



Agenda

Planning Commission Regular Meeting

Wednesday, November 01, 2023 at 6:30 PM

Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 979 8816 0903 Password: 976062

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

CALL TO ORDER, 6:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS The public may speak to the Commission regarding matters on the agenda that are not scheduled for public hearing or plat consideration. (3 minute time limit).

RECONSIDERATION

CONSENT AGENDA All items on the consent agenda are considered routine and non-controversial by the Planning Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Planning Commissioner in which case the item will be moved to the regular agenda.

- [A.](#) Planning Commission Regular Meeting Minutes of October 4, 2023

PRESENTATIONS / VISITORS

REPORTS

- [A.](#) City Planner's Report, Staff Report 23-058

PUBLIC HEARINGS

PLAT CONSIDERATION

PENDING BUSINESS

NEW BUSINESS

- [A.](#) 2024 Meeting Schedule

INFORMATIONAL MATERIALS

- [A.](#) 2023 Planning Commission Annual Calendar
- [B.](#) City Manager's Report for October 9, 2023 Council Meeting

C. City Manager's Report for October 23, 2023 Council Meeting

COMMENTS OF THE AUDIENCE Members of the audience may address the Commission on any subject. (3 min limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Wednesday, December 6, 2023, at 6:30 p.m.** A Worksession at 5:30 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. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission

CALL TO ORDER

Session 23-16, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:30 p.m. on October 4, 2023 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska, and via Zoom Webinar. A worksession was held at 5:30 p.m. On the agenda was a presentation and discussion facilitated by Economic Development Manager Engebretsen and Public Works Director Keiser on the Transportation Plan Draft Update and Updated Public Works Road Financial Plan.

PRESENT: COMMISSIONERS HIGHLAND, BARNWELL, SMITH, SCHNEIDER AND VENUTI

ABSENT: COMMISSIONERS STARK AND CONLEY (EXCUSED)

STAFF: CITY PLANNER FOSTER, DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Chair Smith requested a motion and second to approve the agenda.

SCHNEIDER/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA The public may speak to the Commission regarding matters on the agenda that are not scheduled for public hearing or plat consideration. (3 minute time limit).

RECONSIDERATION

CONSENT AGENDA All items on the consent agenda are considered routine and non- controversial by the Planning Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business. No Motion is necessary

A. Unapproved Regular Meeting Minutes of September 6, 2023

VENUTI/BARNWELL MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PRESENTATIONS / VISITORS

REPORTS

A. Staff Report 23-054, City Planner's Report

City Planner Foster reviewed Memorandum PC 23-054 for the Commission. He spoke to the following items:

- Council discussed at depth the recommendations from the Commission and postponed Ordinance 23-21(S)(A) to the October 23, 2023 Council meeting so that those recommendations from the Planning Commission could be reflected in the Homer City Code language;
- There is still time for the Commission to comment on the Transportation Plan through October 10th. All comments will be forwarded to the Consultant to be consolidated, he will be communicating with Ms. Engebretsen and Ms. Keiser when the plan is ready for review by the Planning Commission. A worksession and public hearing would be conducted at the Commission level. All comments will be submitted to City Council when the document is presented for adoption. City Council will also hold a public hearing. He is tentatively looking at January for the Commission.
- Economic Development Commission is working on a Vision and Mission Statement and they are looking forward to participating in the Comprehensive Plan rewrite and public outreach
- The next regular meeting is on a Monday and the Worksession will be a joint worksession with City Council. The worksession will be starting at 5:00 p.m. to 6:30 p.m., currently there are no pending business items or permit applications filed for the regular meeting so it may be canceled. He will be discussing this possibility with the Chair. City Planner Foster noted that the Commission scheduled the Monday meeting last year when they approved their meeting schedule due to the Alaska Day Holiday falling on Wednesday. The joint worksession is something that Council wanted to get back to doing with the Advisory Bodies they conducted the first one with the Port & Harbor in April. He will be working with the City Clerk.

