



# Agenda

## Economic Development Advisory Commission Regular Meeting

Tuesday, September 10, 2024 at 6:00 PM

City Hall Cowles Council Chambers 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. EDC Unapproved Minutes of August 13, 2024

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

- A. City Budget Process, Elizabeth Fisher - Finance Director  
Memorandum from Community Development Director as backup
- B. Comprehensive Plan, Agnew::Beck  
Memorandum from Community Development Director as backup

### 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. Port Expansion Project Report
- F. Guiding Homer's Growth Report
- G. HERC Update
- H. Housing Update
- I. Planning Update

## **PUBLIC HEARING**

## **PENDING BUSINESS**

### A. Cruise Ships

Memorandum EDC-24-014 from Community Development Director as backup

### B. Comprehensive Plan Outreach

Memorandum from Community Development Director as backup

## **NEW BUSINESS**

## **INFORMATIONAL MATERIALS**

### A. City Manager's Report

August 26th, 2024

September 9th, 2024

### B. EDC Annual Calendar 2024

### C. Safe Streets and Roads Flyer

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

## **COMMENTS OF THE CITY STAFF**

## **COMMENTS OF THE COMMISSION**

## **ADJOURNMENT**

Next Regular Meeting is **Tuesday, October 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 24-07 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 5:59 p.m. on August 13, 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 MARKS, AREVALO, BRENNAN, YOUNG & ZUBEK

ABSENT: COMMISSIONER BROWN

STAFF: COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN & DEPUTY CITY CLERK PETTIT

## AGENDA APPROVAL

Chair Marks read the supplemental items into the agenda: **Under Visitors/Presentations Item A. Patty Relay, Executive Director Pratt Museum – Roof Replacement Project.** She requested a motion and second to approve the agenda as amended.

AREVALO/BRENNAN MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

## RECONSIDERATION

## CONSENT AGENDA

A. Unapproved Meeting Minutes for June 11, 2024

BRENNAN/YOUNG MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 11, 2024.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## VISITORS/PRESENTATIONS

A. Patty Relay, Executive Director Pratt Museum

Roof System Replacement Project

Chair Marks introduced the item by reading of the title and relinquished the floor to Patty Relay. Ms. Relay stated that she was there to urge the Commission to support the roof replacement project, as it's currently a nominated project within the City's Capital Improvement Plan list. Topics covered included:

- Economic vitality and how the museum and roof project fit into that
- Deterioration of the existing roof system
- Potential solutions for the problem and funds associated with those solutions

Questions were fielded by City Staff and Ms. Relay regarding the following topics:

- Capital Improvement Plan process
- Tentative start date for the project and expected length to reach completion
- Future of the Pratt Museum if the roof repair project doesn't receive funding

#### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

##### **A. EDC Staff Report**

Community Development Director Engebretsen delivered her report, noting the following:

- She has been designated Acting City Manager for instances when City Manager Jacobsen is out of the office
- The budget will be on the agenda for the September meeting
- Grant for ~\$1.5 million in partnership with a research reserve to acquire property in the Bridge Creek Watershed Protection District
- Plans to apply for more EPA Brownfield money to address the HERC building this fall

##### **B. Chamber Director Report**

Community Development Director Engebretsen provided the Chamber Director Report, covering the following:

- Fall luncheons will kick off soon
- **September:** Panel discussions pertaining to cruise ships and the World Arts Festival
- **October:** Tourism recap
- **November:** State of the City update

##### **C. Homer Marine Trades Association Report**

##### **D. Kenai Peninsula Economic Development District Report**

Chair Marks noted that she wasn't able to review the meetings for the two months prior, but added that she would be attending the meeting this upcoming Thursday. She stated that she would provide an update in September.

Community Development Director informed the Commission about KPEDD hosting a movie about aquaculture at Salmon Sisters on the Spit.

##### **E. Port Expansion**

##### **F. Guiding Homer's Growth Group**

Chair Marks noted that the Commission lost its representative for the Guiding Growth Group, and invited any of the Commissioners to fill the void left by ex-Commissioner Kim.



G. HERC Update

Community Development Director Engebretsen noted that the City of Homer is an awardee of some State of Alaska Brownfield funding. She added that the Parks Art Recreation & Culture Advisory Commission has been tasked to see what can be done about cleaning up the two buildings on-site at the HERC.

H. Housing Update

Chair Marks noted that she should have an update to provide at the next meeting. She added that the group met on August 6<sup>th</sup>, but that the subcommittee didn't meet.

I. Planning Update

Community Development Director Engebretsen stated that the Comprehensive Plan is moving forward. She noted that all the Commissions will have a synopsis of the community survey results in the near future. She encouraged Commissioners and members of the public to participate in both the business and visitor surveys. She concluded her update by informing the Commission that Agnew::Beck will visit in October for Community Visit #3 and presentation of future growth scenarios.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Business Licenses

Memorandum EDC-24-011 from Community Development Director as backup

Community Development Director Engebretsen recalled the tasks that were divvied up among Commissioners and City Staff to investigate pertaining to business licenses at the previous meeting. Together, the Commission and Ms. Engebretsen reviewed the tasks, reporting on each of their assigned items, including:

- Potential cost of licensure for businesses
- Potential cost for the City to administer a program
- Outreach to the Chamber of Commerce and the business community
- How the City of Homer can engage with the State of Alaska
- Potential for a no cost business licensing program
- Challenges and benefits of implementing a business licensing program
- Specialty licenses and permits
- Pros and cons of a business licensing program

Ms. Engebretsen volunteered to summarize a list of pro and cons regarding business licensing from the EDC in a memo to Council. She stated that she would bring it back to the next meeting for any edits that the Commission wishes to make to the memo.

AREVALO/YOUNG MOVED THAT THE CITY COUNCIL INVESTIGATE HARBOR SPECIFIC OPTIONS TO ACCOMPLISH THE GOALS OF SOLVING PROBLEMS IDENTIFIED REGARDING NON-HOMER BUSINESS OPERATING OUT OF THE HOMER HARBOR INSTEAD OF PURSUING A GENERAL BUSINESS LICENSE APPLICABLE TO ALL BUSINESSES.

There was no further discussion.

Chair Marks requested that the Clerk perform a roll-call vote.

VOTE: YES: AREVALO, BRENNAN, MARKS, YOUNG & ZUBEK

Motion carried.

B. EDC Bylaws

Memorandum from Community Development Director as backup

Community Development Director Engebretsen noted that this was the second time that the Bylaw revisions were in front of the Commission, adding that Bylaw amendments must be seen twice by the Commission before being forwarded to City Council for approval. She reviewed the changes that had been made, and Chair Marks subsequently requested a motion and second.

YOUNG/BRENNAN MOVED TO FORWARD THE AMENDED EDC BYLAWS TO CITY COUNCIL FOR APPROVAL.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. Cruise Ships

Memorandum EDC-24-012 from Community Development Director as backup

Community Development Director Engebretsen recalled that the EDC had been assigned two tasks regarding cruise ships: develop and understand municipal cruise ship policies from other municipalities, and engage in a conversation with the Chamber of Commerce and other stakeholders about the effects of the cruise ship industry on the local businesses and the community to help inform any potential City policy development.

The Commission agreed to hold a worksession regarding cruise ships to start at 4:30 p.m. on September 10<sup>th</sup>, prior to the start of the regular meeting.

AREVALO/YOUNG MOVED TO SUSPEND THE RULES TO ALLOW PATTY RELAY TO SPEAK.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Ms. Relay referenced her time in Valdez, where the community created a phased approach to cruise ships. She noted that she wasn't advocating for increased cruise ship activity, recalling her recent trip to Ketchikan where there were eight ships simultaneously in the community. To conclude, she stated that cruise ships are an opportunity, but they also present a challenge to the community.

D. Review of Existing Comprehensive Plan, Chapter 7 Economic Vitality

Memorandum EDC-24-008 from Community Development Director as backup

**NEW BUSINESS**

A. Capital Improvement Plan

Memorandum EDC-24-013 from Special Projects & Communication Coordinator as backup

Chair Marks introduced the item by reading of the title and deferred to Community Development Director Engebretsen, who provided the Commission with a brief summary of how projects move through the Capital Improvement Plan.

YOUNG/BRENNAN MOVED THAT THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION RECOMMEND THE FOLLOWING PROJECTS TO CITY COUNCIL FOR INCLUSION IN THE LEGISLATIVE PRIORITY SECTION OF THE CAPITAL IMPROVEMENT PLAN:

1. MULTI-USE COMMUNITY CENTER
2. SLOPE STABILITY AND EROSION MITIGATION
3. HERC HAZMAT CLEANUP
4. HOMER SPIT EROSION
5. COMPREHENSIVE DRAINAGE MANAGEMENT

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

AREVALO/YOUNG MOVED THAT THE CITY OF HOMER INCLUDE THE PRATT MUSEUM'S ROOF REPLACEMENT PROJECT ON THEIR CAPITAL IMPROVEMENT PLAN.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**INFORMATIONAL MATERIALS**

A. City Manager's Report for August 12, 2024

B. EDC Annual Calendar 2024

Chair Marks noted the informational materials, and Commissioner Young volunteered to deliver the report to City Council on August 26<sup>th</sup>.

