



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

## City of Homer Agenda

**Economic Development Advisory Commission Regular Meeting**

**Tuesday, November 9, 2021 at 6:00 PM**

**City Hall Cowles Council Chambers In-Person & via Zoom Webinar**

**Webinar ID: 990 0366 1092 Password: 725933**

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

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

**AGENDA APPROVAL**

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

**RECONSIDERATION**

**APPROVAL OF MINUTES**

A. October 12, 2021 Regular Meeting Minutes **Page 3**

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

A. Devony Lehner, Independent Living Center – Accessible Homer **Page 9**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. EDC Staff Report **Page 22**

B. Chamber Director Report

C. Homer Marine Trades Association Report **Page 23**

D. Kenai Peninsula Economic Development District (KPEDD) Report

**PUBLIC HEARING**

**PENDING BUSINESS**

A. EDC Strategic Plan Update **Page 25**  
i. DRAFT 2021-2022 Strategic Plan **Page 26**

B. EDC Bylaw Amendments **Page 28**  
i. DRAFT EDC Bylaws **Page 29**  
ii. Current EDC Bylaws – Adopted September 28, 2020 **Page 33**

## **NEW BUSINESS**

- A. Recommendation on the Funding Request from AKSBDC **Page 37**  
i. Alaska Small Business Development Center (AKSBDC) October Presentation **Page 38**
- B. Annual Report to City Council **Page 45**
- C. EDC Meeting Schedule for 2022 **Page 46**  
i. DRAFT Reso 21-1xx 2022 Meeting Schedule **Page 47**
- D. Staff Recommendation for a Consent Agenda **Page 51**  
i. Consent Agenda Information **Page 52**

## **INFORMATIONAL MATERIALS**

- A. City Manager’s Report for October 25, 2021 **Page 55**
- B. City Manager’s Report for November 8, 2021 **Page 59**
- C. EDC 2021 Calendar **Page 62**

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

## **COMMENTS OF THE CITY STAFF**

## **COMMENTS OF THE COMMISSION**

## **ADJOURNMENT**

Next Regular Meeting is **TUESDAY, DECEMBER 14, 2021 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.

Session 21-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:04 p.m. on October 12, 2021 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance. One seat is vacant from the resignation of Commissioner George Hall on September 21, 2021.

**PRESENT:** COMMISSIONERS MARKS, BROWN, AREVALO, CHEROK, PERSON (left at 6:47 p.m.)

**ABSENT:** COMMISSIONER SPEAKMAN (unexcused)

**STAFF:** DEPUTY CITY PLANNER ENGBRETSSEN  
DEPUTY CITY CLERK TUSSEY

The Economic Development Advisory Commission met for a Worksession on September 23, 2021 from 5:30 p.m. to 7:07 p.m. to discuss the Wayfinding-Streetscape Plan Project. The Worksession was facilitated by Deputy City Planner Engebretsen and Peter Briggs with Corvus Design.

#### **AGENDA APPROVAL**

Chair Marks asked for a motion to approve the agenda.

AREVALO/BROWN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

#### **RECONSIDERATION**

#### **APPROVAL OF MINUTES**

A. September 14, 2021 Regular Meeting Minutes

Chair Marks asked for a motion to approve the meeting minutes.

CHEROK/BROWN MOVED TO APPROVE THE MINUTES AS AMENDED.

Commissioner Brown requested amendments be made to her discussion comments regarding Homer development on page five of the packet in the second to last paragraph. Deputy City Clerk Tussey noted that while minutes reflect what action was taken and the content of what was said at the meeting, she agreed to make those revisions before the approved minutes are posted. Commissioners Cherok

agreed to revise his motion to approve the minutes as amended with no objection from the commission.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

- A. Cliff Cochran, Alaska Small Business Development Center – AK SBDC Services & Funding Request

Chair Marks introduced Cliff Cochran with the Alaska Small Business Development Center (AK SBDC).

Mr. Cochran gave a presentation on what services and resources AK SBDC provides, the results of their work in Homer, and information on SBDC's budget and funding sources. He asked the commission to think about the SBDC Business Advisor position in Homer and how it will be funded in the future.

In response to questions from the commission, Mr. Cochran addressed the following:

- What “organizations” they have received funding from in the past
- How many hours a part time position works and makes, and that they get federal match funds for whatever monies they receive from local organizations
- What the \$25,000 covers for the Homer Business Advisor position
- That they do not have facility costs since the Chamber has provided the office space rent-free
- Options for contract timeframes and how they can be year-to-year or more
- Majority of the subscriptions on their website are accessible to the public except the IBISWorld and ProfitCents subscriptions, which are best utilized with the assistance of the Business Advisor
- That they work with everyone including small start-ups and large LLC's/corporations, and assist them with connecting to their target audiences

Chair Marks thanked Mr. Cochran for visiting and that they will consider his ask of the commission at their January meeting. Mr. Cochran thanked the commission and shared his contact information for reference before leaving the meeting.

- B. Peter Briggs, Corvus Design – Wayfinding & Streetscape Project

Chair Marks introduced Peter Briggs with Corvus Design.

Mr. Briggs gave a brief recap on where they are at in the Wayfinding and Streetscape Project process. He shared screen to show and speak to where they are currently at with the sign designs and coloring for the gateway signs, orientation panels/kiosks, and wayfinding/directional signs.

Mr. Briggs facilitated discussion and gathered feedback from the commission on the draft concepts. He agreed to bring revised designs to their next meeting.

Commissioner Person left the meeting at 6:47 p.m.

After further discussion and comments, the commission thanked Mr. Briggs for his time before he left the meeting.

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

A. EDC Staff Report

Deputy City Planner Engebretsen spoke to her written staff report, highlighting the current vacancy on the EDC and the Request for Proposals for the HERC Scoping Study which closes on October 19<sup>th</sup>.

B. Chamber Director Report

C. Homer Marine Trades Association Report

D. Kenai Peninsula Economic Development District Report

Chair Marks noted that KPEDD will be meeting next week so she will have a report at their next meeting.

### **PUBLIC HEARINGS**

### **PENDING BUSINESS**

A. EDC Strategic Plan Update  
i. DRAFT 2021-2022 Strategic Plan/Goals

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

Ms. Engebretsen spoke to her memo that included five accomplishments the EDC has had over the past year and recommended they work on sending a memo/report to City Council that highlights the work the commission has done. In response to Ms. Engebretsen's request for direction, the commission supported having staff bring a draft memo back to their next meeting for them to approve to be sent to Council. Ms. Engebretsen reiterated the importance of having clear goal markers and deliverables, especially when showing Council what they've accomplished.

Chair Marks went over the action being requested of the commission and clarified what other asks staff has. She opened the floor for discussion on the strategic plan and goals, with Ms. Engebretsen facilitating discussion.

Commissioner Cherok noted a typo under midterm goals and commented that he is happy to see housing and the multipurpose community center on the list.

Commissioner Arevalo commented that she doesn't mind how the local business outreach goal (#2 under Near Term goals) is worded and is ok with there not being a set task assigned with it since it seems more thought needs to go into it. The commission mutually agreed that they should wait on setting a task.

At Ms. Arevalo's request for clarification on Ongoing Goal #1, Ms. Engebretsen explained how the goal was to encompass the EDC's previous conversation and need to determine what development in Homer is favorable for the community. Commissioners Brown and Arevalo both voiced issues with the phrasing of the goal and believe it should be better worded or expanded so it better defines what the EDC is supposed to do. Ms. Engebretsen suggested the item be put on a future agenda for them to figure that out. Discussion ensued between the commission and staff on wordsmithing the goal or splitting it up into two separate goals, one to remain under ongoing goals and the other to go under near term goals with a set task.

The commission mutually agreed to postpone a motion of approval and allow Ms. Engebretsen to bring a revised version of the strategic plan back to their next regular meeting.

Chair Marks opined that the new near-term task include the commission presenting to Council, likely by memorandum.

## **NEW BUSINESS**

- A. EDC Bylaw Amendments
  - i. DRAFT EDC Bylaws
  - ii. Current EDC Bylaws – Adopted September 28, 2020

Chair Marks introduced the agenda item by reading the title and deferred to Deputy City Clerk Tussey to begin discussions.

At the request of the commission, Deputy City Clerk Tussey read through the draft bylaws section-by-section explaining what was the same and what changes were made. She pointed out which sections were due to the new City Code amendment for boards and commissions, specifically the revisions to teleconferencing, attendance, and vacancies, and what were general updates from staff. Ms. Tussey explained how bylaws require two readings, so a motion would be needed to introduce the amendments and then the commission would hold a final reading and approve them at their next meeting.

AREVALO/BROWN MOVED TO HOLD A SECOND READING ON THE PROPOSED EDC BYLAW AMENDMENTS AT THE NOVEMBER 9<sup>TH</sup> REGULAR MEETING.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **INFORMATIONAL MATERIALS**

- A. City Manager's Report for September 27, 2021
- B. City Manager's Report for October 11, 2021 (laydown)
- C. EDC 2021 Calendar

Chair Marks opened the floor for discussion on informational materials. Deputy City Planner Engebretsen answered questions regarding the Safeway development project.

### **COMMENTS OF THE AUDIENCE**

Devony Lehner commented on wayfinding signage and her experience with walking down Pioneer Avenue with friends who have accessibility needs. She asked the commission to ensure any sign designs they approve are ADA compliant and voiced her support for the use of QR codes and how they assist those that are visually impaired.

### **COMMENTS OF CITY STAFF**

Deputy City Planner Engebretsen thanked the commission and noted that having comments in agreement or disagreement on the signage is great; this is why we hired an experienced consultant to facilitate these conversations. She stated there will be another streetscape presentation in November, their strategic plan, and possibly have Ms. Lehner give a presentation about her accessible Homer project, which ties into the wayfinding work.

Deputy City Clerk Tussey thanked the commission. She noted that Deputy City Clerk Krause will be clerking their November 9<sup>th</sup> meeting as she will be out of state visiting family. At Ms. Tussey's inquiry on who would be giving the EDC report at the next Council meeting, Chair Marks stated that she will be giving the report at the October 25<sup>th</sup> meeting.

