in the summer of 2025.

**Attachments:**

Ordinance 20-33  
Resolutions 22-052, 23-068 and 070  
Memorandum CC-23-168



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**ORDINANCE 20-33**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE 2020 CAPITAL BUDGET AND AUTHORIZING  
EXPENDITURE OF \$175,000 FROM THE HART-ROAD FUND FOR  
THE SMALL WORKS ROAD REPAIR PROGRAM.

WHEREAS, At the January 2020 Planning Retreat City Council identified road improvements as a priority issue; and

WHEREAS, Every traffic and transportation-related study the City has ever commissioned has identified the need to provide reliable access and convenient connectivity for residential, commercial and emergency traffic, which is impeded when roads are not passable by residents, business owners or emergency vehicles during certain times of the year; and

WHEREAS, The Road Maintenance Plan will:

- a. catalog the condition of City roads and drainage ways;
- b. provide a systematic way of
  1. assessing the condition of the City's roads/drainage networks; and
  2. documenting regular preventative maintenance activities, which are funded by the normal Operating Budget; and
- c. identify situations where regular preventative maintenance is not enough; that is, the conditions require more extensive repair or reconstruction.

WHEREAS, The City has the capacity in labor and equipment to perform ordinary maintenance on road beds and surfaces; and

WHEREAS, There are conditions that require materials, supplies or 3<sup>rd</sup> party contractor support, the costs for which are not covered in the ordinary operating budget; and

WHEREAS, The City proposed to create a Small Works Road Repair Program to fund such spot repairs; and

WHEREAS, The Homer City Council on April 24, 2017 passed Resolution 17-038, which adopted the Homer Accelerated Roads and Trails Program ("HART") Manual. The HART Manual identified a set of nine criteria for projects that may be considered for HART funding; and



WHEREAS, The criteria, which would be met by the Small Works Road Repair Program, include:

- Improves life, safety and traffic flow
- Corrects deficiencies of existing systems
- Corrects drainage problems
- Reduces maintenance costs

WHEREAS, The HART-Roads Fund has sufficient capital to fund a Small Works Road Repair Program.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The City of Homer's 2020 Capital Budget is hereby amended by appropriating \$175,000 from the HART-Roads Fund to complete the Fuel Island Replacement Project.

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
160-xxxx	HART Roads	\$175,000

Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 27<sup>th</sup> day of July, 2020.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

YES: 5

NO: 0

ABSTAIN: 0

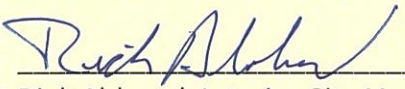
ABSENT: 1



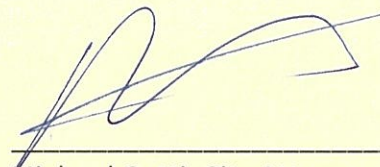


85 First Reading: 6.22.20  
86 Public Hearing: 7.27.20  
87 Second Reading: 7.27.20  
88 Effective Date: 7.28.20

89  
90 Reviewed and approved as to form:

91   
92 \_\_\_\_\_  
93 Rick Abboud, Interim City Manager

94  
95 Date: 7/28/2020

  
\_\_\_\_\_  
Michael Gatti, City Attorney

Date: 9/25/2020



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 22-052**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING TASK ORDERS TO KINNEY ENGINEERING, HDL  
ENGINEERING, AND NELSON ENGINEERING FOR PAVEMENT  
RESTORATION PROJECTS AND AUTHORIZING THE CITY MANAGER  
TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, A Pavement Restoration Program was funded by Ordinance 22-26; and

WHEREAS, Public Works has reassessed the City's paved roads, identified what they feel  
are the most pressing needs, and developed a schedule of improvements and finds that some  
of the projects require design or other preparatory work; and

WHEREAS, Term contracts with Kinney Engineering, HDL Engineering, and Nelson  
Engineering were approved by Resolution 22-038; and

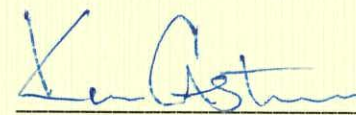
WHEREAS, Public Works requested proposals for the necessary design work from  
multiple engineering firms, that were directed to use local surveying firm, regardless if they  
had their own in-house survey team.