**COMMENTS OF THE AUDIENCE**

Patty Relay thanked the Commission for listening the Pratt Museum's project needs and making a motion to include in on the City's CIP. She encouraged Commissioners to come by on a rainy day to see how bad it truly is. She added that she would love to be a part of future cruise ship discussions.

**COMMENTS OF THE CITY STAFF**

Deputy City Clerk Pettit welcomed Commissioner Zubek, and noted that it was a good meeting.

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

**COMMENTS OF THE COMMISSION**

Commissioner Brennan stated that it was a great meeting, and congratulated Ms. Engebretsen on her Acting City Manager designation.

Commissioner Young welcomed Ms. Zubek to the Commission. He noted that Homer has had a really cool last two weeks, with Kristen Faulkner representing Homer at the Olympics and another resident of Homer winning the lottery.

Commissioner Arevalo welcomed Ms. Zubek to the Commission. She noted the piles of options in the Capital Improvement Project list.

Commissioner Zubek thanked the Commission for welcoming her.

Chair Marks welcomed Ms. Zubek to the Commission. She reiterated that there is still a vacancy on the Commission. She echoed Ms. Arevalo's comments pertaining to the CIP, and spoke briefly regarding cruise ships.

**ADJOURNMENT**

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:45 p.m. The next regular meeting is Tuesday, September 10, 2024 at 6:00 p.m. A worksession is scheduled for 4:30 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

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491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

## Memorandum

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Community Development Director  
DATE: September 10, 2024  
SUBJECT: City Budget Process from Elizabeth Fischer, Finance Director

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### **Synopsis**

The City is beginning its two-year budget cycle. City Finance Director Elizabeth Fischer will speak briefly at the Commission meeting as a visitor. She will provide information on the city budget process, answer any questions, and review the schedule for budget requests.

At a future meeting, staff and the EDC can discuss what projects or funding the Commission would like to see over the next two years. These can be specific funding requests, or general comments on what you would like to see more of from City Government. Requests received before the end of the year are most helpful. This will be an agenda item at future EDC meetings!

### **Attachments**

Budget Schedule

Budget Request Form (may be provided at the meeting)

CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
FY26 BUDGET

Requesting Department \_\_\_\_\_

Date \_\_\_\_\_

☐ **Request for Additional Personnel:**  
**Position Title** \_\_\_\_\_  
**Salary Range & Step** \_\_\_\_\_  
**Full-time** ☐  
**Part-time** ☐ **Hours Per Year** \_\_\_\_\_

☐ **Capital Request** (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) ☐ **Operating Line Item Increase**

**Request Title** \_\_\_\_\_

**Fund Name:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

**(FINANCE DEPT WILL COMPLETE)**

5101 Permanent Employees \_\_\_\_\_

5102 Fringe Benefits \_\_\_\_\_

5103 P/T Employees \_\_\_\_\_

5104 Fringe Benefits P/T \_\_\_\_\_

5105 Overtime \_\_\_\_\_

**Total Personnel Cost** \_\_\_\_\_

**Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.**

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

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

Requestor's Name: \_\_\_\_\_

Dept Head Approval \_\_\_\_\_

Date \_\_\_\_\_

City Manager

Recommendation: ☐ Approved ☐ Denied ☐ Amended

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

CITY OF HOMER  
DEPARTMENT BUDGET REQUEST  
FY27 BUDGET

Requesting Department \_\_\_\_\_

Date \_\_\_\_\_

☐ **Request for Additional Personnel:**  
**Position Title** \_\_\_\_\_  
**Salary Range & Step** \_\_\_\_\_  
**Full-time** ☐  
**Part-time** ☐ **Hours Per Year** \_\_\_\_\_

☐ **Capital Request** (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) ☐ **Operating Line Item Increase**

**Request Title** \_\_\_\_\_

**Fund Name:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

**(FINANCE DEPT WILL COMPLETE)**

5101 Permanent Employees \_\_\_\_\_  
5102 Fringe Benefits \_\_\_\_\_  
5103 P/T Employees \_\_\_\_\_  
5104 Fringe Benefits P/T \_\_\_\_\_  
5105 Overtime \_\_\_\_\_  
**Total Personnel Cost** \_\_\_\_\_

**Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.**

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

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

Requestor's Name: \_\_\_\_\_

Dept Head Approval \_\_\_\_\_

Date \_\_\_\_\_

City Manager

Recommendation: ☐ Approved ☐ Denied ☐ Amended

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



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## Memorandum

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Community Development Director  
DATE: September 10, 2024  
SUBJECT: Comprehensive Plan Presentation

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### **Synopsis**

Consultants from Agnew::Beck, the City's Comprehensive Plan contractor, will make a presentation on the results of the community survey. They will be visiting with Commissions and Boards this month so if you miss this presentation or know someone who would be interested, there are lots of opportunities to catch it!

Written materials with results will be available at the meeting.





# City of Homer

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## 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: SEPTEMBER 10, 2024  
SUBJECT: SEPTEMBER STAFF REPORT

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- **Mark your calendars:** The EDC is scheduled to have a work session with City Council on Monday November 18<sup>th</sup>! Please let me know if you can't make that date since we need at least 4 EDC members to attend!
- Things have been hopping in the Community Development Department. The job posting for a ½ time Community Development Associate is out; this person will work with me on economic/community development type activities, and providing administrative support to the department as a whole.
- Business Licenses: The meeting minutes for August were not out in time for me to draft a memo to Council. I'll do that as time allows in the next few weeks. (Council didn't have a time clock on that one)

**Like to vote but hate the line?** City Hall hosts voting for EVERYONE – you don't have to live in City limits to vote prior to election day.

**City/Borough Election:** Beginning Monday, September 16th Early & Absentee in Person Voting will be conducted at City Hall Cowles Council Chambers. This will be available Monday through Friday 8:00 a.m. to 4:00 p.m. up until Election Day October 1st.

**General Election:** Beginning Monday, October 21st Early & Absentee in Person Voting will be conducted at City Hall Cowles Council Chambers. This will be available Monday through Friday, 8:00 a.m. to 5:00 p.m. up until Election Day November 5th.

**Homer Marine Trades Association  
Regular Business Meeting  
August 7, 2024  
Harbor Master's Office**

**MINUTES**

Call to Order: The meeting was called to order by Vice President, Eric Engebretsen at 6:15 p.m.

Officers/Directors present/quorum: Eric Engebretsen, Jen Hakala, Cinda Martin, Mark Zieset, George Hall, and Adam Smude were present; Matt Alward, Aaron Fleenor, Kate Mitchell and Bruce Friend were absent/excused. A quorum was established.

Guests: Alita Mahan of FNBA, board member prospect and Dan Veerhusen, commercial fisherman

**Guest Presentations:**

- Harbormaster – Amy reported the following on Bryan's behalf: regarding the status of the harbor expansion study, \$800K was received toward the study and they've started profiling the contours of the ocean floor needed for construction planning. A few teams have come through for briefings and to take pictures for future 3-D models. They are also in the process of identifying the demand and scope of the fleet as well as the services required. In other news, the City of Homer is hosting the Harbormasters & Port Administrators Conference that will offer an opportunity for HMTA to collaborate with AVTEC; and there is marketing budget still available, note to Advertising Committee.
- Alita Mahan of FNBA – introduced herself and her interest in serving on the board of directors

Approval of Agenda: Motion by Mark Zeiset to approve the Agenda as presented, 2<sup>nd</sup> and carried.

Approval of Minutes of May 15<sup>th</sup>, 2024, meeting: Motion by George Hall to approve the minutes of the last meeting as written, 2<sup>nd</sup> and carried.

Treasurer's Report –Jen Hakala reported that we currently have \$20,200 in the checking with \$2,159 outstanding in A/R. Jen also reported that a new member paid but no information came through. Amy thought it might be HEA, she will track down the information. Jen also reported that she has a check cut for the 2<sup>nd</sup> half of 2024 Fish Expo Booth which is ready for signature/mailing. There are no other bills outstanding. She will send invoices out for Fish Expo.

Communication Director's Report – Amy – updates under the proper order of business

**Committee Reports:**

- Draft Marketing Plan – Amy reported that she will set up a meeting with Bryan for the committee to discuss available P&H advertising budget, potential funds available for a video update
  - Advertising – Amy/Kate - no further report
  - Website/Social Media –Amy – no further report
  - Radio – Mark (re-visit spring agenda) – no further report
  - Podcast options – Amy - no further report
- Workforce Development – Amy reported that this is the time of year the HHS wanted us to reach out for planning; Amy will set up a meeting with Paul Story to discuss a plan for the year.
  - FOLs – HHS follow up and list of presenters
  - KPC courses – Janel – no report
- Scholarship – Carter Lemon's scholarship has been paid to Universal Technical Institute
- Membership – Amy

- New Member Recruitment contact follow up – HEA has signed up for membership, still working on some others.