### **COMMENTS OF THE COMMISSION**

Commissioner Arevalo thanked Ms. Engebretsen and Ms. Tussey for all their work and voiced her appreciation for their time.

Commissioner Brown seconded Ms. Arevalo's thanks to staff and commented on the value of having a visual placeholder for the QR codes on the sign designs. Discussion ensued on whether it was necessary to have it on the designs just yet as it will be coming later, but to at least mention it somewhere so that any public reviewing the progress see that it has come up and has been discussed.

Chair Marks voiced her appreciation for seeing everyone at the meeting, opined that they are showing their worth, and thanked the commission and staff. She noted the vacant seat on the commission for a city resident if anyone knew of someone interested in serving.

Commissioner Cherok had no comments.

**ADJOURN**

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 7:57 p.m. The next regular meeting is Tuesday, November 9, 2021 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

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



# There's lots of information about "Accessible Tourism" and the "Disability Travel Market."

## What is Disability Travel?

It's travel tailored to folks with disabilities (and their families, friends, and other traveling companions)



# There are lots of articles about “Accessible Tourism” and the “Disability Travel Market.”

## Accessible Tourism – the Ignored Opportunity

Luiza Souza

*Annals of Faculty of Economics*

New opportunities for the tourism market: Senior tourism and accessible tourism

## Sustainable and accessible tourism in natural areas: a participatory approach

Research Article

Accessible tourism futures: the world we dream to live in and the opportunities we hope to have

**Travel Patterns of American Adults with Disabilities**  
by Stephen Brumbaugh

# Economic Impact Of Disability Travel Reaches \$58.7 Billion

[prnewswire.com/news-releases/economic-impact-of-disability-travel-reaches-58-7-billion-301162417.html](https://prnewswire.com/news-releases/economic-impact-of-disability-travel-reaches-58-7-billion-301162417.html)

New Nationwide Research from Open Doors Organization



CHICAGO, Oct. 28, 2020 /PRNewswire/ -- The Open Doors Organization (ODO) today released key findings from its 2020 Market Study on Adult Travelers with Disabilities. The nationwide survey was conducted by The Harris Poll as a follow-up to ODO's previous studies of 2002, 2005, and 2015. The new data shows that the disability travel market has a greater economic impact on the travel industry than ever before.

In the past two years (2018-19), more than 27 million travelers with disabilities took a total of 81 million trips, spending \$58.7 billion on their own travel alone (*up from \$34.6 billion in 2015*). As Eric Lipp, ODO Executive Director, noted in his remarks at the 2020 TTRA Marketing Outlook Forum, "The true economic impact is higher, potentially even double, since people with disabilities typically travel with one or more other adults."

Economic impact of disability travel market continues to grow as adults spend \$58.7 billion on just their travel alone.

While each industry segment saw an increase in travel frequency and spending since the 2015 study, aviation has shown the most growth. In the past two years, nearly 15 million people with disabilities took 29.6 million trips by air. This alone generated \$11 billion in spending (*up from \$9 billion in 2015*). Recognizing the importance of this market, the

International Air Transport Association (IATA), supported by ODO, just this week held its Second Global Accessibility Symposium with the aim of creating a more equitable, inclusive passenger experience post-pandemic.

In addition to shedding light on general travel patterns, frequency, and spending by American adults with disabilities, the ODO Market Study once again provides details on air travel, cruise travel, ground transportation (including rideshare services), the use of the Internet, mobile devices and assistive equipment, and the most popular destinations nationally and internationally.

The study also asked respondents about their plans to travel after the COVID-19 crisis has ended including when they plan to travel again and how likely they are to participate in activities such as staying at a hotel, taking a flight, and visiting cultural institutions.

The 2020 Market Study is available for pre-order by visiting [www.opendoorsnfp.org](http://www.opendoorsnfp.org) or by email at [Info@opendoorsnfp.org](mailto:Info@opendoorsnfp.org).

### **About the Research**

The 2020 Market Survey was conducted online and by telephone by The Harris Poll on behalf of Open Doors Organization between June 1 and July 9, 2020, among 1,100 US adults 18+ who have a disability, defined as: blindness, deafness, or a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying. Results were weighted by education, age by sex, race/ethnicity, region, income, household size, marital status, disability type, phone status, and propensity to be online to align them with their actual proportions in the population.

The Open Doors Organization is a non-profit organization founded for the purpose of teaching businesses how to succeed in the disability market and make their goods and services accessible to people with disabilities.

The Harris Poll is one of the longest running surveys in the U.S. tracking public opinion, motivations and social sentiment since 1963 that is now part of Harris Insights & Analytics, a global consulting and market research firm that delivers social intelligence for transformational times. To learn more, please visit [www.theharrispoll.com](http://www.theharrispoll.com).

Contact: Eric Lipp  
Open Doors Organization  
773.388.8839  
[ericlipp@opendoorsnfp.org](mailto:ericlipp@opendoorsnfp.org)

SOURCE Open Doors Organization

### **Related Links**

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<http://www.opendoorsnfp.org>

# Improving quality of life for people with disabilities who are living in or visiting the Homer area.

accessible\* Homer can help improve quality of life for those with disabilities by promoting...

**I. accessible businesses**  
Increase physical accessibility of all kinds of businesses for folks with all disabilities

**II. inclusive recreation and leisure**  
Expand number and variety of inclusive recreation and leisure activities for individuals with all kinds of disabilities

**III. supportive attitudes**  
Increase business community awareness of, positive attitudes about, and willingness to assist and serve folks with disabilities

**IV. empowered consumers**  
Empower consumers to assist with efforts that improve quality of life for themselves and others with disabilities

**accessible\***  
**Homer**

\* accessible doesn't necessarily mean ADA compliant.  
For more information, contact Independent Living Center, 1-907-335-7911

## Steps to earn the accessible\* Homer sticker for YOUR business.



**accessible\***  
**Homer**

We support accessible\* Homer  
by welcoming customers  
with disabilities.

Come on in  
and let us know how  
we can serve you better.

\* accessible does not mean ADA compliant. For more information, contact ILC at 1-907-235-7911

### STEP 1. Sign up with Independent Living Center in Homer

If you're interested in earning an accessible\* Homer sticker, call Independent Living Center in Homer: 1-907-235-7911 or toll free 1-800-770-7911.

### STEP 2. Receive information

Independent Living Center will provide you with some simple, straightforward information on how to make your business more “user-friendly” for folks with disabilities, for example, ADA’s [A Primer for Small Business](#). (Earning a sticker won’t necessarily mean your business is ADA compliant—but any business that IS ADA compliant is immediately eligible for a sticker.)

### STEP 3. Focus on improving four areas that often limit access

1. Accessible PARKING (e.g., location, available space, roughness of ground)
2. ROUTE TO YOUR BUSINESS from parking space(s) (e.g., distance, barriers)
3. BUSINESS ENTRY (e.g., steps, door width, door opening force, threshold height)
4. MOVING AND MANEUVERING IN AISLES (e.g., width, obstacles, “clutter”)

### STEP 4. Let Independent Living Center know when you're ready!

We'll visit to see how you're doing; if your improvements are ready, we'll present your business with the sticker. We'll take photos for the [Homer News](#), add your website link to the [accessible\\* Homer website](#), and add your business to [Axsmaps](#).

# Help Homer and Kachemak Bay become the Alaskan destination for the multi-billion dollar Disability Travel Market

## Step 1

Check out the accessible\* Homer website and brochure.

## Step 2

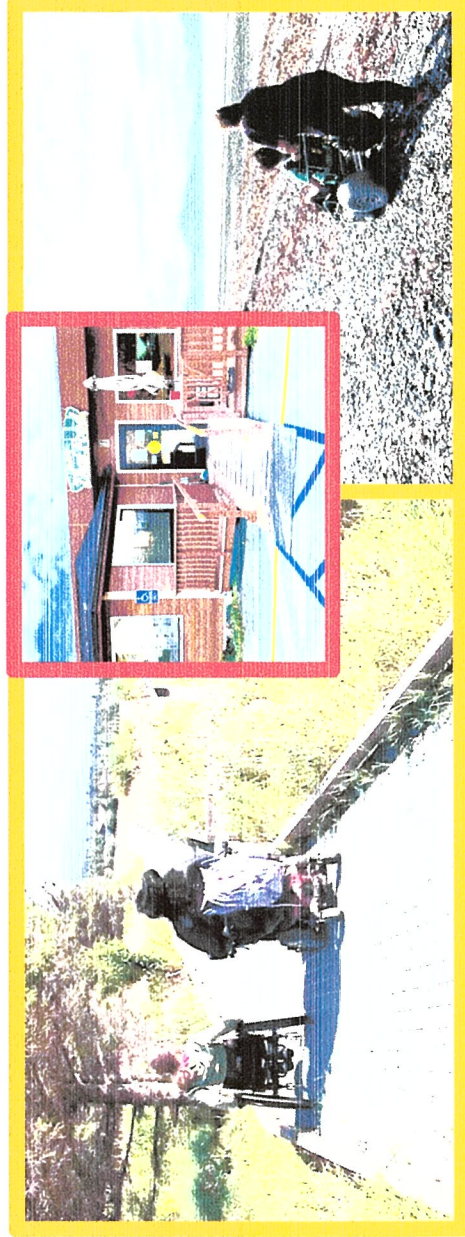
On the website, watch short videos related to **Good Access is Good Business.**

## Step 3

Provide **accessible** (1) parking, (2) route from parking to entrance, (3) entry, (4) aisles through business. Also important is a website helpful to travelers with disabilities.

## Step 4

You can earn the accessible\* Homer sticker—featuring the wheelchair user shown at left—plus encourage other businesses to improve accessibility.