NOW, THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska Authorizes  
task orders to Kinney Engineering, HDL Engineering, and Nelson Engineering and authorizes  
the City Manager to negotiate and execute the appropriate documents as follows:

<b>Firm</b>	<b>Project</b>	<b>Estimated Cost</b>
Kinney Engineering	Bay Avenue/B. Street/E. Street	\$69,925
HDL Engineering	Develop Grind/Pave Specifications	\$8,680
Nelson Engineering	Ohlson Lane/Bunnell Avenue	\$55,518
Nelson Engineering	Island View Court	\$69,320

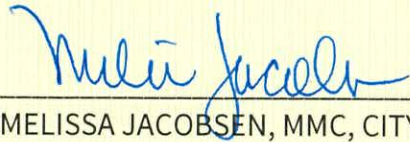
PASSED AND ADOPTED by the Homer City Council this 13<sup>th</sup> day of June, 2022.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Ordinance 22-26 Fund 160





**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 23-068**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING THE CITY MANAGER TO APPLY FOR CLEAN WATER  
STATE REVOLVING LOAN FUNDS FROM THE ALASKA  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION IN THE  
AMOUNT OF \$324,000 TO PROVIDE UPGRADED STORM WATER  
IMPROVEMENTS AS PART OF THE OHLSON LANE AND BUNNELL  
AVENUE PAVEMENT RESTORATION PROJECT.

WHEREAS, Nelson Engineering (Nelson) was commissioned to design the Ohlson Lane/Bunnell Avenue Pavement Restoration Project, which included basic road-side ditches and culverts to convey storm water; and

WHEREAS, During the investigation of the existing conditions, we determined more comprehensive improvements were needed to address chronic drainage issues; and

WHEREAS, The 2022 estimated costs of the storm water upgrades is \$324,491; and

WHEREAS, The storm water upgrade project is listed on the Alaska Department of Environmental Conservation's FY24 Intended Use Plan for Clean Water State Revolving Loan Funds and the City is eligible for a Principal Forgiveness Subsidy in the amount of \$324,000; and

WHEREAS, In order to receive this subsidy, the City must apply for the loan funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby authorizes the City Manager to apply for Clean Water State Revolving Loan Funds in the amount of \$324,000 for the storm water upgrades to the Ohlson Lane/Bunnell Avenue Pavement Restoration Project and to execute the necessary documents.

PASSED AND ADOPTED by the Homer City Council this 24<sup>th</sup> day of July, 2023.

CITY OF HOMER



KEN CASTNER, MAYOR



ATTEST:

*Melissa Jacobsen*

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**RESOLUTION 23-070**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING THE CITY MANAGER TO APPLY FOR DRINKING  
WATER STATE REVOLVING LOAN FUNDS FROM THE ALASKA  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION IN THE  
AMOUNT OF \$491,400 TO REPLACE THE EIGHT INCH WATER  
DISTRIBUTION LINE IN OHLSON LANE AND BUNNELL AVENUE.

WHEREAS, Nelson Engineering (Nelson) was commissioned to design the Ohlson Lane/Bunnell Avenue Pavement Restoration Project, which did not include the replacement of the waterline in the roads; and

WHEREAS, During the course of investigating the condition of the existing infrastructure in the roads, it was determined the existing water line was old, fragile cast iron pipe, which needed to be replaced; and

WHEREAS, The estimated cost of the water line replacement is \$540,000; and

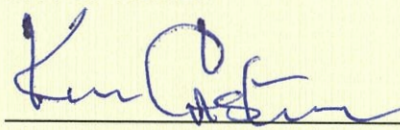
WHEREAS, the water line replacement project is listed on the Alaska Department of Environmental Conservation's FY24 Intended Use Plan for Drinking Water State Revolving Loan Funds and the City is eligible for a Principal Forgiveness Subsidy in the amount of \$491,400; and

WHEREAS, In order to receive this subsidy, the City must apply for the loan funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby authorizes the City Manager to apply for Drinking Water State Revolving Loan Funds in the amount of \$491,400 to replace the cast iron water line in Ohlson Lane and Bunnell Avenue as part of the pavement restoration project and to execute the necessary documents.