City Planner Foster responded to questions regarding the following:

- Packet materials and agenda and when that would be distributed to the Commission
- Council is meeting with just the Planning Commission

Commissioner Venuti expressed that Information in the City Manager's Report regarding Council having a Resolution to award the Comprehensive Plan and Zoning Code Update on October 9th and that this was something that was thrust upon the Planning Commission without any input from the Commission. This has evolved from beyond this chamber and they will meet with the City Council on October 16th and he believed that this issue should be on that meeting's agenda and City Council should not approve a resolution until the Commission has discussed it with City Council. He insisted that Council requires the Commission's input.

City Planner Foster responded that this project has been worked on for over one year, it was a Council directive to Staff to develop the RFP and RFQ which was presented to City Council last October; City Council gave Staff the green light to proceed with the RFQ/RFP process. Staff issued the Request for Qualifications then selected the qualified firms to submit their proposal in response to the Request for Proposals. The most qualified firm was selected, while there was a bump in the road on part of the funding, that is all figured out

now and the next step is to get it awarded. He further explained that the Commission is not being cut out of the process, once the contract is awarded the Consultant will be presenting and working with the Commission to develop the comprehensive plan. City Planner Foster reiterated that the process up until now was Council and Staff, further noting that he has never taken a contract award to a Commission. City Planner Foster stated that it would be unconventional to bring it before the Commission at this stage. City Council can certainly remand it to the Commission before they approve the Resolution to award for their comments, but it has never been done before and would be quite unusual to have a commission weigh in on a contract award.

Chair Smith provided information he received from Deputy City Clerk Krause on the Procurement Policy when he expressed his concerns to her and expressed his support that this was not the time that the Commission should be involved in the process. He further noted his confusion prior to receiving the information from the Clerk and believes that it is not within the Commission's purview to make those decisions.

City Planner Foster provided more details that once the contract was negotiated and awarded, there may even be a steering committee with the possibility of one commissioner sitting on that committee, a very robust public outreach in developing the plan January through May 2024, and that it will fall under the Planning Commission purview to hold public hearings and worksessions and that the Commissioners should keep that in mind when they discuss the meeting schedule for 2024. He reiterated that the Commission will have lots to do with the two projects referring to the Comprehensive Plan and Zoning Code.

Commissioner Barnwell stated that there were two issues to address: One is the process which is what Commissioner Venuti was referencing, from the very beginning of the process did not include the Planning Commission as far as developing a scope for a comprehensive plan and the nature of the comprehensive plan to his understanding, was done in isolation, not public, and by only a few members of Council, not the whole Council. He expressed that he had no desire to be involved in contract negotiations citing his prior experience and involvement during his career as a consultant. He related that Councilmember Aderhold expressed she felt the Commission should have been included in the beginning of the process. He recited the involvement of the Anchorage planning commission being very involved in the process when he was employed with the municipality. He agreed with Commissioner Venuti that this was being thrust upon the Commission and they have not been included and expressed taking issue with that as well.

Chair Smith stated that most if not all the members of the commission share that opinion and have requested numerous times over the last 18 months or more wanting to schedule a visioning type meeting and staff has been too busy to make that happen. He noted that there have been additional reasons as well and issued a covering statement that City Planner Foster his representing the process that is in place and it did not originate from him, disagreements do not lie with the City Planner.

Deputy City Clerk Krause stated after hearing Commissioner Barnwell's comments that the procurement policy is what staff and council follows when issuing the RFQ/RFP and changes to the process would need to be addressed there as the Commission is not listed anywhere in the procurement policy as being included in the development process.

Commissioner Barnwell responded that he did not believe the Commission should be involved in scoping or developing the contract, but believed that it is more of visioning aspect and developing the need of the comprehensive plan and why they need the comprehensive plan. He does not want to be involved in the RFP or contract process.