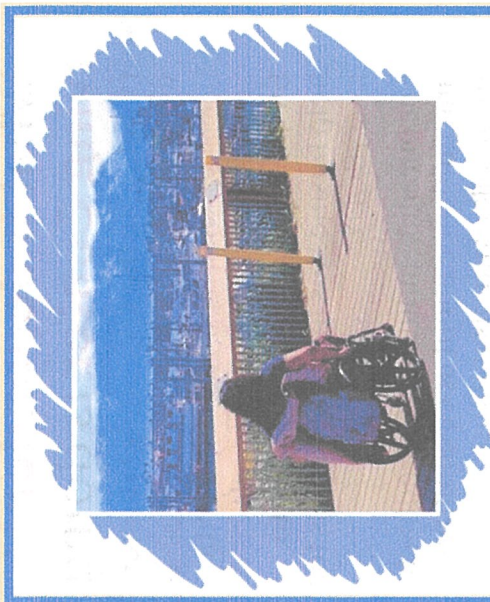
In 2019, the Disability Travel market in the U.S. was worth over \$58 billion! Let's make Homer and Kachemak Bay the go-to destination for travelers with disabilities who want a wonderful Alaskan experience! For more information, call Independent Living Center, 907-235-7911.

How can  
**accessible\* Homer**  
 serve YOU better?



**FOR MORE INFORMATION**

Contact [dlehner@peninsulailc.org](mailto:dlehner@peninsulailc.org)  
**Independent Living Center**  
 907.235.7911  
 265 E. Pioneer Ave., Homer, AK 99603  
<http://peninsulailc.org/>



**accessible\***  
**Homer**  
 Help Homer be a place where everyBODY can enjoy all of our community.

**Accessible\* Homer** is about increasing awareness and supporting efforts that help make our community inclusive and accessible to everyBODY!  
 We invite you to join us in working towards that goal.

\* **accessible** means different things to different people. The Independent Living Center works to improve access so that everyBODY can enjoy ALL our local places and activities. Improving access is a work in progress, so until all Homer's venues and businesses meet access standards laid out in the Americans with Disabilities Act (ADA), let's all chip in on efforts to accommodate everyBODY.





## What Independent Living Center is doing

- Developing the **accessible\*Homer** website (<http://peninsulailc.org/accessible-Homer-Alaska>). The website describes accessibility features of local businesses and provides tools to help businesses improve access for everyBODY.
- Encouraging input, ideas, feedback, and guidance about accessibility from folks with disabilities.
- Spreading the word that **good access is good business** because accessible communities attract customers and visitors from far and wide.

## What YOU can do

- Raise awareness at places you visit by giving them this brochure and explaining how they can improve access for YOU.
- Support businesses showing the **accessible\*Homer** sticker<sup>1</sup>—they're committed to building awareness and improving their accessibility.
- Visit **accessible\*Homer** website and provide suggestions and feedback.
- Learn more about **accessible\*Homer** by contacting Devony at [dlehner@peninsulailc.org](mailto:dlehner@peninsulailc.org).



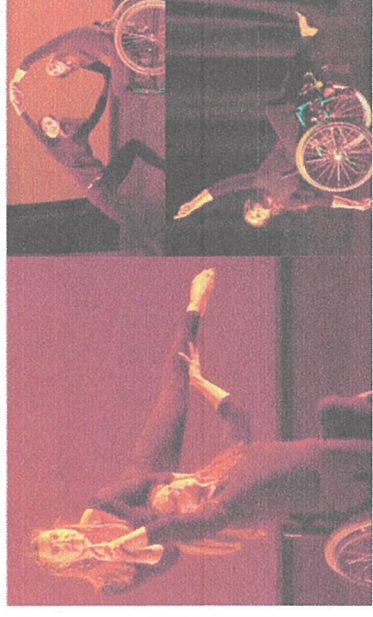
<sup>1</sup> Businesses can contact ILC about earning a sticker.



## Let's work Together

**Accessible\*Homer** is about recognizing, understanding, and respecting the needs of individuals and families with disabilities so we can all enjoy living and playing in Homer. **Accessible\*Homer** makes sense for lots of reasons—including economic: Travelers with disabilities spent \$58 billion in the US in 2019 and are the fastest growing and most underserved segment of the tourist market. Homer also attracts retirees who want to live in accessible communities.

Help Homer be a truly accessible community and the “go-to Alaskan destination” for travelers with disabilities! Support efforts to improve access to all of what Homer offers—whether using wheelchairs, vision or hearing aides, service animals, walkers, or any other tool contributing to a full and independent life for those with disabilities.



# Choice, Independence, and Quality of Life

"Independent living isn't about doing things by yourself. It is being in control of how things are done."

-Judy Heumann (disability rights activist)

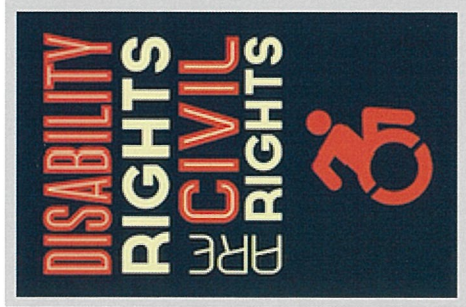
Independent living services are made possible through state and federal funding and private donations.

ILC would like to send an enormous THANK YOU to all donors and volunteers! We appreciate your going support. For more information on how to support ILC, please go to our website at:

[www.peninsulailc.org](http://www.peninsulailc.org)

Our disabilities may impose limitations, but physical, economic and political barriers impede us far more.

»-Laura Hersh



**This publication is available in alternate formats upon request.**

## ILC Offices:

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Kodiak, AK 99615  
IL Advocate 907-486-0493  
DDRC Specialist 907-486-0491  
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ILC Toll Free: 1-800-770-7911ADRC  
Toll Free: 1-877-625-2372

Alaska Relay Service  
1-800-676-3777 (TTY/Voice)

CapTel Service  
1-888-269-7477

# Independent Living Center

[www.peninsulailc.org](http://www.peninsulailc.org)



Promoting choice, independence, and quality of life for persons and families living with disabilities.



### **Information and Referral**

ILC provides information on disability related issues and referral to other agencies, businesses and organizations appropriate to meeting individual needs and requests.

### **Advocacy**

Be empowered to resolve conflicts and find solutions with guidance and assistance from ILC! Through individual and systems advocacy, ensure that you, as a person living with disability, receive equal access and opportunities.

### **Daily Living Skills**

Receive support in training to learn new techniques and skills that can improve the quality of your everyday life.

### **Peer Support**

Enjoy the exchange of knowledge and useful information and allow others the benefit of your experience by participating in ILC facilitated activities and discussions.

### **Nursing Home and Assisted Living Home Transition**

Assistance and support are offered to individuals transitioning from institutional care into a more independent living situation of their choice.

### **School Transitions**

ILC can offer support to students with disabilities that are nearing completion of high school or GED. We can help you figure out what reasonable accommodations look like in a post high school environment, and what services and benefits are available to you to help you plan for success.

### **Americans with Disabilities Act**

Staff provides guidance and technical assistance regarding disability rights and accessibility issues under the ADA, a law enacted to prohibit discrimination against people with disabilities in employment, state and local government program and facility access, public accommodations and telecommunications.

### **KNOW YOUR RIGHTS!**

### **Supported Transportation Program**

ILC assists individuals in meeting transportation needs by offering lower cost options for people who cannot drive due to their disability.

### **Community Closet & Assistive Technology**

An inventory of used equipment, aids and devices is available to meet temporary and long term everyday needs through ILC's low-cost equipment reuse program. ILC also has a range of assistive technologies for individuals to try before they buy! ILC staff can assist consumers with obtaining equipment and training.

### **Aging and Disability Resource Center**

ILC offers one-stop access to information and resources for Alaskans who are aging or experience disabilities and need long term services and supports. ILC can provide information and referral assistance, options counseling, and service coordination.

### **Vision Services Program**

A variety of services are available for persons experiencing significant vision loss or blindness. ILC coordinates with certified professionals to provide in-home low vision assessment and mobility training and assists consumers in obtaining vision aids and other services that improve quality of life.

### **DDRC Program**

Developmental Disabilities Resource Connection provides assistance to individuals, with intellectual and developmental disabilities and their families, to access local resources and other services available through the State of Alaska.



### **TRAILS Program**

TRAILS offers participant driven, inclusive recreation opportunities. Year-round adventures and activities are open to persons of all abilities.



**ILC is a nonprofit organization serving people and families living with disabilities. The majority of ILC staff and Board of Directors experience disability**



Why recreation?  
 In order for a person to survive, they need to have their basic needs met (food, water and shelter). In order for a person to *live*, they need to believe in themselves.

ILC TRAILS promotes opportunities so belief in one's self can flourish.

When a man who has used a wheelchair for the last twenty-five years gets up on a horse for the first time since his accident—he is empowered.

When a woman with severe social anxiety teaches a successful wood carving class—she becomes stronger than her diagnosis.

When a young man who must persuade his hands to grasp the fishing pole, finally reels in the halibut and sees his catch laying on the deck at the base of his wheelchair—he is capable.

The ILC TRAILS Program acknowledges the strength of recreation—not only as a pleasant way to pass time, but a powerful step towards living.



**Homer ILC**  
 P.O. Box 2474  
 Homer, AK 99603  
 907-235-7911  
 Fax: 907-235-6236

**Central Peninsula ILC**  
 47255 Princeton Ave. Suite 8  
 Soldotna, AK 99669  
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 Fax: 907-260-4495

**Seward ILC**  
 201 Third Ave.  
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 Fax: 907-224-7793

1-800-770-7911

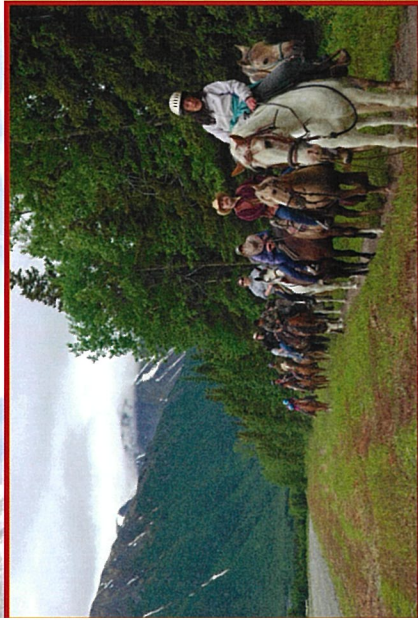


# Total Recreation and Independent Living Services

## The TRAILS

Program promotes fun, adaptive and inclusive recreation opportunities for people of all abilities.