PASSED AND ADOPTED by the Homer City Council this 24<sup>th</sup> day of July, 2023.

CITY OF HOMER



KEN CASTNER, MAYOR



44 ATTEST:

45

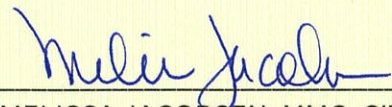
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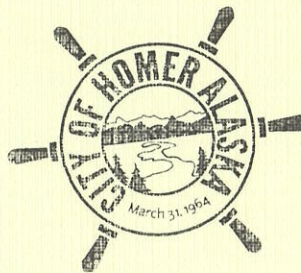
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MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





# MEMORANDUM

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## Resolutions 23-068, 23-069, 23-070, and 23-071

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** July 13, 2023  
**From:** Janette Keiser, PE, Public Works Director/City Engineer  
**Through:** Rob Dumouchel, City Manager

---

**Issue:** The purpose of this Memorandum is to update the Council on the Ohlson Lane/Bunnell Avenue Pavement Restoration Project and recommend new strategies.

**Background:** One of the projects in the Pavement Restoration Program established by Ordinance 22-26 was the Ohlson Lane/Bunnell Avenue Project. Resolution 22-052 authorized issuance of a Task Order, in the not to exceed amount of \$55,518, to Nelson Engineering to design the project. In the course of the design work, we learned that Ohlson Lane and Bunnell Avenue have an old 8" cast iron water distribution line, which is subject to cracking and should be replaced before the roads are repaved. The estimated cost for the water line replacement is \$540,000, as a stand-alone project. We submitted a Questionnaire for an Alaska Department of Environmental (ADEC) State Revolving Loan (SRF) for the water line replacement. The project is now listed on the ADEC's Intended Use Plan for SRF Drinking Water monies in the amount of \$491,400. Further, we've been offered a Principal Forgiveness Subsidy in the amount of \$491,400. The remaining costs will be requested from the Water CARMA Fund at later date.

Also, in the course of the design work, we learned that more comprehensive storm drain improvements are needed to address long-standing problems on Bunnell Avenue. The estimated cost is \$324,491 as a stand-alone project. Storm drain projects qualify for ADEC SRF Clean Water monies, so we submitted a Questionnaire for this project as well. This project is now listed on the ADEC's Intended Use Plan in the amount of \$324,000. Further, we've been offered a Principal Forgiveness Subsidy in the amount of \$324,000.

The ADEC's Intended Use Plan is good for three years, after which the City must re-apply for eligibility and there is no guarantee we will be offered new subsidies. In order to lock in the subsidies, we must apply for the loans.

The City needs to decide how it wants to proceed. We recommend moving forward with the road project by adding the water line replacement component and the upgraded storm drain improvements. This will give us a fully-functional road system, with a rehabilitated road bed, new pavement, a sidewalk on the south side of the road, a new water line and comprehensive storm water improvements. The cost estimates for the three elements of the project were developed as if each project were built separately. It is highly likely we will achieve some economies of scale if we build all three elements at the same time; for example, we will only need to pay for one SWPPP plan, one traffic control plan, one set of mobilization costs, etc. The estimated total cost of the entire project are:

<b>Component of Project</b>	<b>Funding Source</b>	<b>Est. Cost</b>	<b>Subsidy</b>
• Road restoration project	HART Road	\$1,171,292	\$0
• Storm drain improvements	HART Road	\$ 342,491	\$324,000
• Water line replacement	Water CARMA	<u>\$ 540,000</u>	\$491,400
Total Project Cost		\$2,053,783	

The design for the road work was funded, a contract was issued to Nelson Engineering and the work is almost complete. That contract did not include design of a water line. Nelson's proposal to design the water line is estimated to be \$55,867. The contract did include most of the storm water work, but some additional effort is necessary. Nelson's proposal to provide this additional effort is estimated to be \$11,634. Both costs will be covered by the ADEC Principal Forgiveness Subsidies. The FY24 Capital Project includes \$90,000 design work related to Ohlson Lane/Bunnell Avenue.