#### Old Business:

- Annual To-Do List – Mark review/action items – under new business

#### New Business:

- Fish Expo dates announced – November 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>, 2024
  - ½ booth still available – Amy will see if AC/DC is interested but will also put it out again in the newsletter. For next year, it was recommended that we re-consider the size of the booth space and either downsize to 20' or stay at 30' if Bay Welding will take a 10' spot
- Annual Meeting date – September 26, 27 or 28 at Odin Mead; budget approval; postcard invites – Consensus to host on Saturday, September 28<sup>th</sup>, doors open at 5:30 with meeting start time at 6pm. Motion by Adam Smude to approve up to \$1,000 as a budget for the meeting, 2<sup>nd</sup> and carried. Amy will coordinate with Odin, George will provide a sound system and Amy, Jen and Cinda will send out post cards to prospects.
- Board Member Recruitment follow up – Cinda proposed Alita Mahan/FNBA, Alisa Mooy of Bay Safety and Janel Harris of KPC; Amy proposed Gregor Welpten/Dynamic Composite Solutions; Mark proposed Sandy Stuart, Jen will reach out; Eric proposed Troy of ACDC and Lyle of Lyle's Welding, Adam will reach out to Troy.
- Membership Renewals – individual emails to current members to confirm information and membership renewal will be sent and followed up with invoice; will also request renewal info for the 2024 banner/2025 tide book in same manner. The list of reciprocal members include Aleutian Harvester Memorial Fund, (Amy to send list)
- Round Haul – suggestion to incorporate an annual "Business of the Year" award. Motion by Adam Smude to create an annual award named "the Kate Mitchell Business of the Year Award" with the first recipient as Ken & Snooks Moore/Northern Enterprises Boat Yard for their commitment and dedication to serving the industry, 2<sup>nd</sup> and carried. George will arrange to have a plaque made. The award will be unveiled at the Annual Meeting and presented to Ken and Snooks at a spring Round Haul, date/venue TBD.
- By-Law Revisions up for discussion: the following suggestions were discussed:
  - Attendance Requirements 50% - no support for requirement; consensus that we haven't had much issue in obtaining a quorum and existing Bylaws support withdrawal of officers if needed
  - Term Limits – no support for change
  - Electronic Voting for election of officers – no support for change; consensus that members should be encouraged to attend in person
  - Increase check limit that requires 2 officers to \$5,000 from \$500 (Article V, Sec 3); consensus that it is sometimes difficult to obtain 2 signatures and many checks are at or exceed the \$500 threshold; most expenditures require a vote by the board prior to writing the checks; and there is no bank oversight for 2 signatures
  - Industry Support member – strike earmark to scholarship/workforce development (Article II, Sec 3); consensus that the change will offer more flexibility for operating/advertising opportunities but can still be directed toward workforce development if deemed appropriate

Motion by Mark Zeiset to bring the following Bylaw Revisions forward for membership consideration at the Annual Meeting:

  - Increase check limit that requires 2 officers to \$5,000 from \$500 (Article V, Sec 3)
  - Industry Support member – strike earmark to scholarship/workforce development (Article II, Sec 3)

Motion 2<sup>nd</sup> and carried. Cinda will draft the revisions and email to the board members for review.
- Alaska Assoc of Harbormasters & Port Administrators Conference October 21-25 at Land's End –
  - Presentation on Workforce Development – collaborate with AVTEC; Eric will commit Bay Welding to assist with a presentation
  - Draft schedule and other involvement – Amy will keep us apprised of opportunities

Action Items for Amy:

1. Set meeting for Advertising Committee and Bryan to discuss marketing budget availability
2. Reach out to Paul Story, set meeting to discuss FOLs
3. Contact ACDC regarding interest in Fish Expo booth
4. Contact Odin Mead to schedule Annual Meeting for 9/28 at 5:30; list of invitees
5. Contact Gregor re: running for director
6. Membership renewals – send Cinda list of reciprocal memberships for minutes
7. Alaska Assoc of Harbormasters – contact Eric/Brad at Bay Weld re: presentation/collaboration with AVTEC; other involvement for HMTA?

Next Meeting: September 18<sup>th</sup> 6pm at Homer Harbor Office

Comments from the Board Members:

- Adam of Breakwater Marine announced that his new hire has moved to Homer and is finishing up his current job in order to begin on boat projects by November
- Jen Hakala of NOMAR announced that she is bidding a job to build a tarp for the National Christmas tree relocation from the Tongass National Forrest to DC! She also fished BB this year with Matt and Willem and survived!
- Mark of South Central Radar reported that he has been working on a flood of monitoring system sales and installations due to the new Cook Inlet Fed regulations
- Eric of Bay Welding reported that their 50<sup>th</sup> Anniversary party was a huge success with over 450 people in attendance!
- Amy reported that she and Jen have created an “event tote” to grab and go; she will send out an email with additional items that are needed for the tote

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cinda Martin  
HMTA Secretary



# AGENDA ITEM REPORT

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## Cruise Ships

**Item Type:** Action Memorandum  
**Prepared For:** Economic Development Advisory Commission  
**Meeting Date:** September 10, 2024  
**Staff Contact:** Julie Engebretsen, Community Development Director

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**Summary Statement:** Conduct a work session and continue conversation at the regular meeting

**Recommendation:** Provide Comments to the City Council when ready

### **Background**

Council adopted Resolution 24-048, regarding cruise ships. The resolution includes specific tasks for the Port and Harbor Commission and the EDC. You can find the original Resolution, Port and Harbor Advisory Commission response, work session flier and map of Homer docks attached to this staff report.

Councilmembers Erickson and Lord sponsored this topic to initiate dialogue on the capacity of the Port for cruise ship visits (especially large ships) and also to hear from the community and businesses on their interest and appetite for cruise ships. A portion of this topic will be included in the Comprehensive Plan. A page of the draft Community Survey Results for the plan is attached. The bottom of the page includes about on cruise ships and community sentiment.

Note: A map is attached because there have been a lot for questions about the Port Expansion Project, the Deep Water Dock, and the Pioneer Dock. To clarify, these are three separate facilities with their own usage. Cruise ships and any policy is specific to the Deep Water Dock and is separate from where the State Ferry docks, and from any future expansion of the Harbor.

### **Project Approach**

The Port and Harbor Commission worked with staff and provided a memo with their response. The EDC made observations over the summer and chose to conduct a work session on September 10<sup>th</sup>. Fliers for the work session were posted around town, and the event was advertised on the City's main web page and via social media. Staff also worked with the Chamber of Commerce to schedule a luncheon panel for September 12<sup>th</sup>.

### **Work Session**

The format of the work session will either be one large roundtable, or break in to smaller groups depending on the number of people who attend. There are three questions to discuss:

1. How do you see Cruise Ships in Homer in the future?
2. What do you think of big ships vs smaller ships (250- 500 passengers)? A few or many?
3. What are your experiences on how cruise ships affect the Homer economy and community?

**Recommendation**

Staff Recommends the EDC discuss the issue and draft comments for Council. Then postpone action until the October meeting. The Chamber of Commerce is holding a member lunch on September 12<sup>th</sup> to host business dialogue. The EDC can consider those comments in October and finalize comment back to Council.

**Attachments**

Resolution 24-048 with Backup

Memorandum from Port and Harbor Commission, July 30, 2024

EDC work session flier

Homer Docks Map

Extract of Comprehensive Plan Community Survey Results Q:13



**CITY OF HOMER  
HOMER, ALASKA**

Erickson/Lord

**RESOLUTION 24-048**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
REQUESTING THE PORT AND HARBOR ADVISORY COMMISSION  
DISCUSS AND CONSIDER CRUISE SHIP CAPACITY AND POLICY  
ADOPTION FOR THE PORT AND HARBOR OPERATIONS AND THE  
ECONOMIC DEVELOPMENT ADVISORY COMMISSION DISCUSS  
AND CONSIDER BROADER COMMUNITY EFFECTS AND POTENTIAL  
CITY CRUISE SHIP POLICIES.

WHEREAS, The City of Homer has been a port of call for numerous cruise ships over the  
years; and

WHEREAS, The City should expect continued interest in cruise ship calls in the coming  
years; and

WHEREAS, The City's Deep Water Dock can accommodate cruise ships up to certain  
sizes, but larger ships cannot dock there and must anchor out and tender, or lighter,  
passengers to harbor floats to disembark; and

WHEREAS, The City operates the Port and Harbor under written policies that may not  
fully encompass the considerations for cruise ships, especially larger vessels that have to  
lighter passengers; and

WHEREAS, In addition to effects on the City, large cruise ships also influence the  
business community and the community-at-large; and

WHEREAS, Cities around Alaska and the country have addressed cruise ship tourism  
through the implementation of different policies.