# "You can learn more about a person in an hour of play than a year of conversation" -Plato



## TRAILS Vision

TRAILS events are participant driven and empower individuals by increasing self-confidence, teaching independent living skills, and assisting participants to fully realize their capabilities through recreation. We aim to break down stigmas about disabilities as people with and without disabilities work together hand in hand.



## The Benefits of Inclusion

Inclusion...everyone is accepted regardless of our differences

One-Hit-Wonders: Multi-day trips—Offering the best adventures on the Kenai Peninsula.

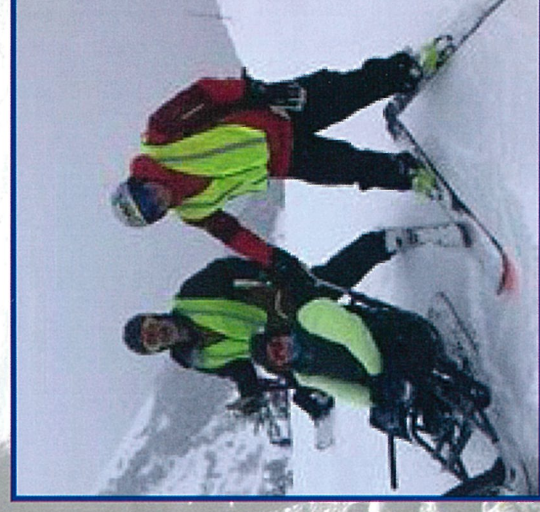
Day Trips: Exciting day long activities that include fishing, horseback riding, berry picking, clamming, and more.

Community Activities: Activities planned by participants such as potlucks, BBQs, art classes, or biking. Bring your ideas to our monthly meetings and let's get planning!

Individual Recreation: One-on-one support in your own personal recreational pursuits.

Adaptive Equipment: Assists an individual's participation in recreational activities by providing knowledge and access to equipment specialized for their needs.

Disability Awareness: Provide training and presentations enhancing the knowledge and understanding of disability and recreation.





# 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

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: November 2, 2021  
SUBJECT: November Staff Report

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### **Staff Activities**

**HERC:** As of the writing of this report, negotiations are ongoing with Stantec for planning work on the HERC site. I hope to have an update at the meeting. City Council has reserved Monday November 22<sup>nd</sup> for a work session if needed. This date may change.

**Wayfinding/streetscape:** I met with Peter Briggs to plan out the latter part of the project. He will have a fairly complete package for your review in December. Tentatively, I have scheduled a presentation near the end of January for a Council presentation and adoption. These timeframes are flexible if the EDC needs more time, but its helpful to have a roadmap! I also made a presentation to the Planning Commission about the project; they were impressed with the work!

**Council meeting dates:** Council changed their November meeting to the 8<sup>th</sup>, rather than the 22<sup>nd</sup>. This is due to the annual Alaska Municipal League conference in Anchorage.

### **Technology**

The EDC has talked about having hi-tech meeting facilities in the community. I learned that the Library conference room is getting new video conference equipment. I believe people will be able to schedule the room for zoom sessions or other virtual platforms. We have a similar set up in the City Hall conference room; I can say its pretty slick. It works great for hybrid meetings.

### **Planning Commission Activities**

The Commission continues to talk about drainage concerns in the City. They also recommended a change to parking regulations, to reduce required parking for studio and one bedroom homes. This is in line with smart growth principles.

**HMTA Regular Board Meeting**  
**MINUTES**  
**October 20, 2021**  
**NOMAR**

Call to order: The meeting was called to order by President, Aaron Fleenor at 6:03 p.m.

Officers Present: Aaron Fleenor, Jen Hakala, Cinda Martin, Mark Zieset, Kate Mitchell, Josh Hankin-Foley and Bruce Friend. Eric Engebretsen, Claire Neaton, and PMatt Alward were absent and excused. A quorum was established.

Approve Agenda: Motion by Jen Hakala to approve the Agenda with the addition of the Homer Chamber Luncheon, 2<sup>nd</sup> and carried.

Approve Minutes from 7/13/21 Meeting: Motion by Jen Hakala to approve the minutes of the 7/13/2021 board of directors meeting as written, 2<sup>nd</sup> and carried.

Treasurer's Report: Treasurer, Jen Hakala gave her report that included a current Balance Sheet showing bank balances of \$27,466 with \$9,304 in A/R, copy attached for the record. The outstanding AP's include HHA banner invoice for \$500 and Sound Publishing for the last two Homer News ads. Our new website has a feature for invoice payments called Stripe which has an associated fee with each payment. We have 3 new members that have signed up through the website. Jen also mentioned that the Zoom account just renewed @ \$161 for the year.

Committee Reports:

- Advertising, Web/Social Media –
  - Print - Kate reported that she has the brochure and tide books ready for printing, ad spots have been sold and billed.
  - Radio – Kate reported that the committee proposes the increase of KBBIs underwriting to \$1,000 which would allow for the promotion of the KPC courses and reimbursement stipend. Motion by Kate Mitchell to increase the KBBI underwriting to \$1,000 to allow for promotion of our workforce development efforts, 2<sup>nd</sup> and carried. The committee will work on a budget for the coming year at their next meeting.
  - Video - Mark reported on the video update to edit out former member businesses and offer spots to new members as well as highlighting NEBY, Homer Harbor and Bay Weld expansions and add closed caption. Mark Brinster estimates \$3,000 - \$4,000 for the updates; Bryan responded to the email with his support for the updates and to share the cost from his budget. Motion by Jen Hakala to move forward with the video update, anticipating a cost split with the Homer Harbor, our portion not to exceed \$2,000, 2<sup>nd</sup> and carried. Member businesses would cover the cost of their specific ad updates.
  - Website – Mark and Aaron reported that they intend to offer Grady memberships for his businesses, Odin Meadery and Spruce Tips Tasting Room as an in-kind compensation for all he's done in support of HMTA. Josh reported that he is looking for feedback on the website. Aaron will contact Grady to get a digital copy of the new logo to use on Social Media and all of our printed items including the banners.
  - Expo Banner – Aaron reported that the cost for the banner is \$450 which includes the banner and 2 hours of editing. If businesses need to change their ad, camera ready art work

is needed to keep cost down. Mark will send out emails to current advertisers to give them first right to renew on the new banner.

- Workforce Development –
  - FOLs – Aaron reported that he has been in contact with Walter Love and he has agreed to be the liaison for us and seems to have good energy and is very interested. The FOL schedule for Jan-Feb-March is Tues-Wed-Thurs and field trips are allowed. Cinda will create a sign up sheet and seek out presenters for Wednesday's during Jan-Mar, 3:05 – 3:50 p.m. Aaron also spoke with him about supplies needed for his welding, auto and/or construction classes. Walter has submitted a wish list, Aaron has priced some of the items. Discussion held regarding funds availability in the Workforce Development account from membership fees; intended to support skills training. Motion by Kate Mitchell to spend up to \$500 to purchase welding rod for the Homer High School welding class, 2<sup>nd</sup> and carried.
- Scholarship – Cinda reported that she has received requests for two scholarships, 1 for AVTEC starting in January, which is outside of our spring award, and 1 reimbursement for the Auto Cad course. She has not received or requested funds from Aleutian Harvester or Rotary at this point.

#### Old Business:

- Pacific Marine Expo – Mark and Aaron reported that the banner ad space will be \$325 each; NOMAR and Northern Enterprises will take spots within the booth. Discussed having a sign up sheet with not many members going this year. Between Jen/Rich, Aaron/Amber, Matt and Adam Smude, HMTA should be covered well enough. Mark will ship banner advertiser cards/brochures to the storage unit prior to the event.
- Anchorage Boat Show – Jen reported that she received an email from the organizers requesting registration. It will be held at the Dena'ina Center February 18-20, 2022. Our space is 20x15; NOMAR and Southcentral Radar are committed and Salmon Sisters is interested. Mark suggested that we see who is committed to going prior to committing to a space size in the event we need to decrease.

#### New Business:

- Letter of Support EDA grant – Cinda reported on Jesus' request to submit a letter in support of the EDA Good Jobs Challenge Proposal – University of Alaska Workforce Programs and presented a draft letter for review (copy attached). Motion by Jen Hakala to approve the letter as written and submit to the Alaska Economic Development office, 2<sup>nd</sup> and carried.
- HCOC 11/3 Luncheon - Aaron reported that we have been invited to present at the upcoming Chamber Luncheon on 11/3. Bryan will be presenting on behalf of the City for the port expansion and Aaron will be presenting on behalf of Northern Enterprises and their completed dock expansion.

Next Meeting: Tuesday, November 23<sup>rd</sup> at 6pm at NOMAR

Adjourn: There being no further business to come before the board members, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Cinda Martin, Secretary





# City of Homer

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## Planning

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(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator  
DATE: November 2, 2021  
SUBJECT: EDC Strategic Plan Update

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***Requested Action: Approve the 2021/2022 EDC Strategic Plan***

At the last meeting, the EDC refined the Strategic Plan. Staff made edits as discussed, and its ready for adoption.