#### **RECOMMENDATIONS:**

That the City Council adopt Resolutions authorizing the City Manager to apply for ADEC SRF loan funds, in order to lock in Principal Forgiveness Subsidies:

Ohlson Lane/Bunnell Avenue Water Line Replacement	\$491,400
Ohlson Lane/Bunnell Avenue Storm Drain	\$324,000

That the City Council authorize a new Task Order to Nelson Engineering for the design of a water line replacement in the Not to Exceed amount of \$55,867.

That the City Council authorize a new Task Order to Nelson Engineering to design more comprehensive storm drain improvements in Bunnell Avenue for the Not To Exceed amount of \$11,634.





# MEMORANDUM

## Road Grader Lease

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Lord and Homer City Council  
**Date:** October 23, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

The City currently owns and uses five graders. This chart is information from the FY24/25 capital budget document-

Department	Asset ID	Asset Description	Manufacture Date	Expected Life	Risk Rating
EQ OPS	E169	1980 CAT 12G GRADER - Herdon Grader	1980	20	3
EQ OPS	E164	1994 720A CHAMPION GRADER	1994	20	5
EQ OPS	E168	2002 163H AWD CAT GRADER	2002	20	4
EQ OPS	E180	2021 CAT 160 AWD GRADER	2021	20	2
	E181	2022 CAT 160 AWD GRADER	2022	20	1

E169 is a small 1980's grader. It functions as a spring breakup grader that is used as the ground softens and frost boils start to surface in the roads. Its light weight helps retain the integrity of the roads when plowing is needed during this time of year.

E164 is a 1994 model grader that has served the City well and is currently functioning as a backup grader. It has significant transmission issues and is currently out of service with no return to service date.

E180 and 181 are newer graders that are running well and should do well in their 20-year lifespan.

E168 is a 2002 model that has passed its 20-year mark and is showing its age in transmission leakage to the point the operators carry a jug of transmission fluid with them and have to scrape the ice off the windows of the cab on their routes.

The purpose of this ordinance is to appropriate funds to lease a new 2024 model 160-15AWD grader under a government contract. The lease term is seven years at a 5.49% interest rate and the City would

own the grader interest rate at the end of the term. According to the NC Machinery representative the lease will be through Caterpillar and the CAT Finance Gov Lease has a non-appropriations clause which allows the City to return the machine to NC Machinery if for some reason the funds aren't appropriated in order to continue the lease during the length of the contract.

The Homer Accelerated Roads and Trails (HART) Fund has a provision for equipment purchases and Council has approved this in the past to purchase a grader. However, a fair amount of HART Roads funding has been appropriated in recent years to fund various projects, and there are other projects on the immediate horizon that will require HART Roads funding to complete. As of October 9<sup>th</sup> the remaining available balance in the fund is approximately \$2.1 million (per financial supplement attached to Ordinance 24-49).

Public Works Fleet CARMA has a balance to accomplish the first annual payment. Going forward a budgeted transfer will be necessary to fund future payments.

From a road maintenance and rolling stock perspective, graders E168, 180, and 181 (E164 is the backup) are used for winter maintenance and snow plowing city roads around and within our subdivisions. There are three winter plowing routes and typical snow event requires 14-16 hours of operator time to complete. With the addition of new subdivisions within the City over the past few years, the requirement for plowing is growing and Public Works will likely be establishing a fourth route soon. Reliable equipment is necessary for the operators to complete their routes safely, timely and efficiently.

With the lease purchase of the 2024 grader, E168 will move to the backup grader position and E164 will be sold through surplus at the next available opportunity.

Our intent is to bring an ordinance before Council at their November 12<sup>th</sup> meeting after the City Attorney has an opportunity to review and provide input.