NOW, THEREFORE BE IT RESOLVED, Port and Harbor staff will engage the Port and  
Harbor Advisory Commission (PHC) in discussion around cruise ship calls to the Port, including:

- The capacity of our current docks for different size classes of large vessels;
- Passenger lightering considerations, including moorage and safety;
- What responsibilities and potential liabilities the Port and Harbor has for accepting  
cruise ships of any size, including what amenities we advertise as available as a City  
for cruise ship companies looking to make a call at our public Port;
- What the emergency response plan is for potential tsunami evacuation;
- What are the costs and impacts of cruise ship landings on our HVFD and HPD staff;



- What increased staffing considerations are made by Harbor operations staff to address additional trash and restroom cleaning needs;
- What criteria are used currently for deciding capacity to accept a cruise ship, including when there is passenger lightering required, and are those criteria adequate;
- How this topic will be integrated into the Comprehensive Plan;
- Revenue and expense considerations surrounding cruise ship business at the Port;
- The broad legal landscape of local policies around the cruise ship industry.

BE IT FURTHER RESOLVED, The Economic Development Advisory Commission (EDC) should develop an understanding of City/Municipal cruise ship policies from other communities, and engage in a conversation with the Chamber of Commerce and other stakeholders about the effects of the Cruise Ship industry on the local businesses and the community to help inform any potential City policy development.


BE IT FURTHER RESOLVED, Both the EDC and the PHC will provide reports back to the City Council with summaries of their conversations, noting where further discussion may be needed, and any immediate policy recommendations by:

Port and Harbor Advisory Commission: July 22, 2024 Council Meeting

Economic Development Advisory Commission: September 23, 2024 Council Meeting


PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of April, 2024.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: NA







# MEMORANDUM

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**Resolution 24-048, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Port and Harbor Advisory Commission and the Economic Development Advisory Commission Regarding Cruise Ships in Homer**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** April 22, 2024  
**From:** Council Members Erickson and Lord

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The 2024 cruise ship season is quickly approaching, and with it will come a large ship to Homer that cannot tie up to our deep water dock. Other cruise ships had requested coming to Harbor earlier in the season, and they were told we do not have the operational capacity to safely accommodate them. This has highlighted a number of issues that the Port & Harbor Advisory Commission (PHC) can consider, and additional broader issues that the City should better understand when considering any policy making from the business and overall community.

There is potential for additional cruise ships, including larger cruise ships, to have interest in docking in Homer in the future. As itineraries are developed early, it is prudent for the City to understand our infrastructure and staffing capacity, and the community to broadly understand their interest and appetite for cruise ships sooner rather than later. We understand the turnaround time on these requests to the PHC and the Economic Development Advisory Commission (EDC) may feel tight, but we'd encourage the Commissions to engage in this dialogue and provide a summary of what they are able to cover - including where more time and information may be needed, and/or any immediate policy recommendations for the Council to consider.

To facilitate a dialogue, we are asking the Port and Harbor Advisory Commission to engage in this topic with staff to understand:

- The capacity of our current docks for different size classes of large vessels
- Passenger lightering considerations, including moorage and safety
- What responsibilities and potential liabilities the Port and Harbor has for accepting cruise ships of any size, including what amenities we share with companies requesting these services
- What the emergency response plan is for potential tsunami evacuation

- What are the costs and effects of cruise ship landings on our EMS and HPD staff
- What increased staffing considerations are made by Harbor operations staff to address additional trash and restroom cleaning needs
- What criteria are used currently for deciding capacity to accept a cruise ship, including when there is passenger lightering required, and are those criteria adequate
- How this topic will be integrated into the Comprehensive Plan
- Revenue and expense considerations surrounding cruise ship business at the Port
- The broad legal landscape of local policies around the cruise ship industry

Additionally, we would like to encourage the Chamber of Commerce to engage with Homer-area businesses to better understand the limitations and opportunities within the private sector around cruise ship tourism in Homer. We believe this conversation needs to be integrated into the Comprehensive Plan process, and would like the Economic Development Advisory Commission to begin having conversations with stakeholders to better inform the City Council on policy options and the pros/cons of different City cruise ship policies.

For an interesting reference, look up Bar Harbor, Maine and their long-standing and recent municipal policies surrounding cruise ships. They see much higher passenger counts than Homer does, similar to Juneau and other Southeast communities, but news articles and documents from the Town of Bar Harbor are interesting to review.

The City and Borough of Juneau reached an agreement with CLIA (Cruise Lines International Association) to limit the number of ships to no more than five per day starting this year. An article in the Petersburg Pilot from January 2024 is titled: "*Wrangell assembly raises rates for lightering cruise passengers to shore.*" These are offered as references of conversations other municipalities have been having around cruise ship impact.



# MEMORANDUM

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## **Port & Harbor Advisory Commission Response to Resolution 24-048, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Port and Harbor Advisory Commission and the Economic Development Advisory Commission Regarding Cruise Ships in Homer**

**Item Type:** Informational Memorandum  
**Prepared For:** Homer City Council & Mayor Castner  
**Date:** July 30, 2024  
**From:** Bryan Hawkins, Port Director  
**Through:** Melissa Jacobsen, City Manager

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In response to Resolution 24-048, the Port Commission and Port Staff have compiled the following information regarding cruise ship facilities, cruise ship landings, and potential impacts on the community of Homer. The Commission designated Commissioners Siekaniec and Friend to work with Port staff to research answers to the Council's questions, and the group met on several occasions to compile information and prepare a response to be approved by the commission. Both commissioners additionally participated in a debriefing meeting on Friday, June 28<sup>th</sup>.

### **What infrastructure is available?**

#### **Pioneer Dock**

The specs for the Pioneer dock are included as an attachment for reference, however, the Pioneer Dock is not a viable location for scheduling cruise ship landings because of the priority given to ferries for the Alaska Marine Highway System. The Tustumena and other AMHS vessels have the right to land at the dock with only a few hours' notice, which means that changes to the ferry schedule could interfere with planned cruise ship landings. For that reason, we have developed the Deep Water Dock area as a cruise ship terminal.

#### **Deep Water Dock**

The Deep Water Dock can accommodate vessels up to 800' and 65,000 displacement tons—a ship must meet both of those limits to safely land at the dock. The Deep Water Dock area has been renovated in recent years with grant money from the State of Alaska for Emerging Cruise Ship Ports. Improvements included bathrooms, a walking trail around the perimeter of the harbor, guard facility, a covered area for waiting passengers, and adequate turnaround space for tour buses.

**What are the criteria for whether a cruise ship have to transport passengers to shore via tender (aka “lighter”) instead of using a dock?**

Any ship that exceeds one or both of the berthing limits for a dock will not be permitted to use that dock, and will have to lighter passengers instead. A typical cruise ship lightering vessel can carry between 60-100 passengers at a time.

**What do we consider when determining whether to approve a lightering request?**

What is the level of vessel activity in the Harbor? What is the time of year? How many passengers are on board the vessel? Will we be able to provide a secure facility in compliance with our Facilities Security Plan without requesting special authorization from the USCG—which may or may not be approved?

## **What are the impacts of Cruise Ship Landings?**

**What increased staffing considerations are made by Harbor Operations Staff to address additional trash and restroom cleaning needs?**

At this time the port will not be providing any additional staffing for our cruise ship landings as our job stays the same as long as we only schedule one ship at a time. Any additional staffing required for security will be contracted by and paid by the Ship. Restroom cleaning is handled by Public Works. At present they do not provide additional staffing, but it could become necessary in certain areas with increased landing volumes, which would require scheduling and cost tracking by Public Works.

**What the emergency response plan is for potential tsunami evacuation:**

If a Tsunami Warning is issued, Harbor staff will evacuate the spit and communicate with Cruise Ship personnel via VHF radio. The cruise ship will follow its EOP for a tsunami. Depending on the anticipated time of impact, cruise ship personnel may encourage passengers to board the vessel or to evacuate by land. Cruise ship passengers who are off the spit at the time the warning is issued will remain off the spit and the ship’s agent will make arrangements to reunite those passengers with the vessel.

**What are the costs and impacts of cruise ship landings on HVFD and HPD staff**

Fire Chief Kirko wrote “At this point I don’t believe we will be impacted by the number of cruise ships docking in Homer. My previous experience with the cruise industry was while I was in Skagway which experienced a definite impact to EMS services. If we get ships weekly or greater I would then say it could be something we would be concerned about. HPD/HVFD dispatch indicated that there have maybe been one or two EMS calls in the past 4 years related to cruise ship landings, and that the cruise ship landings aren’t a factor in how HPD schedules their personnel.

**What are the revenue and expense considerations surrounding cruise ship business at the Port?**

In general, the function of a port is to facilitate commerce, and we try to do that with our cruise ship customers as we do with any other user group. There are some revenues to the Enterprise associated with a cruise ship landing, however, this dockage revenue is not a primary motivator. The impact on staffing costs is minimal because security is provided by a private firm. We may shift schedules to

have additional personnel available for a cruise ship landing but we are not hiring staff to accommodate cruise ships.