**Attachments**

Draft 2021-2022 Strategic Plan

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
2021-2022 STRATEGIC PLAN/GOALS**

<p><b>Ongoing Goals</b></p>	<p>1. Define what is positive economic development for Homer, and how it leads to the quality of life and growth outcomes desired in the Comprehensive Plan.</p>
	<p>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."</p>
<p><b>Near Term Goals</b> &lt; 6 Months</p>	<p>1. Familiarize 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.</p> <p><i>Task:</i> Staff to provide smart growth resources.</p> <p><i>Task:</i> Invite a member of the KPB Resiliency and Security Commission make a presentation to the EDC about what the Commission does.</p>
	<p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does.</p> <p><i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life.</p>
	<p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc affordable year round housing.</p> <p><i>Task:</i> Define one or two housing types/populations of people to focus on.</p>
	<p>4. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> KPEDD/Chamber to host in Homer will be hosting a jobs meeting for employers to help them learn how to attract workers, and a job fair for job seekers.</p>
	<p>5. Do some outreach to local businesses to take the pulse of the business community in pandemic recovery.</p>
	<p>6. Present an annual report of EDC accomplishments to the City Council</p> <p><i>Task:</i> approve memo to Council, read accomplishments to Council</p>
<p><b>Mid Term Goals</b> 1 - 3 Years (2020 – 2023)</p>	<p>1. Multipurpose community center (HERC) <i>Status:</i> Scoping study has been funded</p>
	<p>2. Downtown vitalization momentum and wayfinding/streetscape plan</p> <p><i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022</p> <p><i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p>

	3. Economic resiliency planning.  <i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.
<b>Long Term Goals</b> 5 Years or More (2025+)	1. BR&E – review annually and plan for a new report (5 year mark is 2022-2023) <i>Opportunity:</i> consider a funding request for the FY 2024-2025 budget

**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

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Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: NOVEMBER 3, 2021

SUBJECT: EDC BYLAW AMENDMENTS

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The bylaw amendments were introduced at the October 12<sup>th</sup> regular meeting, will have a second reading and final approval at this meeting, and then go to City Council for final approval. The attached draft bylaws include the same changes that were introduced at the last meeting: they incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, and include any organizational edits for clarity.

Any other amendments can be made by the commission.

### RECOMMENDATION

Review the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to approve the amended Economic Development Advisory Commission Bylaws and recommend to City Council for adoption.

Attached: DRAFT EDC Bylaws  
Current EDC Bylaws – Adopted September 28, 2020

**CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
BYLAWS**

**ARTICLE I - NAME AND AUTHORIZATION**

The Economic Development Advisory Commission was established October 25, 1993 with the adoption of Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated February 27, 2006 by Resolution 06-20. The following bylaws were adopted on \_\_\_\_\_, 2021 and shall be in effect and govern the procedures of the Economic Development Advisory Commission.

**ARTICLE II - PURPOSE**

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 2.76.040.

**ARTICLE III - MEMBERS**

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1<sup>st</sup> of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, the City Manager, a representative of the Homer Marine Trades Association, and the Director of the Homer Chamber of Commerce shall serve as non-voting, consulting members.

**ARTICLE IV - OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Commission.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – CITY STAFF ROLES**

Section 1. The Deputy City Planner shall serve as a staff liaison to the commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve as the Commission’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

#### **ARTICLE VI – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Staff Liaison, Chair, or a majority of the Commission. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING	DEPT. CONTACT INFO
	REGULAR MEETING AGENDA	(City Clerk's Office)
	NAME OF BODY	
	DAY OF WEEK, DATE, AND TIME OF MEETING	
	PHYSICAL LOCATION OF MEETING & MEETING ROOM	

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)
16. ADJOURNMENT Next regular meeting is scheduled for \_\_\_\_\_. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

## ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Commission shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the Commission's bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC

1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.76 Economic Development Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Commission.

#### **ARTICLE VIII - COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of the Commission's regular meetings.

#### **ARTICLE IX - BYLAW AMENDMENTS**

The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting.



**CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
BYLAWS**

**ARTICLE I - NAME AND AUTHORIZATION**

The Economic Development Advisory Commission was established October 25, 1993 with the adoption of via Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated February 27, 2006 by Resolution 06-20.

**ARTICLE II – OBJECT**

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.

**ARTICLE III - MEMBERS**

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1<sup>st</sup> of designated years.

Section 2. One City Council member and one Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as consulting, non-voting members.

Section 3. The Mayor, City Manager, City Planner, and/or the Director of the Homer Chamber of Commerce and a representative from the Homer Marine Trades Association may serve as non-voting, consulting members of the Commission.

Section 4. A commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses two (2) consecutive regular meetings unless excused;
- Is convicted of a felony.

Section 5. Honorary members of the Commission may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Commission, but may not vote nor shall they be counted in determining the quorum of Commissioners.

**ARTICLE IV - OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Commission.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

## **ARTICLE V – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 3. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

### NOTICE OF MEETING REGULAR MEETING AGENDA

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)

16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)

17. COMMENTS OF THE COMMISSION

18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 4. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the members in attendance.

Section 5. Special Meetings and Worksessions may be called by the Special Projects and Communications Coordinator, Chair, or a majority of the Commission. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 7. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of "majority vote". The Chairperson may vote upon, and may move or second a proposal before the Commission.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

## **ARTICLE VI - COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of the Commission's regular meetings.

## **ARTICLE VII - BYLAW AMENDMENTS**

Section 1. The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting.

Section 2. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

## **ARTICLE VIII – TELECONFERENCING**

Section 1. Teleconference meetings:

- a) The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b) There must be a quorum of four members physically present in addition to the telephonic member.
- c) A Commissioner participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d) In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- e) A Commissioner who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to participate telephonically.
- f) The Clerk shall notify the other Commissioners of the Commissioner's intent to participate by teleconference three days prior to the scheduled meeting time.
- g) The means used to facilitate a teleconference meeting must enable each Commissioner participate telephonically to clearly hear, and be heard by, all other Commissioners, and members of the public.
- h) The Clerk shall note in the attendance record all Commissioners participating telephonically.



# 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

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: November 3, 2021  
SUBJECT: Recommendation on the funding request from AKSBDC

---

**Requested Action:** Make a recommendation to the City Council on the funding request for \$25,000 to support a half time employee in Homer for the Alaska Small Business Development Center.

### **Background**

“The Alaska SBDC is a statewide program hosted by the University of Alaska Anchorage (UAA) through the Business Enterprise Institute (BEI). The Alaska SBDC helps small businesses grow throughout Alaska via its expanding online resources and business management expertise.”

<https://aksbdc.org/about/>

Cliff Cochran, Kenai Peninsula Center of the AK SMBDC, contacted the City, requesting funding to support the continued presence of an employee in Homer. He made a presentation at the October EDC meeting; his PowerPoint is attached as a refresher.

**Requested Action:** Make a recommendation to the City Council.

### **Attachment**

Power Point from October meeting



Alaska Small Business  
Development Center  
UNIVERSITY of ALASKA ANCHORAGE



# HOMER BUSINESS ADVISOR FUNDING

CLIFF COCHRAN, MBA  
KENAI PENINSULA CENTER DIRECTOR



## ALASKA SBDC

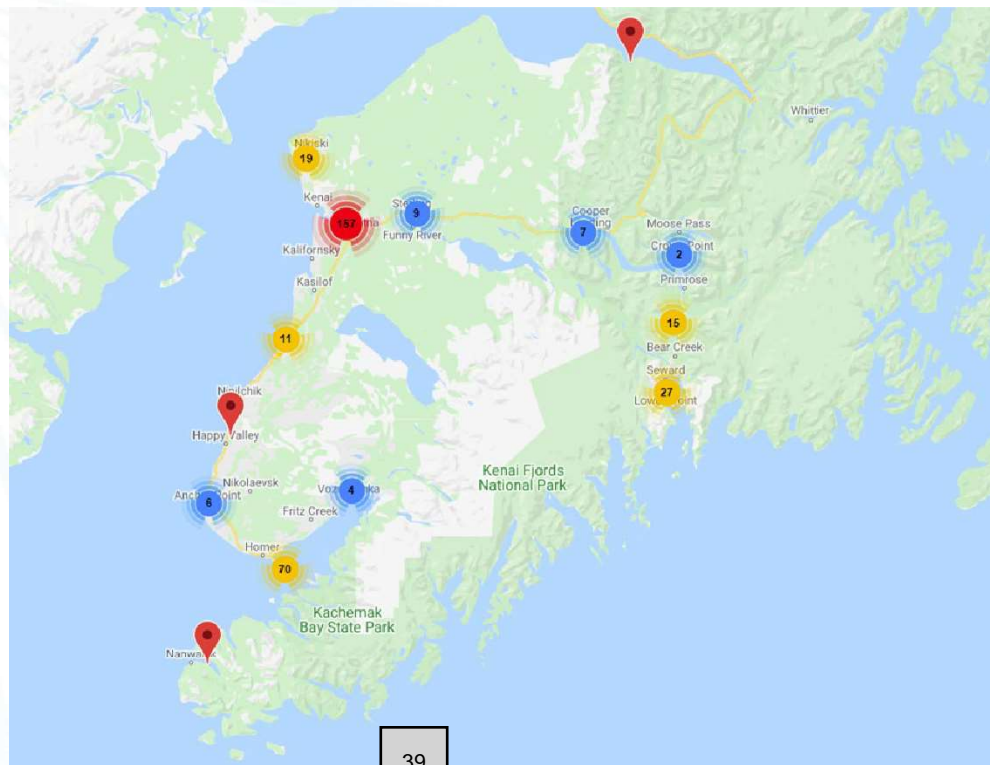
- What We Provide
  - No-cost, confidential business advising
  - Low-cost business workshops and webinars
  - Online resources and business tools



## BUSINESS ADVISING

■ Top 10 Topics	Hours	%
1) Disaster Assistance	367.9	27.0
2) Startup Assistance	312.1	22.9
3) Financing/Capital	212.2	15.6
4) Managing a Business	182.8	13.4
5) Buy/Sell Business	114.0	8.4
6) Business Planning	89.8	6.6
7) Legal Issues	18.7	1.4
8) Marketing/Sales	12.1	0.9
9) Financial Planning	11.5	0.8
10) Accounting/Budgeting	9.0	0.7

## BUSINESS ADVISING



## WORKSHOPS

- Over 50 Topics Include
  - LLCs in Alaska
  - Business Insurance
  - Creating Financial Projections