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Number of Jobs: 3

### Firefighter/ ALS EMT/ Driver Operator (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

Fire | Homer, AK, USA | Full Time  
Posted: Oct 01, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3514515>)

### Part-Time Port Property Associate (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

Port and Harbor Administration | Homer, AK, USA | Part Time | \$25.32 - \$26.34 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3515932>)

### Port & Harbor Administrative Assistant (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

Port and Harbor Administration | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Oct 02, 2024   Closing Date: Oct 31, 2024  
[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3515893>)

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Alaska Small Business  
Development Center

SBDC

UAA BUSINESS ENTERPRISE INSTITUTE

October 17, 2024

City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Mayor Lord, City Council, and City Staff,

This letter serves as our quarterly report from July 1 to September 30, 2024. Homer Business Advisor Robert Green put together another steady quarter for the Alaska SBDC. On August 22, Robert joined the Small Business Administration, the Alaska Women's Business Center, and Business Impact NW to present a Business Power Workshop. The workshop was so well attended, it set the Alaska SBDC record for the most attendees to an SBA workshop in Homer. Robert continues to excel with client satisfaction, now reaching nine consecutive quarters with 100% client satisfaction on surveys. Here is a summary of deliverables to the Homer community during the quarter (year):

Client Hours: 116.6 (376.2)

Total Clients: 53 (101)

New Businesses Started or Bought: 2 (3)

Jobs Supported: 63 (184)

Capital Infusion: \$0 (\$1,000,000)

Client Surveys: 100% positive (100% positive)

This next section provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. The top topics list was nearly identical to last quarter, with assistance to entrepreneurs looking to start new businesses again number one, followed by managing an established business, buy/sell business, and financing/capital. For industries, food services moved atop the list, followed by professional services and manufacturers, which joined the list in the quarter.

#### Topics

1. Start-up Assistance: 44.8 hrs (38%)
2. General Management: 16.6 hrs (14%)
3. Buy/Sell Business: 14.9 hrs (13%)
4. Financing/Capital: 14.5 hrs (12%)
5. Business Planning: 14.0 hrs (12%)

#### Industries

1. Food Services: 19.0 hrs (16%)
2. Professional: 15.5 hrs (13%)
3. Manufacturer: 15.4 hrs (13%)
4. Services: 11.5 hrs (10%)
5. Accommodation: 11.0 hrs (9%)

We would like to thank the City of Homer for supporting the Homer Business Advisor position. We greatly appreciate the knowledge, experience, and consistency Robert Green brings to efforts in Homer. Please do not hesitate to contact us if you have any questions.

Sincerely,

DocuSigned by:

98AFA012679B4D7...

Jon Bittner  
Executive Director  
Alaska SBDC

<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, August 12</b>	<i>E-session: Cyber Security Risk Assessment Review</i>
<b>Monday, August 19 Off-Cycle</b>	<i>Joint Session with ADA Advisory Board</i>
<b>Monday, August 26</b>	<i>Capital Improvement Plan &amp; Legislative Requests</i>
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<b>Monday, September 16 Off-cycle</b>	<i>Joint Worksession with Economic Development Advisory Commission Rescheduled</i>
<b>Monday, September 23</b>	<i>End of Year Financial Worksession</i>
<b>Monday, October 14</b>	<i>Traffic Calming Measures Worksession</i>
<b>Monday, October 21</b>	<i>Joint Worksession with Planning Commission To be Rescheduled in Early 2025</i>
<b>Tuesday, October 22</b>	<i>Comp Plan Event, Islands &amp; Ocean Visitor Center</i>
<b>Monday, October 28</b>	<i>Land Allocation Plan</i>
<b>Tuesday, November 12</b>	<i>Special Meeting 3:30 p.m. Council member interviews</i>
<b>Monday, November 18</b>	<i>Joint Worksession with Economic Development Advisory Commission</i>
<b>Monday, November 25</b>	





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

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### Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: November 6, 2024  
SUBJECT: City Manager's Report for November 12, 2024 Council Meeting