## Observations from June 28<sup>th</sup> landing

On the evening of June 28<sup>th</sup> Commissioners from PHC and EDC held a “hotwash” debrief meeting with Port staff, the port security contractor and land-based transportation contractor, and the Chamber of Commerce staff and volunteers. The security team reported that approximately 1200 passengers came ashore, both crew and guests. No security issues were noted. Recall that this setup was a special modification to the Facility Security Plan for the harbor and any future landings with this configuration would need to be approved on a case-by-case basis by the US Coast Guard.

More than 700 of the 1800 guests on this voyage (38%) were over 70 years of age, which is typical of ships in this size class because the voyages are often many weeks long. Observers noted that mobility challenges for guests were complicated by mismatch between infrastructure and vessels. For example, the height of the life boats necessitated a large step down from lifeboats to floats with a step stool staged on the floats. Some guests needed assistance from two cruise ship personnel to walk up the ramps at all even during a moderately high tide, and others struggled to catch their breath upon reaching the top of the ramp. As guests returned to the harbor to board lightering vessels, the lower tide and steeper ramps continued to present challenges for accessibility. These vessels could accommodate approximately 70 passengers at a time. Hundreds of returning guests queuing up on harbor floats exceeded the design capacity of the facilities. Land-based transportation proved challenging on the 28<sup>th</sup> for reasons not directly related to the lightering decision, however, the challenges were doubled because the lightered passengers arrived at two locations in the harbor instead of just one.



Land-based tourism was relatively low for this point in the season on June 28<sup>th</sup>. It was not clear whether tourists consciously avoided a cruise ship day, or whether milder weather proved less of a draw than previous sunny weekends. The high number of passengers disembarking could have been an overwhelming amount if it had coincided with the traffic seen on the spit just a week before, instead it was not an overly busy day and shop owners reported that the traffic was welcome.

On the water, the lightering operations had a significant impact compared to a dock landing. Regular dock landings do not interfere with harbor traffic at all because both the Pioneer Dock and the Deep Water Dock are in open water outside of the harbor basin. In contrast, this landing had four lightering vessels making trips into the harbor at regular intervals all day, tenant boats agreed to relocate to create the landing areas, and guests increased the volume of pedestrian traffic on harbor floats. Any increase in the number of lightering vessels (to reduce the wait time for guests returning to the ship) would significantly contribute to traffic congestion on the water in the harbor.

## Possible suggestions for a City position or policy on cruise ship landings

- Express a general position, such as “The City is interested in moderate growth of cruise ship activity” or “The City is looking to cooperate with cruise lines to encourage regular landings at the Deep Water Dock”
- No port calls from ships that exceed the capacity of the docks because of the safety concerns associated with high volume lightering operations. Smaller ships that are undersized for the dock would be permitted to lighter but those that exceed the capacity of the dock would not.
- Consider variable or increased dockage fees, or increase to the cruise ship fee assessed on top of dockage to cover indirect costs incurred by Port on landing days
- Consider a charge for the use of the camel fenders that facilitate landings at the docks to cover the staff time to deploy camels in the configuration needed for cruise ships
- No more than one cruise ship landing at any dock at one time to reduce impacts to the facility from overcrowding
- No more than one cruise ship making a port call (includes both dock landings and lightering) at one time without Port Director approval
- Limitations for lightering operations that ensures ships align with the existing provisions in the Port’s Facilities Security Plan
- Lightering operations are permitted at the discretion of the Port Director
- No more than 3 landings per calendar week because of the effect that greater volumes of landings would have on port operations and the potential impact to the demand for emergency services
- Reaffirm that the authority to make decisions on cruise ship port calls sits with the Port Director as defined in the Port of Homer Terminal Tariff

## Other questions to address as a part of this discussion

### **What role does Harbor Expansion play in future cruise ship landings?**

The focus of Harbor Expansion is to increase moorage capacity for boats in the 85-250' range and free up space in the small boat harbor for smaller boats. There are no plans for increased cruise ship capacity as a part of Harbor Expansion.

### **How will information about cruise ships be incorporated in to the comprehensive plan?**

Per Agnew::Beck, information about cruise ships will be guided by the conversations about what the community values about growth, and what community members don't want to lose about the way Homer is now. It will be incorporated in many places—economic development, transportation, sustainability, resilience, and of course any spit-specific sections of the plan.

### **How much influence does the City have over future growth in cruise ship landings?**

Unlike some other communities in Alaska, the facilities that cruise ships use to land in Homer are City-owned and City-managed. Landings are approved and coordinated by the City's Port Director. The City owns the tide lands around the Spit and within City limits (See attachment C), so any additional dock construction would be done in cooperation with the City. Cruise ship companies could still bring passengers to Homer via lightering to a private facility or transport them overland by bus from another port town.

### **How prepared is Homer for cruise ship landings?**

The general consensus from observers of the June 28<sup>th</sup> landing is that the City is well-prepared for landings at the Deep Water Dock, and for lightering operations from smaller cruise ships with fewer passengers that are undersized for a Deep Water Dock landing due to high tidal fluctuations. Well-designed shore-side operations and land transportation were identified as a key component of successful landings that enable passengers to see everything that Homer has to offer, both on the Spit and up in town.

While emergency responders (Fire, EMS, Homer Police Department) did not express concerns about the cruise ship impacts on their operations, there is an opportunity to incorporate more information about cruise ship landings into a future rewrite of the Emergency Operations Plan for the City.

### **What do we need to consider in the big picture as we have this discussion?**

The City must comply with all laws including the [Tonnage Clause](#) of the US Constitution. We should consider the other uses of the Deep Water Dock, and ensure that we are allowing other industries to access the facility to move cargo, conduct crew changes, and do other business. The City has a robust visitor industry largely powered by independent travelers arriving by road or air, and would not want a growth in cruise ship landings to detract from the experience for the travelers we already receive. We also do not want to unreasonably impede economic development in any industry, including Cruise Ships.

# CONVERSATIONS ON CRUISE SHIPS

**What are your thoughts on future cruise ships visiting Homer?**



**EDC Worksession**

**Tuesday, September 10, 2024**

**4:30 pm**

**Regular Meeting to follow at 6:00 pm**

**Cowles Council Chambers  
Homer City Hall  
491 East Pioneer Ave  
Homer, AK 99603**

**The Economic Development  
Advisory Commission is  
hosting a worksession about  
cruise ships and wants to  
hear from you!**

**How do you see cruise ships  
in Homer over the next two  
years? Big ones? Little ones?  
Many? A few?**

**Share your experiences on how cruise ships affect the Homer  
economy and community.**

**For More Information Contact:  
City of Homer Community Development Department  
Phone: (907) 435-3119  
Email: [planning@ci.homer.ak.us](mailto:planning@ci.homer.ak.us)**







### Legend

#### Transportation

##### Mileposts



##### Roads

- Medium Collector
- Medium Volume - Unmaintained
- Medium Volume - Maintained
- Low / Seasonal
- Legal Trail
- Private
- State Hwy
- Platted / Proposed

#### Parcels and PLSS

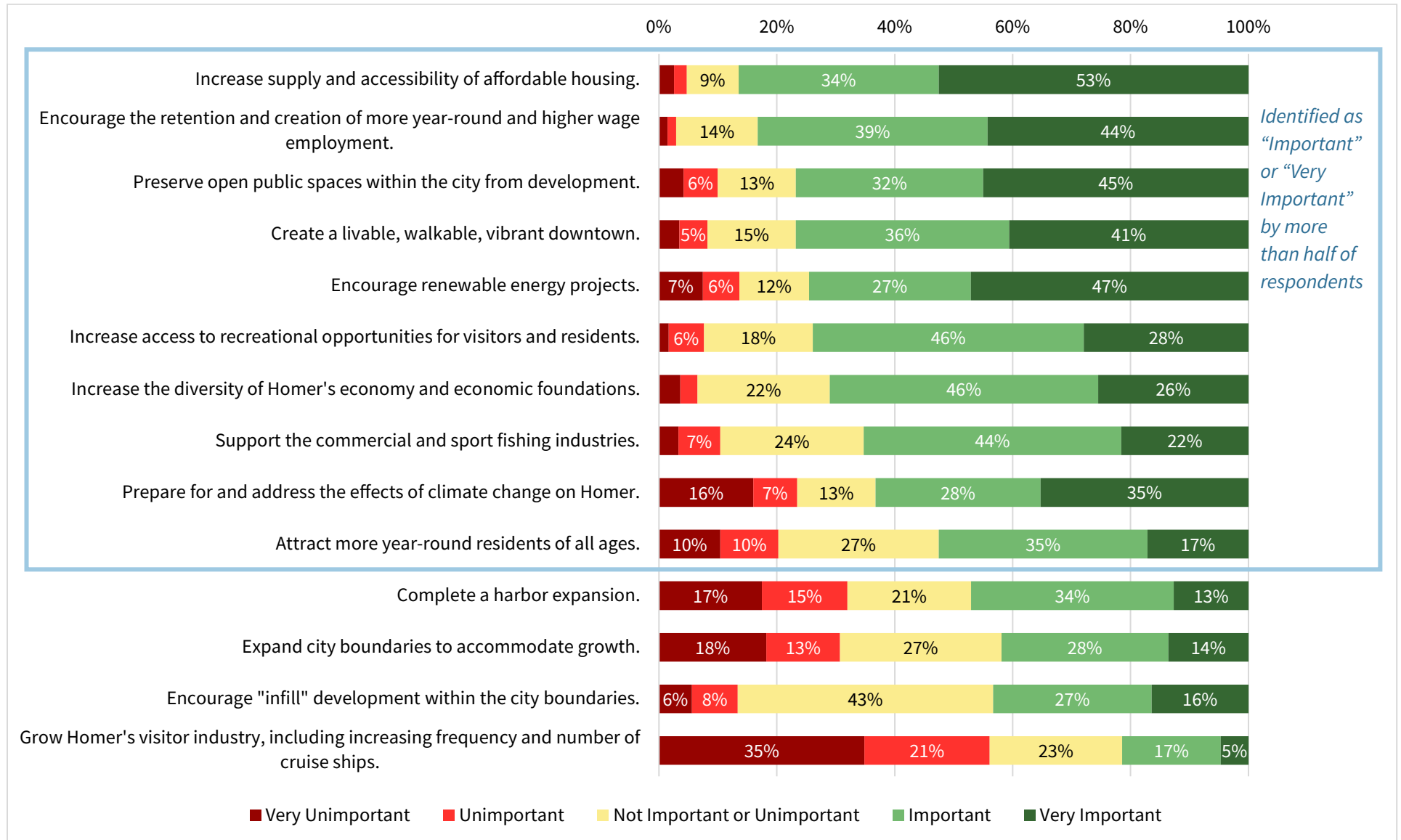
##### Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correction of the data, or use of the data.