### ON-DEMAND

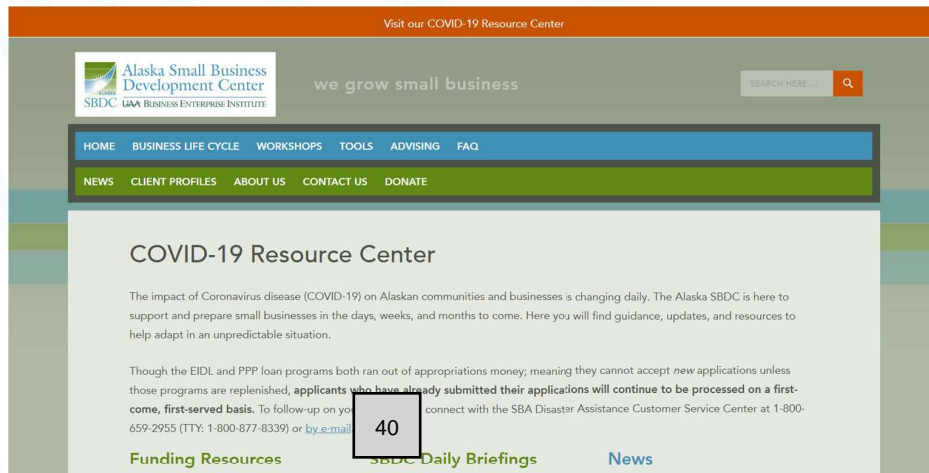
## How to Get a Business License in Alaska

PRESENTED BY



## RESOURCES

- Website: [aksbdc.org](http://aksbdc.org)
  - Excel financial projection model
  - Business planning checklists
  - COVID-19 Resource Center



Visit our COVID-19 Resource Center

Alaska Small Business Development Center  
SBDC GAA BUSINESS ENTERPRISE INSTITUTE

we grow small business

SEARCH HERE ...

HOME BUSINESS LIFE CYCLE WORKSHOPS TOOLS ADVISING FAQ

NEWS CLIENT PROFILES ABOUT US CONTACT US DONATE

### COVID-19 Resource Center

The impact of Coronavirus disease (COVID-19) on Alaskan communities and businesses is changing daily. The Alaska SBDC is here to support and prepare small businesses in the days, weeks, and months to come. Here you will find guidance, updates, and resources to help adapt in an unpredictable situation.

Though the EIDL and PPP loan programs both ran out of appropriations money, meaning they cannot accept new applications unless those programs are replenished, applicants who have already submitted their applications will continue to be processed on a first-come, first-served basis. To follow-up on your application, please call the SBA Disaster Assistance Customer Service Center at 1-800-659-2955 (TTY: 1-800-877-8339) or by e-mail [disaster@sbacustomercenter.gov](mailto:disaster@sbacustomercenter.gov).

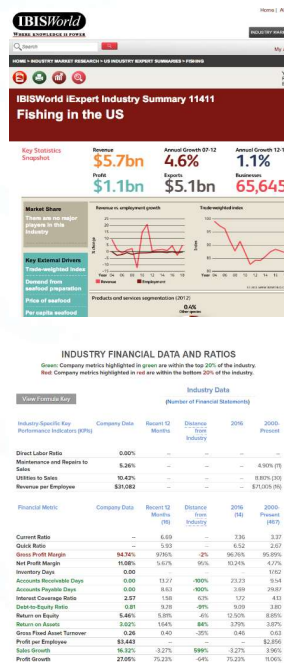
Funding Resources SBDC Daily Briefings News

40



# RESOURCES

- IBISWorld Subscription
  - 700+ industry reports
  - Updated 6-12 months
  - \$925 value each
  
- ProfitCents Subscription
  - 1,400+ industry benchmarks
  - Ratio analysis and business valuation capabilities
  - \$2,400 value each



# SUCCESS STORY

“We’re so grateful for the guidance SBDC has offered our small business. We’ve had them review our financials regularly to help us see where we’re meeting industry standards, where we can cut back and improve our systems for long-term success. We’re so grateful for the SBDC team and the resources they offer to our state’s small business community.”

- Emma Teal Laukitis  
 Salmon Sisters



## RESULTS

### Five-year trend for level of new client satisfaction



## RESULTS

- Alaska SBDC in Homer
  - Without local business advisor (2019/20)
    - 165 hours advising
    - 53 clients served
    - 5 new businesses started
    - \$645,388 capital infusion
  - With current Homer Advisor (2020/21)
    - 513 hours advising
    - 89 clients served
    - 10 new businesses started
    - \$4,468,041 capital infusion





## SBDC BUDGET

- **Sources of Funding**
  - Small Business Administration
  - University of Alaska
  - Private Donations
  - Local Governments
- **Urban Centers**
  - Anchorage Metro, Fairbanks supported by SBA and the University
- **Rural Centers**
  - Juneau, Soldotna, Ketchikan, Seward supported by local governments



## SBDC BUDGET

- **Current Contracts**
  - City and Borough of Juneau (5 years)
  - Seward City/Chamber of Commerce (3 years)
  - City of Ketchikan (3rd year)
  - Kenai Peninsula Borough (20+ years)
- **Kenai Peninsula**
  - Center Director position (Central Peninsula)
    - \$100,000 in support from KPB
  - Seward Business Advisor position (FTE)
    - \$50,000 in support from city/chamber
  - Homer Business Advisor position (PTE)
    - \$25,000 in support from local organizations



## THANK YOU

Cliff Cochran, MBA  
Kenai Peninsula Center Director  
[cliff.cochran@aksbdc.org](mailto:cliff.cochran@aksbdc.org)  
(907) 260-5643



# City of Homer

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## Planning

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[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: November 2, 2021  
SUBJECT: Annual Report to City Council

---

**Staff comment:** It's really helpful for Commissions to summarize their accomplishments or results for the year. The below information would be included as a memo to the City Council, for their December 13<sup>th</sup> meeting.

**Requested Action:** Approve the bullet points below. Staff provide a memo to the City Council by the end of the year.

### 2021 Commission Accomplishments

- Worked with Kenai Peninsula Economic Development District to update the Kenai Peninsula Community Economic Development Strategy (CEDS). Provided local outreach to businesses about the CEDS surveys, which resulted in more than half of the survey respondents being from Homer.
- Transitioned to staffing from the Planning Department, and worked with staff to increase communication with the Planning Commission.
- Conducted outreach to local businesses about how COVID was impacting their businesses (in early 2021), and reported results to the City Council.
- Increased Commission understanding of the city budget and capital infrastructure projects by working with Public Works Director Kaiser. The EDC is now positioned to provide meaningful input upon request.
- Worked with Corvus Design on the Wayfinding and Streetscapes project, an important step in implementing the priorities from the Business Retention and Expansion survey.
- Updated the EDC's 2021-2022 Strategic Goals, to clearly outline the immediate work tasks of the staff and Commission for the coming year.



# City of Homer

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Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: ADVISORY BODIES

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: OCTOBER 11, 2021

SUBJECT: MEETING SCHEDULE FOR 2022

---

Please review the draft resolution that establishes your meetings for 2022 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2022 meeting schedule for Council and Advisory Bodies via resolution no later than their December 13, 2021 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.

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

City Clerk

3  
4 **RESOLUTION 21-1xx**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 ESTABLISHING THE 2022 REGULAR MEETING SCHEDULE FOR CITY  
8 COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,  
9 LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND  
10 CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,  
11 PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS  
12 WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE.  
13

14 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council  
15 annually sets the schedule for regular and some special meetings, noting the dates, times and  
16 places of the City Council, Planning Commission, Advisory Commissions and Boards, and  
17 Standing Committee meetings; and  
18

19 WHEREAS, The public is informed of such meetings through notices located at the City  
20 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public  
21 Library; and  
22

23 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper  
24 of general circulation at least three days before the date of the meeting and that special  
25 meetings should be advertised in the same manner or may be broadcast by local radio at least  
26 twice a day for three consecutive days or two consecutive days before the day of the meeting  
27 plus the day of the meeting; and  
28

29 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council  
30 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the  
31 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the  
32 failure to give the notice provided for under this chapter does not invalidate or otherwise affect  
33 any action or decision of a public body of the City; however, this sentence does not change the  
34 consequences of failing to give the minimum notice required under State Statute; that notice  
35 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons  
36 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for  
37 the Clerk to publish notice in a newspaper of general circulation in the City; and  
38

39 WHEREAS, This Resolution does not preclude additional meetings such as emergency  
40 meetings, special meetings, worksessions, and the like; and  
41

42 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the  
 43 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.  
 44

45 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2022 meeting  
 46 schedule is established for the City Council, Economic Development Advisory Commission,  
 47 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning  
 48 Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act  
 49 (ADA) Compliance Committee of the City of Homer, Alaska, as follows:  
 50

51 HOLIDAYS – City Offices closed:

January 1, New Year's Day, Friday*	February 21, Presidents' Day, third Monday	March 28, Seward's Day, last Monday	May 30, Memorial Day, last Monday	July 4, Independence Day, Monday	September 5, Labor Day, first Monday
October 18, Alaska Day, Tuesday	November 11, Veterans Day, Friday	November 24 Thanksgiving Day, Thursday	November 25, Friday, the day after Thanksgiving	December 25, Christmas, Monday*	

52 \*If a holiday is on a Sunday, the following Monday is observed as the legal holiday; if on a  
 53 Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer  
 54 Personnel Rules and Regulations.  
 55

56 CITY COUNCIL (CC)

January 10, 24	February 14, 28	March 14, 29*	April 11, 25	May 9, 23	June 13, 27
July 25**	August 8, 22	September 12, 26	October 4 Election	October 10, 24 Oath of Office October 10	Canvass Board October 7
November 1 Runoff Election	November 28**	December 12***	December 19*** if needed		

57 \*Second meeting in March will be held on a Tuesday due to Seward's Day

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

59 \*\*\* The City Council traditionally cancels the last regular meeting in December and holds the  
 60 first regular meeting and one to two Special Meetings as needed; the second Special Meeting  
 61 the third week of December will not be held.  
 62

63 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.  
 64 prior to every Regular Meeting which are held the second and fourth Monday of each month at  
 65 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.



66

67 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

68

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

71

72 LIBRARY ADVISORY BOARD (LAB)

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

73 \*The October meeting will be held on a Monday due to Alaska Day.