#### Bayview Park Grand Re-Opening Celebration

On October 30, 2024, we celebrated the grand reopening of Bayview Park with a festive ribbon-cutting ceremony and cups of hot cocoa! Thank you to everyone who joined us—it was inspiring to see so much community involvement in bringing this project to life. The park was closed for just over a month—from September 26 to October 30—and has reopened with several exciting upgrades, including ADA-compliant parking, an accessible pathway, new playground equipment, and fresh mulch. We extend our deepest thanks to those who made these improvements possible:

- **Alaska Department of Health**, for their Healthy Equitable Communities grant.
- **Kachemak Bay Rotary Club**, for generously donating playground equipment.
- **Community members** who collaborated with design contractor Peter Briggs of Corvus Design to shape the park's vision.
- **City's ADA Advisory Board and Independent Living Center**, for consulting on accessibility features.
- **Homer City Council**, for approving Homer Area Roads and Trails (HART) funding, which helped complete the park's drainage, accessible parking, and entrance trail. (HART is a voter-approved tax initiative dedicated to enhancing Homer's roads and trails.)
- **Parks Art Recreation and Culture Commission**, who invested considerable time in planning and design.

We also acknowledge our fantastic contractors, Corvus Design and East Road Services, who worked alongside City staff from the Community Development and Public Works Departments to make this project a reality. Thank you all for creating a beautiful, accessible space for our community!



## Fish Grinding Building Replacement Project Update

After Council approved the grant amendment to add construction activities to the Alaska Department of Fish & Game Cooperative Agreement to replace the City's Fish Grinding Building, we hit the ground running to be able to complete construction before fishing season gets going again in the spring. Contractors began demolition of the old building the week of October 12, and Beachy construction's sub-contractor Richards Masonry arrived on site the last week of October to begin building the walls of the new grind shack.



## Alaska Association of Harbormasters and Port Administrator's Employee of the Year at the 2024



At the Alaska Association of Harbormasters and Port Administrator's Annual Conference that recently concluded in Homer, Amy Woodruff was awarded Port of Homer Employee of the Year. In her position as Administrative Supervisor, Amy manages a diverse set of responsibilities that connect all divisions within the Port, ensuring efficient handling of billing and payables. The AAHPA award acknowledged Amy's enthusiasm and remarkable technological skills that have propelled Homer Port & Harbor forward in terms of efficiency and accountability. In addition, it was also recognized her invaluable involvement and contributions to the Homer Harbor Expansion General Investigation study and the Federal grant application to the Port Infrastructure Development Program for float system replacement, which showcases her exceptional ability to juggle multiple projects simultaneously while managing her daily office responsibilities. Congratulations Amy!

## Comment Period for the Comp Plan Rewrite Growth Scenarios Available Online Through Nov 15

The Growth Scenarios that debuted at the October 22, 2024 Community Work Session as part of the Homer Comprehensive Plan were made available on the Homer Comp Plan Update website November 1 for the public to be able to view and provide comment. The public can review the scenarios and provide your feedback through the link: <https://homercompplanupdate.com/>. Comments on the Growth Scenarios are being accepted through November 15th. The online feedback, and the feedback received from over 90 Homer residents who attended the Community Work Session, will be used to improve the Growth Scenarios Report Card and related materials, and help identify elements of a "preferred scenario" that we will use to inform the revised Comprehensive Plan (slated for release in January 2025).

## Homer Spit Road Erosion

We're keeping a watchful eye on the areas of the Spit Road that are being impacted by erosion from recent high tide and wind events. We'll be experiencing another large tide cycle November 13-19 and if that coincides with high winds from the south west further damage may likely occur along the road. The Spit Road is a state owned road and Port Director Hawkins has been in contact with our local AKD 44 Highway Supervisor to keep AKDOT looped in to respond



as best they can. City departments including Police, Fire, Port, and Public Works are communicating internally on response planning as well.

### **Controlled Burn of Brush Pile on Homer Spit**

The City is conducting a controlled burn of a brush pile on the Homer Spit, June 12th through the 15th. This is a routine clean-up operation that happens about every other year for driftwood that has been pulled out of the harbor and some brush from Public Works. The fire has been permitted and is being carefully monitored, so while folks may see smoke, there is no need to contact the Fire Department.