Commissioner Highland inquired as to the status of hiring additional planning staff.

City Planner Foster stated that he is still in the process and as soon as there are any prospects he will bring that information forward to the Commission.

PUBLIC HEARINGS

PLAT CONSIDERATION

A. Staff Report PC-23-057, Thomas Court Subdivision Preliminary Plat Revised

Chair Smith introduced the item by reading of the title and deferred to City Planner Foster.

City Planner Foster reviewed Staff Report PC-23-057 for the Commission commenting on the following:

- This was a revised submission that was previously reviewed by the Commission
- The right of way has been removed
- layouts utilize a panhandle layout that allow for water and sewer services
- meeting with the surveyor and public works regarding the options the surveyor had
- this still must go through the Borough Public Hearing process
- Subdivision agreement with the City of Homer is required
- Public Works comments noted the subdivision agreement, driveway within the access easement

Chair Smith asked for questions from the Commission.

Commissioner Highland called a point of order noting that this was not the appropriate time for the commission to ask questions.

There was no applicant present.

There was no comments from the public present.

There were no questions from the Commission.

VENUTI/SCHNEIDER MOVED TO ADOPT STAFF REPORT PC-23-057 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT TO DIVIDE LOT 1 E SUBDIVISION LOT 1-E SUBDIVISION OF TRACT 1 JAMES WADDELL BOUNDARY SURVEY HM 63-495 INTO THREE LOTS WITH COMMENTS 1 AND 2:

1. THE PROPERTY OWNER WILL NEED TO ENTER INTO A SUBDIVISION AGREEMENT WITH THE CITY ACCORDING TO HOMER CITY CODE 22.10.040 (a) AND 22.10.050 IMPROVEMENT REQUIREMENTS.
2. EXCEPTIONS TO THE LOT DIMENSIONS PER KPB 20.30.190 WILL NEED TO BE REQUESTED AND APPROVED BY THE KPB PLANNING COMMISSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. 2023 Commission Annual Calendar
- B. City Manager's Report September 11, 2023 Council Meeting
- C. City Manager's Report September 25, 2023 Council Meeting

Chair Smith noted the informational materials in the packet.

City Planner Foster commented on bringing a draft of the 2024 meeting dates for the next meeting, Economic Development Manager Engebretsen will be a panelist on the What is Driving Change in Homer on October 12, 2023 at the Homer Library and encouraged the Commissioners to attend.

Chair Smith inquired if the City Planner had any information on the area where the mud flow occurred.

City Planner Foster recommended questions be forwarded to Public Works Director Keiser.

COMMENTS OF THE AUDIENCE Members of the audience may address the Commission on any subject. (3 min limit)

COMMENTS OF THE STAFF

Deputy City Clerk Krause commented on the upcoming meeting on October 16th and that for the November 1st meeting the City Clerk or Zach Pettit the newer clerk for that meeting.

City Planner Foster had no additional comments.

COMMENTS OF THE MAYOR/COUNCIL MEMBERS

COMMENTS OF THE COMMISSION

Commissioner Highland explained her request to have Commissioners that were present make the motion was due to Zoom freezing up and having boss-of-the-world-itis. She stated that she liked having a meeting move right along, which is why she would leap in with motions. Ms. Highland further suggested that the Commissioners when make a motion, read exactly what the fabulous clerk has written for them so you get it completely straight and gets you where you want to go and it is a great way to do it. She the suggested that a Commissioner can be appointed at the beginning of each meeting by the chair so it is not the same person for each meeting, but again that is my boss-of-the-world-itis talking. It was a nice short meeting.

Commissioner Barnwell echoed his sentiments of a good meeting and expressed his thanks to staff for their work. He then expressed his appreciation to the Chair for what he does and how he comports himself during a meeting with his calm demeanor, especially since he has chaired a meeting. He was agreeable to Commissioner

Highland's request for people to step up and make motions as it should not be dependent on her to make every motion. He opined that there was good discussion and little heated at times but a good meeting.

