



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

City of Homer Agenda

Economic Development Advisory Commission Regular Meeting

Tuesday, October 12, 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. September 14, 2021 Regular Meeting Minutes

Page 3

VISITORS/PRESENTATIONS

A. Cliff Cochran, Alaska Small Business Development Center – AK SBDC Services & Funding Request (*10 minute time limit*)

B. Peter Briggs, Corvus Design – Wayfinding & Streetscape Project (*20 minute time limit*)

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

Page 8

B. Chamber Director Report

C. Homer Marine Trades Association Report

D. Kenai Peninsula Economic Development District (KPEDD) Report

PUBLIC HEARING

PENDING BUSINESS

A. EDC Strategic Plan Update

Page 9

i. DRAFT 2021-2022 Strategic Plan/Goals

Page 10

NEW BUSINESS

- A.** EDC Bylaw Amendments **Page 12**
 - i. DRAFT EDC Bylaws **Page 13**
 - ii. Current EDC Bylaws – Adopted September 28, 2020 **Page 17**

INFORMATIONAL MATERIALS

- A.** City Manager’s Report for September 27, 2021 **Page 21**
- B.** City Manager’s Report for October 11, 2021 (*laydown*)
- C.** EDC 2021 Calendar **Page 25**

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **TUESDAY, NOVEMBER 9, 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 21-08 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:00 p.m. on September 14, 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.

PRESENT: COMMISSIONERS MARKS, BROWN, SPEAKMAN, AREVALO, PERSON

ABSENT: COMMISSIONERS HALL AND CHEROK (both excused)

CONSULTING: MAYOR CASTNER

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK TUSSEY

The Economic Development Advisory Commission met for a Worksession on August 31, 2021 from 5:30 p.m. to 7:32 p.m. Discussion topics for the Worksession included Wayfinding-Streetscape Plan Project and Amending HCC 2.58 Regarding Teleconferencing, Attendance, and Vacancies.

AGENDA APPROVAL

Chair Marks asked for a motion to approve the agenda.

AREVALO/PERSON MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Mayor Ken Castner spoke to City Council's recent work on coming up with a plan for the HERC building and property. He shared his hopes that the EDC will consider and discuss what can be done with the HERC property, and the seasonal housing situation in Homer.

RECONSIDERATION

APPROVAL OF MINUTES

A. August 10, 2021 Regular Meeting Minutes

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

BROWN/SPEAKMAN MOVED TO APPROVE THE MINUTES FROM LAST MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Tim Dillon, Kenai Peninsula Economic Development District – KPEDD Update

Chair Marks spoke to the purpose of having the two visitors and how their presentations will tie into EDC's strategic plan. She then introduced Tim Dillon with the Kenai Peninsula Economic Development District (KPEDD).

Mr. Dillon gave a presentation on what KPEDD is, what its goals are, and their purpose. He facilitated discussion and answered questions from commissioners.

B. Robert Green, Alaska Small Business Development Center – Overview of AK SBDC Services

Chair Marks introduced Robert Green, Homer Business Advisor with the Alaska Small Business Development Center (ASBDC).

Mr. Green presented to the commission, reviewing what services the ASBDC provides and responded to questions from commissioners.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

- i. Memo from Deputy City Planner Re: HERC Feasibility Funding
- ii. Memo 21-159 from City Manager Re: HERC Planning Funding
- iii. Ordinance 21-58 Amending HERC CARMA Fund

Deputy City Planner Engebretsen spoke to her written staff report, noting the HERC funding opportunity that has come up, upcoming worksessions for both EDC and City Council, and an ordinance that would fund professional services for a public process and feasibility study for the HERC.

B. Chamber Director Report

In the Chamber Director's absence, Deputy City Planner Engebretsen provided a verbal report on recent events and actions with the Chamber of Commerce.

C. Homer Marine Trades Association Report

D. Kenai Peninsula Economic Development District Report

PUBLIC HEARINGS

PENDING BUSINESS

NEW BUSINESS

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

Chair Marks introduced the agenda item by reading the title and deferred to Engebretsen.