**Q13: Listed below are potential priorities for the greater Homer community to focus on for the next 10-20 years. For each potential priority, please indicate level of importance.**

(Answered: 551)





# 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: SEPTEMBER 10, 2024  
SUBJECT: COMPREHENSIVE PLAN OUTREACH

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### **Requested Action:**

- *Decide on an activity or two you'd like to undertake to provide outreach to the business community*

### **Background**

The Commission has wanted to work specifically with the business community on the Comprehensive Plan. Plans for the next community visit and open house by Agnew::Beck are firming up for the week of October 21<sup>st</sup>. The main event will include three scenarios for Homers future – this is an important time for businesses to speak to their future land use needs, open space/parks, etc. Now is the time for the EDC to determine what we can collectively do to engage this group so I can make arrangements.

The main community event is scheduled for Tuesday evening October 22, at Islands and Ocean. If the EDC is interested in hosting another event, good dates are Wednesday and Thursday, 23<sup>rd</sup> and 24<sup>th</sup>. Some ideas include “office hours” at the library 12-2pm, an evening event at Alice’s with pizza, a morning coffee and donuts at the Chamber, make a greater effort toward online participation...or ??? Staff note: of these ideas, online, the library and the chamber have the easiest logistics, and Alice’s takes more work. But possible!

What are your ideas and how can you help? How can the EDC engage with the business community on the Comprehensive Plan?

### **Requested Action:**

- *Decide on an activity or two you'd like to undertake to provide outreach to the business community*





# 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: August 21, 2024  
SUBJECT: City Manager's Report for August 26, 2024 Council Meeting

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#### What's been happening in the parks over the summer?

Karen Hornaday Park road was cleaned up and new diggers were installed at the playground.

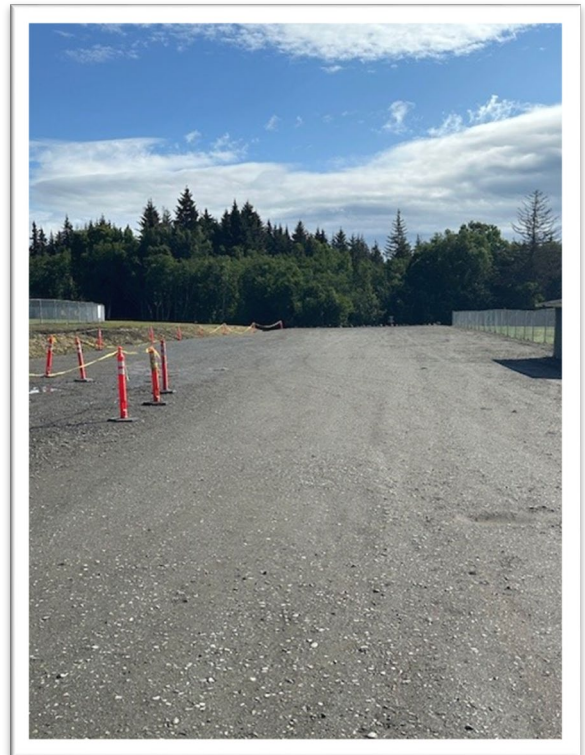




A new swing set was installed at Ben Walters Park and the area around the Bartlett St. restroom was cleaned up and hydro-seeded.



And, Jack Gist Park had a drainage and parking lot overhaul.



This is just a sampling of what our Public Works and Park crews have been doing to improve parks over the summer. In addition to these highlights, there are always the ongoing responsibilities of equipment maintenance, lawn care, beautification projects, working with partners in coordinating their events, along with a variety of other behind the scenes needs to keep the City going.

### **Alaska Municipal Managers Association and AML Summer Conferences**

I had the great pleasure of travelling to the City of Kodiak to attend the AMMA and AML Summer Legislative Conferences last week. I enjoyed making connections with the Managers from other municipalities, learning about their struggles and successes, and sharing about Homer's. We discussed strategic planning, retention challenges, and had a great presentation by the City and Borough of Sitka's Administrator on a program he's implemented with their employees to improve the culture of their organization. AML staff also presented about current and potential new resources they have available to municipalities.

At the AML conference one of their lobbyists shared an overview of big policy issues at the legislative level including energy issues i.e.: focus on the rail belt and gas lines and shortages in Cook Inlet; also, education funding, PERS, and health care. A team from King Cove presented on the impacts to their community with the Peter Pan fish processing facility closing. Other presentations were about outmigration in Alaska communities, employee retention, public education, and AML resources for community development and public works. The last day we had a breakout session where attendees could gather at various tables to discuss a variety of topics that impact municipalities to provide to AML to consider. I made a stop at the table discussing Title 29 and added public notice to the list of topics related to that title. During discussion of the topics with the entire group as we closed the day, I shared the challenges Homer has encountered with public notice over the last few months and the need to have web-based notice included in the statute. I received a few applause and head nods from others who are struggling with the same limitations.

### **Attachments:**

- Homer Harbor Expansion Monthly Report
- City of Homer Job listings at <https://cityofhomerak.applicantpro.com/jobs/>
- City Council Worksession Schedule



# MEMORANDUM

City Managers Report  
City Council  
August 26, 2024

## Homer Harbor Expansion Study Monthly Written Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** August 21, 2024  
**From:** Jenny Carroll, Special Projects and Communications Coordinator  
**Through:** Melissa Jacobsen, City Manager and Bryan Hawkins, Port Director

**Purpose:** This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

### The U.S. Army Corps of Engineers (USACE) Project Development Team (PDT)

Continuing study activities:

- Transmitted an updated 1002 notification letter to the City identifying the current schedule of feasibility study milestones (attached).
  - a. Release of draft feasibility study for public comment and concurrent review: 29 August 2025.
  - b. USACE submits final feasibility report: 19 October 2026.
  - c. Signed Chief's Report: 22 February 2027.

The milestone dates are pending alignment with the Regional Integration Team and USACE Headquarters, so dates could slightly change. An updated 1002 letter will be transmitted to the City after the study schedule waiver is signed.

- The USACE Environmental team will complete their fieldwork over the next month, with visits scheduled for August 20 and September 20. They have been conducting beach seining and bottom trawls and will be collecting water samples for eDNA analysis. eDNA analysis is a technique used to assess the biodiversity of a habitat by detecting genetic material shed by organisms into water, allowing researchers to identify the presence and types of species.
- The USACE Geotech/Geophysical team is preparing to review geophysical, hydrographic, and topographic survey data collected by subcontractors this month, after which they will discuss a plan for supplemental geotechnical drilling. Drilling data will be used for settlement predictions and other geotechnical information that will inform preliminary design of alternatives.
- Building upon previous community input on Local Service Facility (LSF) needs, the USACE Economics and Hydrology/Hydraulics teams are collecting and analyzing moorage demand data and arranging focus groups with harbor users to help determine the appropriate basin size and local service facilities (LSF) as they pertain to the regional and national economic benefits.