### **HERC Update**

The City had a successful application to the State of Alaska's Department of Environmental Conservation (DEC) Brownfields Assessments and Cleanup Service (DBAC). The State pays and manages all the tasks. The work outlined in the attached letter will help prepare the City to apply for future EPA funding. Federal Grant opportunities next year are anticipated to be the last of the large federal funding opportunities for brownfield cleanup work. The State's work will help the City have a more complete application next year.

### **Work Session with the Economic Development Advisory Commission**

Council will hold a joint work session with the EDC on Monday November 18<sup>th</sup>. If there is something you'd like to discuss at that work session, please let staff know.

### **Homer Spit Road Erosion**

We're keeping a watchful eye on the areas of the Spit Road that are being impacted by erosion from recent high tide and wind events. We'll be experiencing another large tide cycle November 13-19 and if that coincides with high winds from the south west further damage may likely occur along the road. The Spit Road is a state owned road and Port Director Hawkins has been in contact with our local AKDOT Highway Supervisor to keep AKDOT looped in to respond as best they can. City departments including Police, Fire, Port, and Public Works are communicating internally on response planning as well.

### **Imitation is the Highest Form of Flattery**

Harbor Staff had some fun on Halloween with an unexpected trick for their boss. Some of the team dressed up as "Bryan in the office", "Bryan in the field", and "Bryan giving a Harbor tour". Can you spot the real Bryan?



Attachments:

- November Employee Anniversaries
- Veterans Day recognition of City staff (supplemental 45 packet)
- Approval letter for HERC Site Characterization Work Plan

## ECONOMIC DEVELOPMENT ADVISORY COMMISSION

### 2024 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>	Wednesday 1/3 5:00 p.m.	Tuesday 1/9 6:00 p.m.	Monday 1/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests *may be n/a during non-budget years</li> <li>• Land Allocation Plan Review</li> <li>• KPEDD Industry Outlook Forum</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/7 5:00 p.m.	Tuesday 2/13 6:00 p.m.	Monday 2/26 6:00 p.m.	<ul style="list-style-type: none"> <li>• KPC Job Fair</li> </ul>
<b>MARCH</b>	Wednesday 3/6 5:00 p.m.	Tuesday 3/12 6:00 p.m.	Tuesday 3/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• Clerk Reappointment Notices Sent Out</li> <li>• Update from Public Works Director</li> <li>• KPEDD CEDS Review</li> </ul>
<b>APRIL</b>	Wednesday 4/3 5:00 p.m.	Tuesday 4/9 6:00 p.m.	Monday 4/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Terms Expire April 1<sup>st</sup></li> <li>• Advisory Body Training Worksession</li> </ul>
<b>MAY</b>	Wednesday 5/8 5:00 p.m.	Tuesday 5/14 6:00 p.m.	Tuesday 5/28 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of Commission's Bylaws</li> <li>• Election of EDC Officers</li> </ul>
<b>JUNE</b>	Wednesday 6/5 5:00 p.m.	Tuesday 6/11 6:00 p.m.	Monday 6/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Comprehensive Plan Review</li> </ul>
<b>JULY</b>	No Regular Meeting			
<b>AUGUST</b>	Wednesday 8/7 5:00 p.m.	Tuesday 8/13 6:00 p.m.	Monday 8/26 6:00 p.m.	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review</li> <li>• Update from Public Works Director</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/4 5:00 p.m.	Tuesday 9/10 6:00 p.m.	Monday 9/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Workforce Development Speaker</li> </ul>
<b>OCTOBER</b>	Wednesday 10/2 5:00 p.m.	Tuesday 10/8 6:00 p.m.	Monday 10/14 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of EDC's Strategic Plan/Goals &amp; BR&amp;E</li> </ul>
<b>NOVEMBER</b>	Wednesday 11/6 5:00 p.m.	Tuesday 11/12 6:00 p.m.	Monday 11/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• Chamber's Annual Presentation to EDC</li> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>DECEMBER</b>	No Regular Meeting			