Ms. Engebretsen shared her screen to present the EDC's current strategic plan and facilitated discussion with commissioners on each goal section. Discussion included:

- Whether having the Public Works Director on the annual EDC calendar was enough and near-term goal #1 could be removed, or whether familiarizing with smart growth principals should remain as-is or be reformatted into a different goal.
- Since the Planning Commission and EDC are having regular communication through the Planning Department staff report, near-term goal #2 is a moot point.
- That the regional Comprehensive Economic Development Strategy (CEDs) are done and the EDC assisted Kenai Peninsula Economic Development District (KPEDD) with their development; that goal can be removed as complete and an annual review of the KPEDD CEDs will be included in the EDC calendar.
- Outreach to local business to see what immediate needs are due to COVID was completed earlier in the summer, but many businesses are exhausted at the end of this season so another outreach effort would be appropriate; deliberation on whether to remove the "COVID" aspect; continue to focus on getting a "pulse" of Homer businesses.
- Commending Ms. Engebretsen for all her work on finding them projects, and that asking her every three months to find boots-on-the-ground work could be removed from the listed goals.
- Moving mid-term goal #1, assess jobs training needs and workforce development, to near-term goals and working with partners on how EDC can assist on this subject.
- Leaving the Business Retention and Expansion (BR&E) Survey on as a long term goal.
- Roll-out of funding and leaving mid-term goal #4 on there to continue promoting EDC's assistance and capacity in recovery from economic damage.
- Moving long term goal #1, economic resiliency planning, to mid-term goals.

Chair Marks brought up comments Commissioner Brown had made earlier about smart growth planning. Commissioner Brown commented that the EDC should be discussing what direction they foresee for Homer; they need to be defining what they want for our community. She explained past experiences she has had living in other cities that expanded, to consider what kind of character we want for Homer, and what kind of people are we attracting for our future.

Commissioner Person agreed to the importance of that discussion and suggested that the EDC could include values that aren't necessarily about businesses or revenue-generating industries, and address

density concerns. She commented on the Kenai Peninsula Borough's Resiliency and Security Commission and how they could be another way to help manage growth and change as time goes on.

Chair Marks opined if now was the time for EDC to work on planning and asking for more trails and other development projects to be done since they add to Homer's vibe and fall under the umbrella of better walkability and improving the quality of life. Discussion continued on the logistics of City Code, funding, and how the subject can be incorporated into the EDC's goals.

Chair Marks pointed out the new ideas listed in Ms. Engebretsen's memo. Discussion ensued on making amendments to the idea list and how those ideas can be incorporated into the goals if not already addressed in existing goals.

Chair Marks suggested that the commission's discussion be incorporated into a revised strategic plan draft and be brought back to the October meeting for final review.

INFORMATIONAL MATERIALS

- A. City Manager's Report for August 23, 2021
- B. City Manager's Report for September 13, 2021
- C. EDC 2021 Calendar

Chair Marks noted the informational materials provided and that the EDC calendar will be updated to reflect their strategic plan discussion. She stated she will be available to give the EDC report on September 27th and clarified with Deputy City Clerk Tussey where the upcoming Council meeting dates are on the EDC calendar.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

Deputy City Clerk Tussey noted that the teleconferencing ordinance the commission reviewed at their worksession was adopted at last night's City Council meeting, and that the Clerk's Office will be bringing EDC bylaw amendments to their October meeting.

Deputy City Planner Engebretsen thanked the commission for a good meeting.

COMMENTS OF THE COMMISSION

Commissioner Arevalo inquired with staff on what contact and support information is provided on the EDC webpage. There was brief discussion on the public contacting commissioners and how staff is there to facilitate that so members are not using their private emails for public business. Ms. Arevalo commented on the City's efforts to expand the skillsets of existing employees, and that it is harvest season so go out and support your local farmers.

Commissioners Brown, Person, Speakman, and Marks had no comments.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:30 p.m. A Worksession is scheduled for Thursday, September 23, 2021 at 5:30 p.m. and the next regular meeting is Tuesday, October 12, 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.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____



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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: October 6, 2021
SUBJECT: October Staff Report

EDC has a vacancy! Know anyone interested in serving on the Commission? Contact the Clerk! This person must be a city resident.

Wayfinding Update: I have provided your comments and updates to Peter Briggs. He will provide a brief update at our meeting. I do not anticipate an extra work session this month.

October Speaker: Cliff Cochran, the Kenai Peninsula Center Director of the Alaska Small Business Development Center. He will be speaking about the services currently available in Homer, and the need for city funding to keep those activities in Homer. (Robert Green of the AK SBDC center spoke at the September EDC meeting about what he does. Mr. Cochran is his supervisor, and is seeking funding to continue those services.)

Planning Commission: PC has been consistently reviewing new subdivision plats and conditional use permits. The Commission also began some work on large retail regulations. When there is something to share, City Planner Abboud will make a presentation to the EDC.