Commissioner Venuti commented that it was a good meeting. He further expressed that the transportation worksession was interesting, thanking the Chair for bringing forward the alternate truck route issue believing it was something that needed to be resolved. Mr. Venuti further commented that he realizes that it is sensitive land south of Beluga Lake but when he thinks about growing up in Boston and a greater part of the city of Boston is built on land that is filled in bay lands. He acknowledged that all the restrictions and EPA were probably not around back when they filled in that land. But nevertheless, the city has to figure out a solution for heavy traffic going through town because I think Pioneer Avenue would be a nice walkable place if there were tandem dump trucks going down the road at 40 miles per hour.

Chair Smith expressed his appreciation for all the work done on the transportation plan and the City Planner doing all he has done flying solo and seeing Commissioner Highland cringe when the mention those wetlands, he acknowledged the delicate balance on this topic but there is a continuing desire to relive the traffic on Pioneer Avenue and it has been determined that Kachemak Drive is not going to do it. Ms. Smith encouraged the Commissioners to review drafts documents when they get them and are provided opportunities to submit input.

ADJOURNMENT

There being no further business Chair Smith adjourned the meeting at 7:24 p.m. The Regular Meeting on October 16, 2023 was canceled. A Joint Worksession with Council will be held at 5:00 to 6:30 p.m. The next Regular Meeting is on Wednesday, November 1, 2023 at 6:30 p.m. A Worksession will be conducted at 5:30 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. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Staff Report Pl 23-058

TO: Homer Planning Commission
FROM: Ryan Foster, AICP, City Planner
DATE: November 1, 2023
SUBJECT: City Planner's Report

10.23.23 City Council

b. Ordinance 23-21(S)(A), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 22.010.050 to Specify that Preliminary Plats Approved by the City Shall Include all Development Commitments Made to the City. Davis/Erickson. Introduction April 10, 2023 and Refer to Planning Commission, Public Hearing August 28, 2023, Public Hearing and Second Reading October 23, 2023. Memorandum CC-23-249 from City Planner as backup. Memorandum CC-23-217 from City Planner as backup. FAILED with discussion.

a. Resolution 23-119, A Resolution of the City Council of Homer, Alaska Awarding a Contract to Agnew::Beck Consulting of Anchorage, Alaska for an Amount not to Exceed \$650,000 for the Purpose of Developing a New Comprehensive Plan and Complete Update of the Title 21 Zoning and Planning Code and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Memorandum CC-23-248 from City Planner as backup. ADOPTED with discussion.

Commission Calendar Items

After the public review of the Draft Transportation Plan, the Planning Commission will have a work session to review and comment on the plan and then a public hearing to provide comments to the City Council, the approval authority for Comprehensive Plan documents.

Meeting Schedule

The next regular meeting date is Wednesday, December 6, 2023.

Commissioner Report to Council

11/13/23 _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: ADVISORY BODIES

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: OCTOBER 4, 2023

SUBJECT: MEETING SCHEDULE FOR 2024

Please review the draft resolution that establishes your meetings for 2024 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2024 meeting schedule for Council and Advisory Bodies via resolution no later than their November 27, 2023 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

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4 **RESOLUTION 23-1xx**

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6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING THE 2024 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) ADVISORY BOARD.
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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
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18 WHEREAS, The public is informed of such meetings through notices located at the City
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public
20 Library; and
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22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper
23 of general circulation at least three days before the date of the meeting and that special
24 meetings should be advertised in the same manner or may be broadcast by local radio at least
25 twice a day for three consecutive days or two consecutive days before the day of the meeting
26 plus the day of the meeting; and
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28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect
32 any action or decision of a public body of the City; however, this sentence does not change the
33 consequences of failing to give the minimum notice required under State Statute; that notice
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for
36 the Clerk to publish notice in a newspaper of general circulation in the City; and
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38 WHEREAS, This Resolution does not preclude additional meetings such as emergency
39 meetings, special meetings, worksessions, and the like; and
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41 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
42 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