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

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION**  
**2024 -2025 STRATEGIC PLAN & GOALS**

<b>Ongoing Goals</b>	1. Use the Commission’s SWOT analysis to develop strategies to implement policies that support Homer’s quality of life.
	2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."
	3. Be familiar with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.
<b>Near Term Goals</b> < 6 Months	1. Become familiar with the Community Health Needs Assessment and Community Health Improvement Plan (CHIP)  <i>Opportunity:</i> Invite a speaker from MaPp to educate this EDC on these plans and how they relate to community and economic health.
	2. View economic development through the lens of balancing growth with quality of life.  <i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life.  <i>Task:</i> Review the Business Retention and Expansion Plan for quality of life elements
	3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc. affordable year round housing. (Marks, Kim)  <i>Task:</i> Stay engaged with the City for all housing conversations  <i>Task:</i> Have a meeting on housing options and final housing report.  <i>Opportunity:</i> Stay engaged with the Guiding Homer’s Growth Conversation
	4. Engage in the Comprehensive Plan Process  <i>Opportunity:</i> Participate in public events <i>Opportunity:</i> Encourage business participation at public events <i>Opportunity:</i> Host a Commission event targeted to small businesses
<b>Mid Term Goals</b> 1 - 3 Years (2024 – 2027)	1. Refine how the EDC can work with KPEDD; Economic resiliency planning and other topics as they arise.  <i>Opportunity:</i> Attend annual KPEDD Industry Outlook Forum
	2. Downtown vitalization momentum and wayfinding/streetscape plan  <i>Status:</i> Wayfinding and Streetscape work ongoing through implementation activities in 2024-2025  <i>Task:</i> Participate in the Transportation Plan, focusing on a walkable town with greenspace and connected business districts  <i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program

	<p>3. Engage in land planning for city property as well as the larger problems of constraints on the Spit, and within the Central Business District.</p> <p><i>Opportunity:</i> Participate in the Land Allocation Plan annual review</p> <p><i>Opportunity:</i> Participate in Comprehensive Plan and Zoning Code Rewrite projects</p>
	<p>4. Assess jobs training needs, workforce development, availability of workers and workforce supports including child care, housing.</p> <p><i>Opportunity:</i> Invite speakers to talk about workforce development such as KPB, South Peninsula Hospital</p> <p><i>Opportunity:</i> Engage in Comprehensive Plan and other outreach opportunities</p>
<p><b>Long Term Goals</b> 5 Years or More (2025+)</p>	<p>1. Multipurpose community center (HERC) Pioneer redevelopment vs new facility in a new location.</p> <p><i>Status:</i> The City is applying for funding to remediate the existing HERC site. Separately, there is discussion about finding a different site for a new facility.</p> <p>2. Plan for a new Business Retention and Expansion Plan BR&amp;E</p> <p><i>Opportunity:</i> Consider a funding request for the FY 2026-27 budget</p>

## OVERALL EDC DUTIES AND RESPONSIBILITIES

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

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

## DUTIES OF COMMISSION/STAFF

### Commissioners

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

Staff (Julie Engebretsen)

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

Clerk's Office

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

***City of Homer  
Economic Development Advisory Commission***

***Vision Statement***

The Economic Development Advisory Commission provides a forum for civic and business engagement on behalf of the City of Homer with the goal of fostering sustainable growth of an economically diverse community while preserving its cultural and natural heritage to maintain a high quality of life.

***Mission Statement***

The Economic Development Advisory Commission (EDC) of the City of Homer is a volunteer advisory body that bridges citizens and city government. Our core mission is to foster sustainable economic growth, safeguard our rich culture and natural heritage, and promote a high quality of life for Homer residents and businesses.

The EDC serves as a resource for our local community by providing a platform for engagement in economic matters. Commissioners facilitate community quality of life initiatives and offer actionable recommendations to the City of Homer. Through collaboration and a lens of diverse perspectives, we aim to bring lasting value to our city. We believe that by engaging with our community and facilitating discussions on sustainable economic growth, we can play a role in shaping a positive economic future for our community.