HERC: Progress! Council approved funding for a scoping study, and grant application preparation. The timelines are very, very tight. I'll have an update at the EDC meeting.

Attachments

HERC memo & Draft ordinance



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator
DATE: October 6, 2021
SUBJECT: Strategic Plan

Requested Action: Approve the 2021/2022 EDC Strategic Plan

Annually, the EDC prioritizes a list of ongoing, short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task. Staff uses this document as a guideline to schedule speakers and make agendas. At the last meeting, we worked through the plan and made updates. The 2021/22 EDC strategic plan is provided for your review and any edits.

2021 Commission Accomplishments

- Worked with KPEDD to update the Kenai Peninsula Community Economic Development Strategy. 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.
- 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.
- Conducted outreach to local businesses about how COVID was impacting their businesses in early 2021), and reported results to the City Council.
- Began work with a consultant on the Wayfinding and Streetscapes project, and important step in implementing the priorities from the Business Retention and Expansion survey.

Attachments

Draft 2021-2022 Strategic Plan

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

<p>Ongoing Goals</p>	<p>1. Define what is economic development in Homer and if it leads to the quality of life and growth outcomes desired. Commission concern is continued growth and the resulting balance with quality of life.</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>Near Term Goals < 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. Do some outreach to local businesses to take the pulse of the business community in pandemic recovery.</p> <p><i>Task:</i> Need a Commissioner to lead on this goal</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>Mid Term Goals 1 - 3 Years (2020 – 2023)</p>	<p>1. Multipurpose community center <i>Status:</i> Scoping study has been funded</p> <p>2. Downtown vitalization momentum and wayfinding/streetscape plan <i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022 <i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p> <p>4. Economic resiliency planning. <i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.</p>
<p>Long Term Goals 5 Years or More (2025+)</p>	<p>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 2023-2025 budget</p>

OVERALL EDC DUTIES AND RESPONSIBILITIES

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; www.codepublishing.com/AK/Homer. 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
- 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).



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Office of the City Clerk

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: OCTOBER 6, 2021

SUBJECT: EDC BYLAW AMENDMENTS

Changes from Ordinance 21-50(S)(A)

At the EDC's August 31st worksession, the commission reviewed and made comments on a draft ordinance that would amend City Code regarding teleconferencing, attendance, vacancies, City staff roles, and rules of order for boards and commissions. Those amendments, including the feedback received from all the advisory bodies, were adopted by City Council via Ordinance 21-50(S)(A) at their September 13th regular meeting.

Now that HCC has been amended, the next step is to revise the commission's bylaws so they do not conflict with code. Bylaws do require two meetings; they are to be introduced at this meeting, will have a second reading and final approval at your November meeting, and then go to City Council for final approval.

What is Different in the Draft?

The draft bylaws that are attached incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, and include any housekeeping edits – e.g. the sample agenda reflects the current standard agenda. It also includes staff's proposed amendment to change the assigned staff person from Special Projects and Communications Coordinator (Jenny) to Deputy City Planner (Julie).

Any other amendments can be made by the commission.

RECOMMENDATION

Review/discuss the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to hold a second reading on the Proposed Economic Development Advisory Commission Bylaw Amendments at the next regular meeting.

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 1st 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
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 1st 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