74

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

77

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

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

79

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

82

83 PLANNING COMMISSION (PC)

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

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

86

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

89

90 PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 26	February 23	March 23	April 27	May 25	June 22
July 27	August 24	September 28	October 26		December 14

91

92 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of  
93 January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday  
94 of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00  
95 p.m.

96

97 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE (ADA)

			April 14	May 12	June 9
July 14			October 13	November 10	

98

99 The Americans with Disabilities Act (ADA) Compliance Committee meetings are held on the  
100 second Thursday in the months of April, May, June, July, October, November, and may call  
101 additional meetings as needed.

102

103 PASSED AND ADOPTED by the Homer City Council this 13<sup>th</sup> day of December, 2021.

104

105

CITY OF HOMER

106

107

108

\_\_\_\_\_  
KEN CASTNER, MAYOR

109

110

111 ATTEST:

112

113

114

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

115

116

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

118 additional meetings.



# City of Homer

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Planning

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[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, DEPUTY CITY PLANNER & SPECIAL PROJECTS  
COORDINATOR

DATE: NOVEMBER 2, 2021

SUBJECT: STAFF RECOMMENDATION FOR A CONSENT AGENDA

---

### **Requested Action:**

- **Review the attached information**
- **Make a motion to use the Consent Agenda as part of the meeting agenda format**

I am requesting the EDC consider using a “consent agenda” as part of the agenda format. The City Council and the Planning Commission use this format, and it allows regular, non-controversial business to be handled more efficiently. It helps streamline the meeting. For example, on this agenda are minutes, meeting schedule, approval of an annual report to Council, and maybe even the strategic plan, that all could be approved in one motion. That would provide the EDC more time to cover the business items on the agenda.

If a Commissioner wanted to make a change to an item, it’s easy to remove that consent agenda item and have it be discussed as part of the regular agenda.

I don’t expect the EDC will have a lot of items on the consent agenda, however it’s a good tool for running efficient meetings. If the EDC wants to accomplish more, continue having guest speakers and keep meetings in a 90 minute timeframe, using a consent agenda could help!

### **Attachment:**

Consent Agenda Information

# THE CONSENT AGENDA

---

## **What is a consent agenda?**

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

## **Why would an organization want to use a consent agenda?**

Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues.

## **What does it mean if we adopt a consent agenda?**

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items.
- If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

## **What does it *not* mean if we adopt a consent agenda?**

- Consent agendas do not make it easier to ramrod through decisions since decision items are not placed on the consent portion of the agenda and all items on the consent portion of the agenda are still open to discussion and debate if someone requests they be moved.
- It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item further. Discussion is permitted after the motion for approval is made, but before the vote. However, everyone should remember that extensive conversation defeats the purpose of the consent agenda.

### **What normally is found on a consent agenda?**

Routine, informational, procedural and self-explanatory non-controversial items are generally placed on the consent portion of the agenda. These typically are such things as:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization's policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

### **What is the process for using a consent agenda?**

- The board must begin by approving a motion to adopt the consent agenda for its meetings.
- The board should then craft a policy about what may and may not be included in the consent portion of the agenda.
- The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.
- As the first item of business the chairman should ask if anyone wishes to remove an item from the consent portion of the agenda.
- The chairman then asks for a motion to accept the consent agenda.
- Once the motion has been received, the chairman opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the directors have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- If any items were removed from the consent portion of the agenda the chairman may determine where on the agenda those items will be discussed, e.g., immediately after the consent agenda has been accepted or later on the agenda.
- Quickly reviewing the remaining items, the chairman asks for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

### **What does the rest of the agenda look like?**

The answer to this is that it depends. If the organization is most comfortable with an “old business/new business” format, this can remain. However, the organization may find more benefit tackling one or two items that relate directly to the mission, vision and organizational values and that require special attention. Time spent in educating the board on mission-related, governance, or community issues is always valuable, as is dedicating some time to those problems or concerns that keep the executive director awake at night and the BTW Talk.\*

---

\* The “By the Way” Talk refers to giving board members the opportunity to share what they’ve heard or learned since the last board meeting that might have impact on the organization either in the short or long term. It could be considered a continuous environmental scan.



# 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: Rob Dumouchel, City Manager  
DATE: October 21, 2021  
SUBJECT: City Manager's Report for October 25, 2021 Council Meeting

---

### Homer Wins Big at Alaska Recreation & Parks Conference

This year's Alaska Recreation & Parks Association (ARPA) conference was held in Soldotna. Parks Superintendent Matt Steffy won the ARPA Professional Award which is the highest recognition that ARPA awards each year. Matt is the second City of Homer employee to win this award, joining 2014 award winner and Community Recreation Manager Mike Illg. Parks, Arts, Recreation and Culture Advisory Commission (PARCAC) commissioner Deb Lowney was awarded the Distinguished Service Award. This award is given to a deserving individual whose voluntary contribution of time and effort over the years has improved the quality and quantity of leisure opportunities through park, recreation, and conservation projects on the local, state, regional, or national levels.



*Matt Steffy and Deb Lowney*

### Council Meeting Radio Broadcast Update

When City Council meetings went all virtual back in March 2020, KBBI graciously dedicated their 5:00 p.m. to 6:00 p.m. slot on Mondays to air the Council's Committee of the Whole meeting in an effort provide

accessibility to Council meeting content. Now that the Council Chambers are open again and public has the ability to hear and see the Committee of the Whole meeting online, KBBI is going to take back its 5:00 p.m. slot and resume the evening edition of Alaska News. They will continue to air the City Council Meeting at 6:00 p.m. A big shout out to KBBI and their staff for their support of local government!

### **Winter Camping and Restrooms**

The City will not be hosting off-season campers at the Fishing Hole Campground, and we will have fewer open public restrooms than usual this winter. Staffing is very tight for the Parks Division this year as we have had a lot of difficulties recruiting for seasonal positions. This leaves us unable to support camping and provide what I consider an acceptable level of service to our very large collection of restrooms. See the attached memo for more information regarding the closure of the Fishing Hole Campground. I am working with the Public Works Director on some options, which will allow us to better serve these resources in the future.

### **Finance Stakeholder Group Kickoff**

In my August 23<sup>rd</sup> report to Council, I mentioned that I would be creating an internal stakeholder group which would include representatives from all departments and focus on Finance-related issues. The purposes of the group include: creating a friendly group setting for interdepartmental discussions about Finance processes, policies, procedures, etc.; allowing staff to share ideas and best practices for handling finance-related tasks; identifying issues with existing Finance processes (with the intent of improving them); strengthening connections between those who interact the most with the Finance Department; serving as an important contributor to some upcoming projects (i.e., procurement policy overhaul, etc.); and providing feedback to City Manager and Finance Director on finance-related topics. This group recently held its first meeting on October 14<sup>th</sup>. I helped kick off the first meeting, but moving forward I have asked Port Administration Supervisor Amy Woodruff to be the group leader.

### **Skate Park Update**

On October 19<sup>th</sup>, Public Works began work on the assembly of the skate park half-pipes purchased by the Friends of the Homer Skate Park for use at the skate park on the HERC campus. Staff from the Road Crew and Parks are working together on this project before the snow starts to fall.



### **All-Purpose Vehicles**

It was recently announced by the State of Alaska's Department of Public Safety that beginning January 1, 2022, all-purpose vehicles will be allowed on roads with speed limits of 45 miles per hour or less – unless a local government has restricted usage within their jurisdictions. In June of this year, the City Council proactively



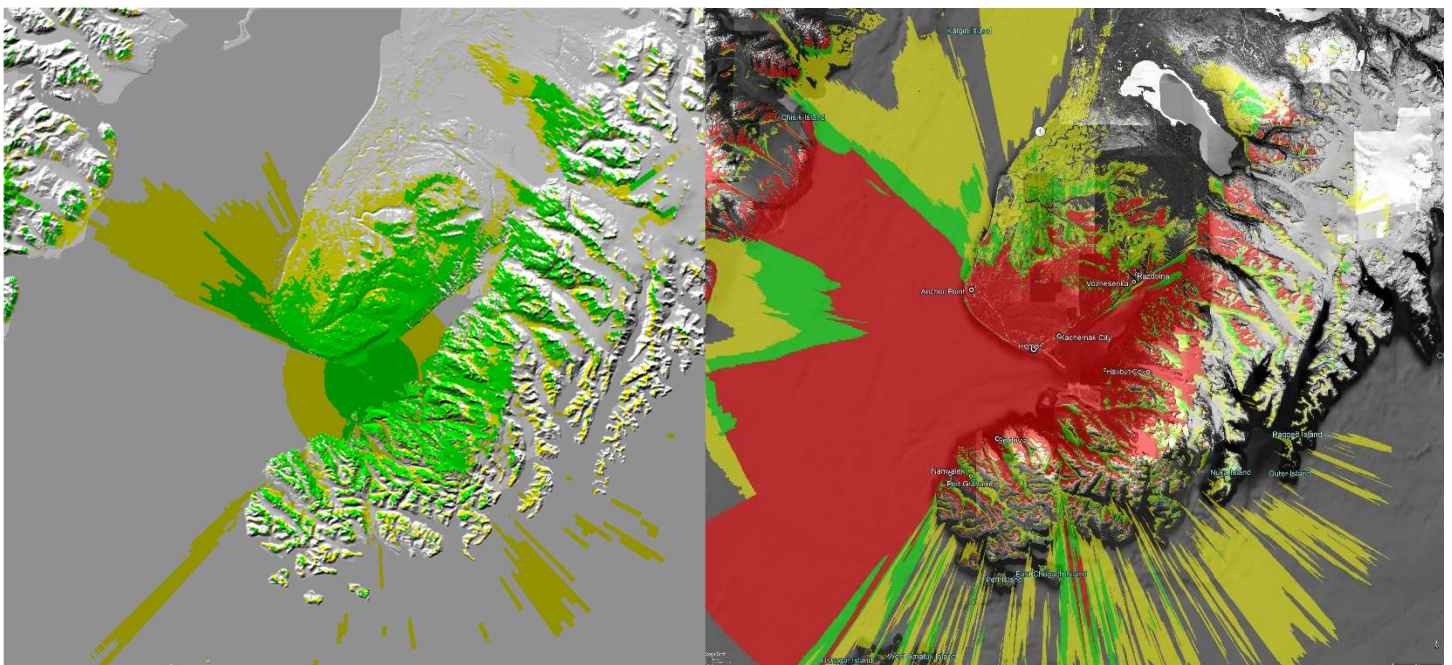
passed Ordinance 21-33 which expanded Homer City Code Chapter 7.20 Snowmachines to also cover all-purpose vehicles. All-purpose vehicles are, and will remain, expressly excluded from use on sidewalks, alleys, streets, and highways within the City of Homer.