**HDR – Owner Representative:**

- Subcontractor wrapping up geophysical, hydrographic and topographic survey work-in-kind. The work included using a multi-beam sonar to collect information about the seafloor terrain to (a) detail water depths and map underwater topography, and (b) illustrate the depth, density and shapes of the terrain up to 100' below the seafloor.
- Supporting USACE with an analysis of moorage demand to help inform basin size.
- Coordinated with two periodicals to secure placement of feature articles about Homer Port & Harbor this fall (*Alaska Business Monthly* and *Alaska Contractor*); one written by the publication and one written by the HDR team featuring Harbor users.
- Provides communications support as-needed; keeps [Homer Harbor Expansion website](#) updated. Recently identified and are working to deliver tactics targeted at raising awareness about the importance of the Homer Harbor in general, and additionally the expansion specifically. Social media and additional story placement are a focus of the efforts.
- Attended monthly USACE Project Development Team meeting and weekly meetings with City.

**City of Homer staff:**

- Attended monthly USACE Project Development Team meeting and weekly meetings with HDR.
- Participated in three discussions with USACE to review and discuss Local Service Facilities (LSF) USACE may include in the designs and cost benefit analysis. USACE works with the minimum LSFs required to meet the objectives of the study.
- Staff interviewed by Alaska Contractor magazine for story about how Port and harbor projects support economic vitality in Alaska.
- Ongoing communications/outreach: Information and updates about the study are being disseminated through the [Homer Harbor Expansion website](#), the City's quarterly newsletter, the [City of Homer Facebook](#) and [Instagram](#) pages and through HHE email subscriber list as needed.

**RECOMMENDATION:**

Informational Only.





DEPARTMENT OF THE ARMY  
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
P.O. BOX 6898  
JBER, AK 99506-0898

14 August, 2024

Melissa Jacobsen  
City Manager, City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Ms. Jacobsen:

Thank you for your sponsorship. I appreciate the support and continuing cooperation that you have given to the Homer Navigation Improvements, AK Study. The U.S. Army Corps of Engineers, Alaska District (USACE) team values the close working relationship that has been established and looks forward to producing a high-quality product through our partnership in this study. In accordance with Section 1002 of WRRDA 2014, I am updating you on the status and proposed schedule of the following milestones for the project.

- a. Release of draft feasibility study for public comment and concurrent review: 29 August 2025.
- b. USACE submits final feasibility report: 19 October 2026.
- c. Signed Chief's Report: 22 February 2027.

The milestone dates are pending alignment with our Regional Integration Team and USACE Headquarters. Once our vertical team has aligned on the proposed dates above, I will send a follow up letter confirming the dates. If I can be further assistance, please do not hesitate to contact me directly. For specific information about the project, please contact the project manager Mr. Curtis Lee at (907) 753-2539 or via email at [Curtis.D.Lee@usace.army.mil](mailto:Curtis.D.Lee@usace.army.mil).

Sincerely,

A handwritten signature in black ink, reading "Jeffrey S. Palazzini".

Jeffrey S. Palazzini  
Colonel, U.S. Army  
Commanding

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

## Current Job Listings

[Jobs \(/jobs/\)](/jobs/) [Login \(/account/login.php\)](/account/login.php)

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

### Search Jobs

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<input type="text" value="Search Jobs"/>	City <input type="text"/>	State <input type="text"/>
Employment Type <input type="text"/>	Department <input type="text"/>	Sort By <input type="text"/>

Number of Jobs: 3

#### ACCOUNTING TECHNICIAN – GRANTS COMPLIANCE & PROCUREMENT OFFICER (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

Finance | Homer, AK, USA | Full Time | \$30.05 - \$39.07 per hour  
Posted: Aug 02, 2024 Closing Date: Aug 31, 2024

#### Building Maintenance Tech I or II (<https://cityofhomerak.applicantpro.com/jobs/3470589>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3470589>)

Building Maintenance | Homer, AK, USA | Full Time | \$22.26 - \$28.63 per hour  
Posted: Aug 20, 2024 Closing Date: Sep 17, 2024

#### Deputy City Clerk I (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

City Clerk | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Aug 01, 2024 Closing Date: Aug 23, 2024

### Sign Up For Job Alerts!

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# WORK SESSION

## AGENDA CALENDAR 2024

<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, January 8</b>	<i>Exempt Employee Wage Scale</i>
<b>Monday, January 15 Off-cycle</b>	<i>Joint Session with Parks Art Recreation &amp; Culture Advisory Commission</i>
<b>Monday, January 22</b>	<i>Homer Harbor Expansion Baseline Conditions Report Overview – Ronny McPherson &amp; KC Kent HDR</i>
<b>Monday, February 12</b>	
<b>Monday, February 26</b>	<i>Ord 23-61 Amending HCC Title 5 to add Chapter 5.48 Short Term Rentals</i>
<b>Monday, March 11</b>	
<b>Monday, March 18 Off-cycle</b>	<i><del>Joint Session with ADA Advisory Board</del> Rescheduled to August</i>
<b>Tuesday, March 26</b>	<i>3:00 start Comp Plan Meeting with Agnew:Beck and Planning Commission (tentative)</i>
<b>Monday, April 8</b>	<i>Longevity Pay/City Manager Transition</i>
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<b>Monday, April 22</b>	<i>Water &amp; Sewer Rate Model</i>
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<b>Tuesday, May 28</b>	<i>Mid Biennium Budget Amendments Water Sewer Rates</i>
<b>Monday, June 10</b>	<i>HCC Chapter 11, vegetation in the ROW</i>
<b>Monday, June 17 Off-cycle</b>	<i><del>Joint session with Economic Development Advisory Commission</del> Rescheduled to October</i>
<b>Monday, June 24</b>	
<b>Monday, July 22</b>	<i>Tentative e-session @4pm</i>

<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, October 14</b>	
<b>Monday, October 21</b>	<i>Joint Worksession with Planning Commission</i>
<b>Monday, October 28</b>	
<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 Castner and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: September 4, 2024  
SUBJECT: City Manager's Report for September 9, 2024 Council Meeting

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#### Meetings with the State Hazard Mitigation Grant Program Team

On September 5, Kim Barenburg, the State Hazard Mitigation Grant Program (HMGP) Manager and Rick Dembroski, the State Building Resilient Infrastructure and Communities (BRIC) Program Manager were in Homer for a site visit primarily related to the Raw Water Transmission Line replacement project. They were joined by the FEMA Region 10 HMGP project manager as well. As a reminder, the project utilizes \$2.1M of State and Federal HMGP funds to replace the pipeline that conveys water from the pump house near the Bridge Creek Reservoir to the water treatment plant. The existing transmission line is old cast iron pipe, which has cracked numerous times and is vulnerable to earthquake damage.

During the visit, the HMGP team met with Finance, Administration and Public Works staff to:

- review the City's first round of grant reporting documents (which were rated 'awesome') and answer questions about the next phase of the project, issuing bid documents and contracting for construction services;
- visit the project site, spending time at the reservoir, the pump house and water treatment plant learning about the City's drinking water supply system; and
- invite the City to submit a Change of Scope request to possibly include funding for the fiber optic line installation in the project



The HMGP team also informed staff that they are tracking the Building Code project grant application through the FEMA review process and spent time reviewing projects in the City's All-Hazard Mitigation Plan to identify FEMA funding opportunities. We greatly appreciate the positive relationship the City has had with the State Division of Homeland Security and Emergency Management and with FEMA to help the City mitigate hazards and be more prepared for managing disasters. Thank you!



### **The Douglas Denman makes a port call to Homer**

We want to extend a warm welcome to the *USCG Douglas Denman*! The *Douglas Denman*, moored next to the *USCG Cutter Aspen*, is part of the fleet of Sentinel class cutters built to replace the 110' island class cutters and are being phased in across the state as they come out of the ship yard.

Currently home ported in Ketchikan, the *Douglas Denman* will eventually find her home in Sitka. The *Douglas Denman* has 22 crew on board and is only here for three days for provisioning and shore leave. Port & Harbor staff looked at several mooring options for the ship which included having them come into the harbor and raft out from the *Naushon*, moor at the Deep Water Dock or raft out from the *Cutter Aspen*. The crew choose to first use the deep water dock for refueling then to shift over to the *Aspen* so that they could use the *Aspen's* gangway to get on and off the dock for shore leave.



### **Cuts in State Programs Funding Libraries**

On August 16, the State Division of Libraries, Archives and Museums announced major cuts to the Public Libraries Assistance (PLA) grants. The FY24 grants came to \$7,000 per library, while the FY25 amount is set at \$1,829. Homer Public Library will have to cut back on ordering new materials and delay updates to certain sections, but we'll survive. The smaller libraries around us are in serious trouble. Separately, the amount allocated to the State Library Electronic Doorway (SLED) was cut from \$500,000 to \$369,514. SLED provides 60 of the 68 databases available to patrons through our library website, so the cuts will have significant impacts on our patrons. Several small databases (LearningExpress, Auto Repair Source, Hobbies and Crafts Source, Home Improvement Source and Small Engine Repair Source) will disappear shortly. If no further funds can be obtained, the next resources on the chopping block are BrainPOP and HeritageQuest.