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Office of the City Manager

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Homer, Alaska 99603

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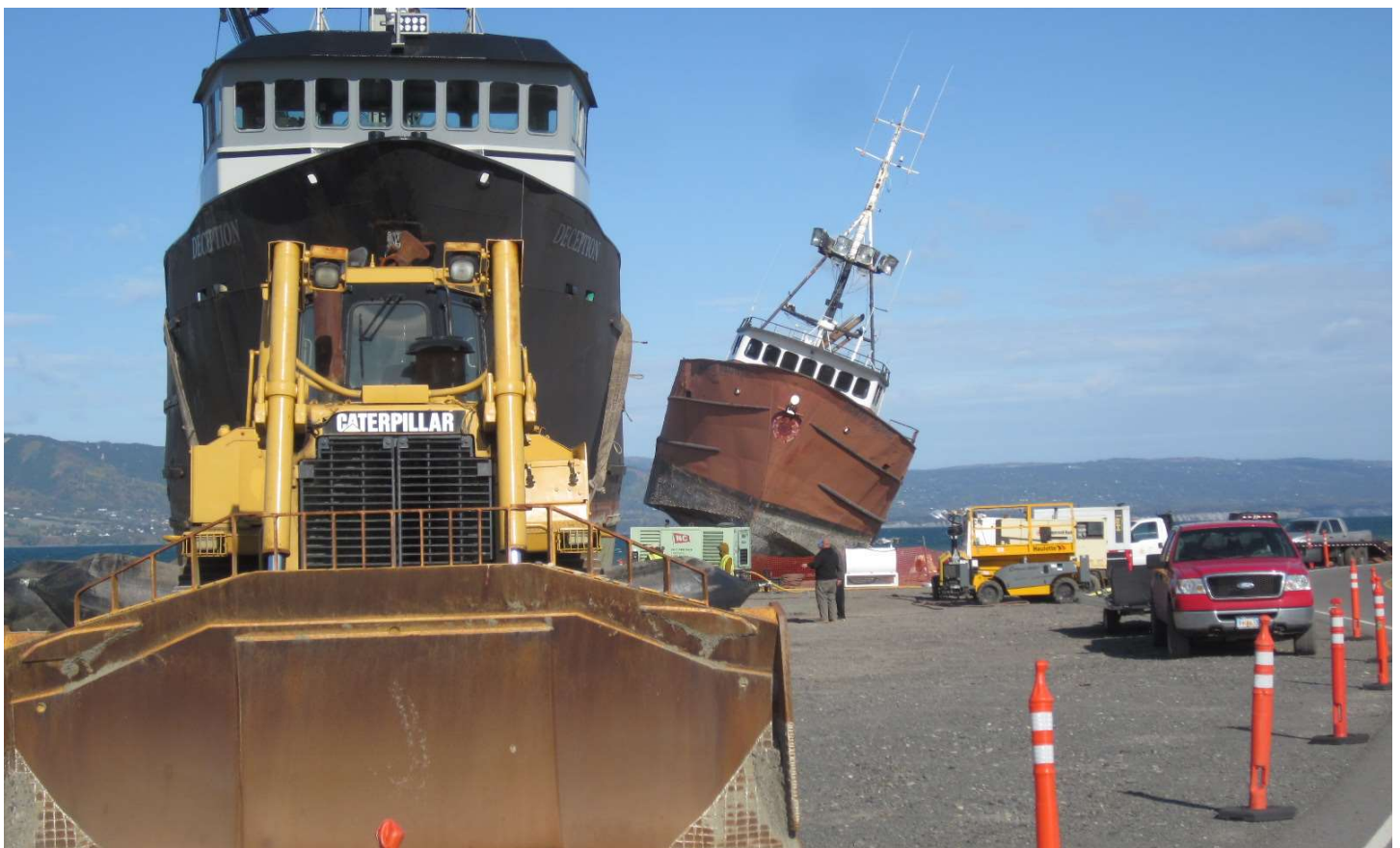
(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 21, 2021
SUBJECT: City Manager's Report for September 27, 2021 Council Meeting

Large Vessel Haul Out Update

Visitors to the spit are likely to have noticed that there is a lot of activity in the large vessel haul out area. At this time the Hallo Bay, Kona Kai, Deception, Summer Bay and North Pacific have been hauled out. While most of the vessels are out of the water for maintenance purposes, the North Pacific is slated to be dismantled beginning in October.



ADA Van Accessible Parking Spots Paved

The Harbor's gravel parking lots have had designated ADA parking spots for years to ensure that harbor users with limited mobility have close access to the harbor ramps. The ideal configuration for an accessible parking space is to be on even, stable, firm, and slip resistant surfaces. Paving these parking spaces was a goal

identified in the 2019 ADA Transition Plan and Council approved ADA CARMA funds to complete the job. Dutch Boy Landscaping & Paving prepared and paved the ADA parking spots this month, and now we can ensure safer access to the harbor for all.



Radio System Upgrades

ProComm Alaska visited Homer from September 7th to 14th and carried out work to upgrade the City's radio communications. They installed new equipment at the Skyline tower, set up a new repeater at the Port, and fine-tuned new handheld and vehicle-mounted radios. The upgrades have already significantly expanded the range of Port transmissions; during testing, staff were able to reach the Seldovia harbormaster and contact a ship in the bay using a handheld radio. Further testing and modifications will be needed, but we hope to integrate Fire and Police communications into the Alaska Land Mobile Radio (ALMR) system before long.