### **AKDOT&PF Response to Resolution 21-065**

City Council recently adopted Resolution 21-065 which requested that the Alaska Department of Transportation and Public Facilities (AKDOT&PF) include accommodations for non-motorized users and evaluate a future project to create safe and sustainable pedestrian facilities among Kachemak Drive as part of the upcoming Kachemak Drive Pavement Preservation Project. The resolution was sent to AKDOT&PF and a response from Planning Chief Todd Vanhove is attached to this report.

### **Radio Upgrade**

We recently completed the Port and Harbor radio upgrade project. The two radio propagation charts below show the range we were capable of reaching with our old system, and the expanded range now that we have moved our base station to the Skyline tower. The different color bands correspond to the approximate size of a receiving vessel. The larger the vessel, the higher the antenna is off the water and therefore the longer the range for our communications. We are still learning the system operationally but now that we have everything in place and tuned to optimal levels we are enjoying the expanded range and clarity of communications especially on our port operations channel.



*Before radio upgrades (left), after radio upgrades (right)*

### **Personnel Updates**

**Port & Harbor:** Jedidia Gautier was hired as an Ice Plant Operator I. Jed has worked for the City in a seasonal capacity so it will be a seamless transition and the team is excited to have him join in a full-time capacity!

**Volunteer Fire Department:** Samantha Cunningham has joined the team as our new EMS Assistant Chief.

**Public Works:** David Welty transferred from the Water/Wastewater Division to Building Maintenance where he will now fill the role of Building Maintenance Supervisor which was left vacant by Mike Zelinski's recent promotion to Public Works Superintendent. Russell Anderson is promoting to Building Maintenance Tech II. We also have a new mechanic, Andrew Cranley was brought aboard as a Mechanic II.

**Administration:** Congratulations to City Clerk Melissa Jacobsen who has earned the designation of Certified Public Manager (CPM) through the Arizona State University Certified Manager Program. The program is accredited by the National CPM Consortium and is designed to develop the effectiveness of municipal, county, state, tribal, and federal public managers. Her Certified Municipal Clerk's designation fulfilled the prerequisite component and qualified her to be accepted into program that began in January and wrapped up earlier this month. The program required 240 hours of CPM specific content over a nine month period where she and 42 other participants engaged in five courses designed to develop competencies in personal and organizational integrity, managing work, developing self, leading people, system integration, change leadership, and public service focus.

Enclosures:

1. October Employee Anniversaries
2. Memo: Winter Closure of Fishing Hole Campground
3. Letter: Response to Resolution 21-065



# City of Homer

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: November 3, 2021  
SUBJECT: City Manager's Report for November 8, 2021 Council Meeting

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### North Pacific Update

After some delays, Alaska Scrap has begun dismantling the Vessel North Pacific. They are breaking apart the vessel and then transporting scrap steel to a pile on the chip pad. The steel will be broken down to a size that can be resold and other refuse will go to a transfer station. The vessel could be broken down as quickly as within the next week depending on weather and staffing.



### Meeting with USCG Rear Admiral Moore

City staff were recently invited to have a discussion with U.S. Coast Guard Rear Admiral Nathan Moore. RADM Moore is the Commander of the 17<sup>th</sup> Coast Guard District and is responsible for Coast Guard operations throughout Alaska, the North Pacific Ocean, the Arctic Ocean, and the Bering Sea. We had a very productive discussion where RADM Moore was able to share current Coast Guard goals and objectives for our region, and

we were able to bring him up to speed on Homer-issues which include the large vessel harbor expansion. We look forward to continuing to work with RADM Moore and his staff in the future.

### **Skate Park Update**

As a follow up to my update at the October 25<sup>th</sup> meeting, both skate park half pipes are now assembled, installed, and in operation at the HERC campus. Thanks again to the Friends of the Homer Skate Park, the Homer Foundation, and community members who contributed to the project!



### **All-Hazard Mitigation Plan Update Kickoff Meeting**

The City is working with AECOM Technical Services to update our All-Hazard Mitigation Plan. AECOM was contracted by the State of Alaska Division of Homeland Security and Emergency Management to update the City’s existing plan to fulfill current FEMA criteria. Hazard Mitigation Plans identify hazards which routinely impact a community, defines those hazards so community members understand their nature, determine impact locations within the community, describe their potential impact extent, and identify mitigation opportunities. Having an active plan can make the City eligible for mitigation grants. A kickoff meeting was held for Homer’s All-Hazard Mitigation Plan update on November 2<sup>nd</sup>. The planning team includes: Councilmember Erickson, City Planner Rick Abboud, Fire Chief Mark Kirko, Public Works Director Jan Keiser, Scott Mullen from South Peninsula Hospital, and Janna Davis from Homer Electric Association.

### **Council Chambers Audio**

The City has taken delivery of the final pieces of a new microphone system for the dais in Council Chambers. This upgrade is expected to improve audio in the room, online, and to help with better camera tracking. The IT-team has made plans to complete the installation between the November and December Council meetings. We are expecting the rewiring and installation to take approximately three weeks with completion occurring right after Thanksgiving.

### **Code Blue Ambulance Grant**

Alaska’s Code Blue grant program, which helps Alaskan communities fund essential EMS equipment and transportation needs, has funding available this year and opened a brief grant application window. The Volunteer Fire Department has prepared grant application materials requesting funding to support the purchase of a new ambulance. If successful, it will defray the costs of replacing Medic 1 which had a target replacement date of 2022 according to the fleet replacement schedule published in the FY20/21 Budget.

## **2021 Camping Season is Complete**

The City's camping season ended on October 31<sup>st</sup>. The City will not be hosting off-season campers this year. I will include a report on the 2021 season with a future City Manager's report.

## **Personnel Updates**

**Public Works:** Public Works welcomed Pedro Ochoa as its new Building Maintenance Technician I. Pedro, a member of the Alaska Army National Guard's Infantry Airborne, has worked for the City of Homer for multiple years as a temporary employee, first with the PW Water & Sewer Department and most recently with Port & Harbor. Pedro is a graduate of Homer High School and has an Associates of Arts degree from the UAA's Kachemak Bay Campus. Pedro is an elite runner, having represented the National Guard in marathon events across the country.

**Library:** Homer Public Library is pleased to welcome Cinda Nofziger as our new Youth Services Librarian! Cinda has experience in both public and academic libraries in a variety of locations, including Wyoming and Michigan, and has worked with children over a range of ages. She also has ties to Homer, with family in the local area and many fond memories of visiting here as a child. While all timelines are subject to interference from COVID, having Cinda on the team lets us plan for bringing back regular storytimes and expanding our programs for children and young adults.

## ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2021 Calendar

	<b>AGENDA DEADLINE</b>	<b>MEETING</b>	<b>CITY COUNCIL MEETING FOR REPORT*</b>	<b>ANNUAL TOPICS/EVENTS</b>
<b>JANUARY</b>	Wednesday 1/5 5:00 p.m.	Tuesday 1/12 6:00 p.m.	Monday 1/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests</li> <li>*may not be applicable during non-budget years</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/2 5:00 p.m.	Tuesday 2/9 6:00 p.m.	Monday 2/22 6:00 p.m.	
<b>MARCH</b>	Wednesday 3/2 5:00 p.m.	Tuesday 3/9 6:00 p.m.	Monday 3/22 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 4/6 5:00 p.m.	Tuesday 4/13 6:00 p.m.	Monday 4/26 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> <li>• Election of Officers</li> <li>• Review of Strategic Plan/Goals/BR&amp;E</li> </ul>
<b>MAY</b>	Wednesday 5/4 5:00 p.m.	Tuesday 5/11 6:00 p.m.	Monday 5/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Comprehensive Plan Review</li> </ul>
<b>JUNE</b>	Wednesday 6/1 5:00 p.m.	Tuesday 6/8 6:00 p.m.	Monday 6/28 6:00 p.m.	
<b>JULY</b>	Wednesday 7/6 5:00 p.m.	Tuesday 7/13 6:00 p.m.	Monday 7/26 6:00 p.m.	<ul style="list-style-type: none"> <li>• Update from Public Works Director</li> </ul>
<b>AUGUST</b>	Wednesday 8/3 5:00 p.m.	Tuesday 8/10 6:00 p.m.	Monday 8/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review</li> </ul>
<b>SEPTEMBER</b>	Wednesday 8/31 5:00 p.m.	Tuesday 9/14 6:00 p.m.	Monday 9/27 6:00 p.m.	<ul style="list-style-type: none"> <li>• Workforce Development Speaker</li> </ul>
<b>OCTOBER</b>	Wednesday 10/6 5:00 p.m.	Tuesday 10/12 6:00 p.m.	Monday 10/25 6:00 p.m.	
<b>NOVEMBER</b>	Wednesday 11/2 5:00 p.m.	Tuesday 11/9 6:00 p.m.	Monday 11/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Chamber's Annual Presentation to City Council *usually occurs the 1<sup>st</sup> Council Meeting in November</li> </ul>
<b>DECEMBER</b>	Wednesday 12/7 5:00 p.m.	Tuesday 12/14 6:00 p.m.	Monday 1/10/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Upcoming Year Schedule Review</li> <li>• Land Allocation Plan Review</li> </ul>

\*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. Reports are the Commission's opportunity to give Council a brief update on their work.