### **Hickerson Memorial Cemetery**

The City has recently received public comments from residents regarding maintenance conditions at the Hickerson Memorial Cemetery. Generally, the cemetery is maintained, however challenges arise from gravesites that families and friends have decorated with oversized monuments, rocks, benches, small fences, and other materials that impede the mowing and upkeep. An informational memo with photos from the Public Works Director is attached to this report. Homer City Code 19.04.090 Monuments, allows for flat or low profile memorial markers on cemetery plots, but no other monuments or plantings are allowed without permission from the City. The Cemetery Policy Manual addresses the

City's right to remove decorations from cemetery sites and dispose of them as deemed appropriate, however with limited staffing, this type of enforcement and cleanup is difficult to accomplish, and has the potential to result in other types of complaints. Conversations will continue at the staff level on how to address the concerns that have been raised.

### **Election Information**

City and Borough elections are right around the corner! Election day is Tuesday, October 1<sup>st</sup>. Absentee Voting opens on September 16<sup>th</sup> and will be available Monday-Friday 8:00 a.m. to 4:00 p.m. in the Cowles Council Chambers through Monday, September 30<sup>th</sup>. The State and Federal General Election is Tuesday, November 5<sup>th</sup>. As of this report the voter registration deadline has passed for the local elections, and there is still time to update your information for the General Election in November. Voter registration is available online at <https://elections.alaska.gov> or at the City Clerk's office and the Homer Public Library. Please contact the Division of Elections at 866-948-8683 or email at [electionsr1@alaska.gov](mailto:electionsr1@alaska.gov) if you have questions about voter registration.

### **A new employee has joined the City Manager's office!**

Susie Inglis stepped into the role of Special Projects Assistant in early September. Working part-time, Susie will be supporting Special Projects & Communications Coordinator Carroll. With her diverse background in the arts, film, and political science, Susie is a valuable addition to our team.

### **Attachments:**

- Memorandum from Public Works Director re: Hickerson Memorial Cemetery
- City of Homer Job listings at <https://cityofhomerak.applicantpro.com/jobs/>
- September Anniversaries
- Job Listings
- Worksession, Visitor Calendars





# MEMORANDUM

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**To:** Melissa Jacobsen, City Manager  
**From:** Daniel Kort, Public Works Director  
**Date:** May 28, 2024  
**Subject:** Hickerson Memorial Cemetery

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**Background:**

The memorials left at the Hickerson Memorial Cemetery (Cemetery) have been an ongoing and persistent issue that inhibits the City staff and the City's contractor from properly mowing and maintaining the grounds of the Cemetery. On August 17, 2024, the Public Works Department received a letter from a local resident speaking about the lack of maintenance at the Cemetery. And at the August 26, 2024 City Council Meeting, another resident voiced the same concerns.

Public Works Department staff went out to further investigate the claims made and to try to come up with a logical solution to the issue.

**Discussion:**

The Public Works Department has a long history surrounding difficulties surrounding maintenance at the Hickerson Memorial Cemetery. The findings from this investigation are as follows.

Backfilling Cemetery Plots

The City has been working with a local person who hand digs and backfills grave sites. This person has no means of carting away the excess soil displaced by the casket, and therefore has been mounding the soil over the grave site for a lack of any other options.

Over time, this grave site will begin to grow grass/weeds and the mounded surface is not maintainable.



### Cemetery Plot Boarders



In many instances, first generation relatives and friends of the deceased create improvements to these grave sites by placing wood borders or rocks around them as shown in the following photo.



This second example is a complex of 4 grave sites (all with borders) that has fallen into disrepair or neglect because the family and friends no longer maintain the sites. The City does not have the capacity to maintain these other than to mow around the perimeter.



The last example of a boarder is a combination boarder and homemade headstone that has fallen into neglect and disrepair.



### Cemetery Plot Decorations

Numerous grave sites are adorned with decorations which means the maintenance becomes the responsibility of the descendants of the deceased. The City does their best to mow around these sites. Examples of decorations are presented in the following photo's.











### Cemetery Plot Plantings

There are several locations where flower gardens, alders, or spruce trees have been planted to honor their friends or family. This is another situation where City staff and contractors are challenged to work around these objects. The following are examples of these plantings.





### Cemetery Plot Rock Gardens

There are a number of rock gardens over grave sites. Some are still maintained by family, while others are neglected and barely visible. Below are example photos of these sites.







### Cemetery Memorial Benches

Benches appear to be a recent addition to some grave sites. There were none observed that have fallen into disrepair yet, however these obstacles prevent normal maintenance. The following are photo examples of benches.







**Recommendation:**

The Public Works Department recommends evaluating whether the City Council and administration would like to take a stronger stance towards enforcing existing rules in regards to Cemetery Plot decorations, monuments, etc.

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

## Current Job Listings

[Jobs \(/jobs/\)](/jobs/) [Login \(/account/login.php\)](/account/login.php)

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

### Search Jobs

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<input type="text" value="Search Jobs"/>	City <input type="text"/>	State <input type="text"/>
Employment Type <input type="text"/>	Department <input type="text"/>	Sort By <input type="text"/>

Number of Jobs: 3

#### **Building Maintenance Tech I or II (<https://cityofhomerak.applicantpro.com/jobs/3470589>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3470589>)

Building Maintenance | Homer, AK, USA | Full Time | \$22.26 - \$28.63 per hour  
Posted: Aug 20, 2024 Closing Date: Sep 17, 2024

#### **Part-Time Community Development Associate (<https://cityofhomerak.applicantpro.com/jobs/3476585>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3476585>)

Planning | Homer, AK, USA | Part Time | \$27.33 - \$31.41 per hour  
Posted: Aug 26, 2024 Closing Date: Until Filled

#### **Treatment Plant Operator I or II (<https://cityofhomerak.applicantpro.com/jobs/3476751>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3476751>)

Water & Sewer | Homer, AK, USA | Full Time | \$22.38 - \$27.53 per hour  
Posted: Aug 26, 2024 Closing Date: Sep 22, 2024

### Sign Up For Job Alerts!

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(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: September 9, 2024  
SUBJECT: September Employee Anniversaries

---

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

<b>Aaron Glidden</b>	<b>Port</b>	<b>20</b>	<b>Years</b>
<b>Ryan Browning</b>	<b>Police</b>	<b>14</b>	<b>Years</b>
<b>Tracie Whitaker</b>	<b>Police</b>	<b>10</b>	<b>Years</b>
<b>Lisa Linegar</b>	<b>Police</b>	<b>9</b>	<b>Years</b>
<b>Charles Benson</b>	<b>Police</b>	<b>3</b>	<b>Years</b>
<b>Jessica McGuire</b>	<b>Finance</b>	<b>2</b>	<b>Years</b>
<b>Dawn Brooks</b>	<b>Library</b>	<b>1</b>	<b>Year</b>
<b>Chad Felice</b>	<b>Public Works</b>	<b>1</b>	<b>Year</b>

<b>Council Meeting Dates</b>	<b>Visitor</b>
<b>Monday, August 12</b>	<i>J &amp; H Consulting City Lobbyists Derotha Ferraro/Ryan Smith</i>
<b>Monday, August 26</b>	
<b>Monday, September 9</b>	<i>Kachemak Bay Recovery Connection Head Japanese Consul, Mr. Kiyohiko Hamada</i>
<b>Monday, September 23</b>	<i>1. CARTS Presentation – Jodi Stuart, Board President Jessica Schultz, Executive Director 2. Shelly Wade Agnew Beck Update Comp Plan Rewrite</i>
<b>Monday, October 14</b>	<i>Kenai Peninsula Youth Website Project Update – Ginny Espenshade</i>
<b>Monday, October 28</b>	
<b>Monday, November 12</b>	
<b>Monday, November 25</b>	<i>Brad Anderson, Chamber of Commerce Annual Report</i>



# WORK SESSION

## AGENDA CALENDAR 2024

<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, January 8</b>	<i>Exempt Employee Wage Scale</i>
<b>Monday, January 15 Off-cycle</b>	<i>Joint Session with Parks Art Recreation &amp; Culture Advisory Commission</i>
<b>Monday, January 22</b>	<i>Homer Harbor Expansion Baseline Conditions Report Overview – Ronny McPherson &amp; KC Kent HDR</i>
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<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>	

## 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.



# Public Workshop 2

The Kenai Peninsula Borough, along with the Cities of Homer, Kenai, Seldovia, Seward, and Soldotna, is developing the first ever Safe Streets and Roads for All Comprehensive Action Plan, funded through a grant from the U.S. Department of Transportation. Feedback from all users of our transportation routes is vital - we want to hear from you!

Please join the team at one of the upcoming public workshops, and visit the plan website at <https://kpb.us/safestreets> to learn more.

- **September 10, 2024;** 5-7 PM, Seward Library, 239 6th Ave, Seward - Community Room
- **September 11, 2024;** 5-7 PM, Challenger Center, 9711 Kenai Spur Hwy, Kenai - North Star Classroom
- **September 12, 2024;** 5-7 PM, Kachemak Bay Campus, 533 E Pioneer Ave, Homer - Pioneer Room 201/202  
Virtual; TBD



<https://kpb.us/safestreets>