Skatepark Update

The materials for the two halfpipes have arrived and are in storage at Public Works. The location of the two elements has been surveyed out in the turf and flagged and painted. Parks put site preparation and halfpipe construction out to bid, but had no interested parties. Instead, Public Works staff will handle the construction internally. Gravel is being donated by Dibble Creek and will be delivered the week of the 20th. City operators will be ready to move forward with site preparation when weather and staff availability line up to make it work.

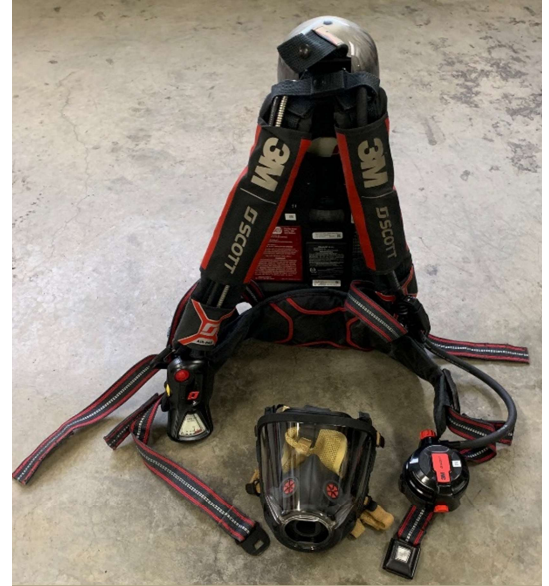
Firefighting Class Starting Soon – This is a Great Time to Become a Volunteer!

The Homer Volunteer Fire Department is recruiting volunteers and is offering a Firefighter 1 class this fall. The class runs from October 18, 2021 to February 5, 2022. Completing the class equips participants for both State and National FF1 certification and to be an effective part of the HVFD team. Volunteers make up 75% of Homer's fire department and are essential for effective response to the over 650 calls HVFD gets annually. Getting involved with a volunteer fire department is an incredibly rewarding way to make a positive contribution to your community. No prior experience or certifications are necessary, just a motivation to help your fellow residents and your community. If you are interested, call HVFD at 235-3155 or drop by, meet the crew and pick up an application. Staff is more than happy to answer any questions you may have. Information is also on the City's website at <https://www.cityofhomer-ak.gov/fire/hvfd-recruiting-new-volunteers-and-offers-firefighter-1-training>.

Volunteer Fire Department SCBA Units

In May, Council approved Ordinance 21-25 to fund the replacement of the Volunteer Fire Department's Self Contained Breathing Apparatus – a very critical safety system for staff and volunteers. Chief Kirko has provided the following update:

The Department took delivery of our new Self Contained Breathing Apparatus (SCBA). The crews have been training with them and they will be placed into service on September 28th. SCBA are used during times that we are required to work in an IDLH atmosphere. IDLH stands for immediately dangerous to life or health. Firefighters often work in this type of atmosphere and must have the SCBA to keep them safe and provide them the means to work in those conditions. The SCBA meet the new NFPA-1404 respiratory standards and NFPA-1500 Occupational Safety and Health standards for firefighting.



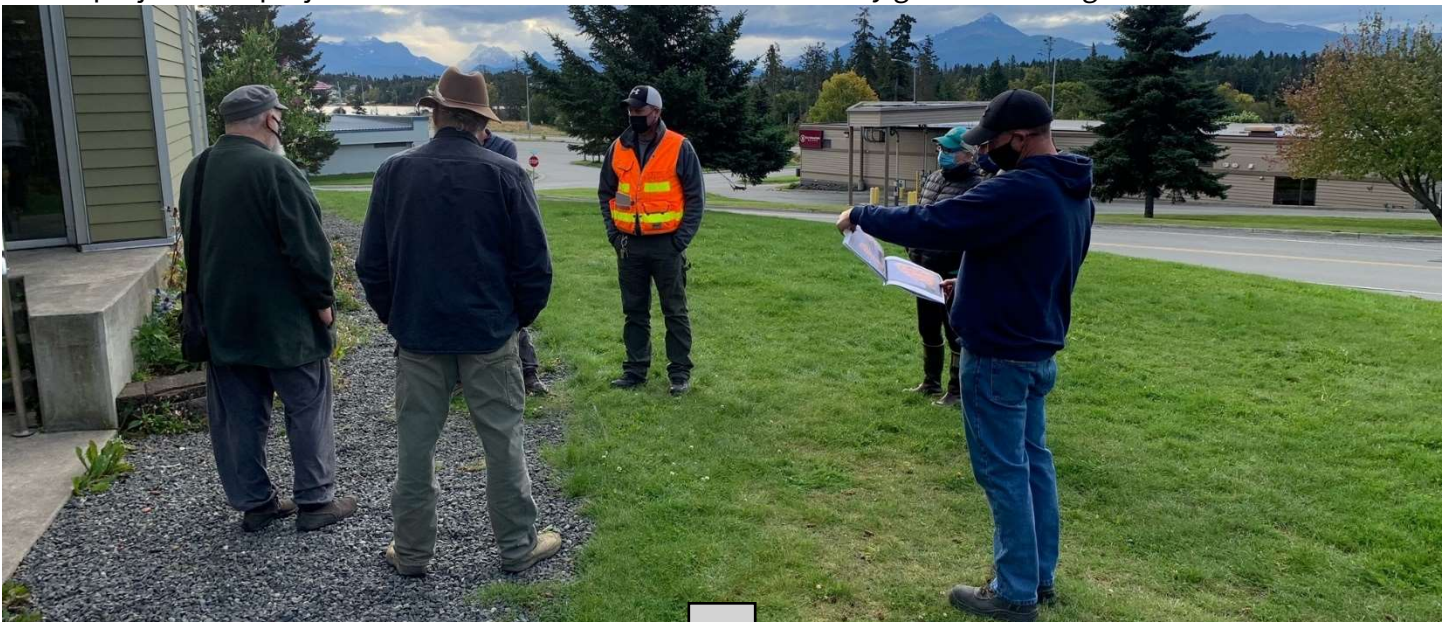
These new units will have a useful life span of 15 years and have features that will provide the firefighters safer operations under the new design. They are constructed more ergonomically to reduce the pressure and fatigue on the lower back of the user, higher temp face shields provide the user a higher degree of safety during times of use in superheated areas, Bluetooth communications have been added to the face piece for enhanced ability to clearly communicate via handheld radios with command staff and other users.

Art in the Library Program is Open for Submissions

The Art in the Library program is accepting submissions for display in the fireplace lounge area. The deadline is officially September 30th, but may be extended if there is still space available in the calendar. Full details of the program can be found on the website of the Friends of Homer Library at: <https://friendsofthehomerpubliclibrary.wildapricot.org/Art-in-the-Library>

Duffy Bench Project

Recently, City staff from the Library and Building Maintenance met with stakeholders from the Duffy Memorial Bench project. The project is on track for installation on the library grounds during the month of October.



FY21 Financial Report

Attached to this report is an overview of FY21 provided by Finance Director Walton.

Personnel Updates

Police Department: *The Homer Police Department is welcoming two new dispatchers. Charles Benson joined the HPD crew on September 20th. Emily Larson's first day of duty will be on October 5th. These folks are replacing two dispatchers who resigned in the last four months. Best wishes for their future with the City of Homer. – Chief Robl*

Public Works: Our friend and longtime coworker Paul McBride recently passed away. Paul was a very well-liked and familiar face throughout our City's facilities. His passing is a big loss for our City, and a personal loss to many friends and family. Services will be held for Paul at Homer Independent Baptist Church on Saturday, October 9th at 1PM.

Enclosures:

1. FY2021 2nd Quarter (End of Fiscal Year) Financials with Memo

ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2021 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	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"> • City Budget Review/Develop Requests *may not be applicable during non-budget years
FEBRUARY	Wednesday 2/2 5:00 p.m.	Tuesday 2/9 6:00 p.m.	Monday 2/22 6:00 p.m.	
MARCH	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"> • Clerk Reappointment Notices Sent Out • Update from Public Works Director • KPEDD CEDS Review
APRIL	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"> • Terms Expire April 1st • Advisory Body Training Worksession • Election of Officers • Review of Strategic Plan/Goals/BR&E
MAY	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"> • Comprehensive Plan Review
JUNE	Wednesday 6/1 5:00 p.m.	Tuesday 6/8 6:00 p.m.	Monday 6/28 6:00 p.m.	
JULY	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"> • Update from Public Works Director
AUGUST	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"> • Capital Improvement Plan Review
SEPTEMBER	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"> • Workforce Development Speaker
OCTOBER	Wednesday 10/6 5:00 p.m.	Tuesday 10/12 6:00 p.m.	Monday 10/25 6:00 p.m.	
NOVEMBER	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"> • Chamber's Annual Presentation to City Council *usually occurs the 1st Council Meeting in November
DECEMBER	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"> • Upcoming Year Schedule Review • Land Allocation Plan Review

*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.