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NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2024 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act (ADA) Advisory Board of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 1, New Year's Day, Monday	February 19, Presidents' Day, third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18, Alaska Day, Friday	November 11, Veterans Day, Monday	November 28 Thanksgiving Day, Fourth Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

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

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CITY COUNCIL (CC)

January 8, 22	February 12, 26	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 22**	August 12, 26	September 9, 23	October 1 Election	October 14, 28 Oath of Office October 14	Canvass Board October 4
November 5 Runoff Election	November 12, 25	December ***If needed			

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*Second meeting in March and May will be held on a Tuesday due to Seward's Day and Memorial Day respectively, first meeting in November will be held on a Tuesday due to Veterans Day

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

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

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

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ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

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

73 **LIBRARY ADVISORY BOARD (LAB)**

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

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

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

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

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

83 **PLANNING COMMISSION (PC)**

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

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

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

90 **PORT AND HARBOR ADVISORY COMMISSION (PHC)**

January 24	February 28	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 27	December 11

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

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

	February 8		April 11	May 9	June 13
July 11	August 8		October 10	November 14	

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97 The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the
98 second Thursday at 5:00 p.m. in the months of February, April, May, June, July, August,
99 October, November, with additional meetings called as needed.

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101 PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2023.

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103 CITY OF HOMER

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KEN CASTNER, MAYOR

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109 ATTEST:

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113 MELISSA JACOBSEN, MMC, CITY CLERK

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

**PLANNING COMMISSION
2024 Calendar**

	AGENDA ITEM DEADLINES	MEETING DATE	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	12/13/23 Public Hearing Items 12/13/23 Preliminary Plat Submittals 12/22/22 Regular Agenda Items	01/03/24		Monday, 01/08/24 6:00 p.m.	
	12/27/22 Public Hearing Items 12/27/22 Prelim Plat Items 01/05/24 Regular Agenda Items	01/17/24		Monday 01/22/24 6:00 p.m.	
FEBRUARY	01/17/24 Public Hearing Items 01/17/24 Prelim Plat Items 01/26/24 Regular Agenda Items	02/07/24		Monday 02/12/24 6:00 p.m.	
	01/31/24 Public Hearing Items 01/31/24 Prelim Plat items 02/09/24 Regular Agenda Items	02/21/24		Monday 02/26/24 6:00 p.m.	● NFIP Staff Training
MARCH	02/14/24 Public Hearing Items 02/14/24 Prelim Plat Items 02/23/24 Regular Agenda Items	03/06/24		Monday 03/11/24 6:00 p.m.	
	02/28/24 Public Hearing Items 02/28/24 Prelim Plat Items 03/08/24 Regular Agenda Items	03/20/24		Tuesday 03/26/24 6:00 p.m.	
APRIL	03/13/24 Public Hearing Items 03/13/24 Prelim Plat Items 03/22/24 Regular Agenda Items	04/03/24		Monday 04/08/24 6:00 p.m.	
	03/27/24 Public Hearing Items 03/27/24 Prelim Plat Items 04/05/24 Regular Agenda Items	04/17/24		Monday 04/22/24 6:00 p.m.	● APA National Planning Conference
MAY	04/10/24 Public Hearing Items 04/10/24 Prelim Plat Items 04/19/24 Regular Agenda Items	05/01/24		Monday 05/13/24 6:00 p.m.	
	04/24/24 Public Hearing Items 04/24/24 Prelim Plat Items 05/03/24 Regular Agenda Items	05/15/24		Monday 05/28/24 6:00 p.m.	
JUNE	05/15/24 Public Hearing Items 05/15/24 Prelim Plat Items	06/05/24		Monday 6/10/24	

	05/24/24 Regular Agenda Items		6:00 p.m.	
JUNE	05/29/24 Public Hearing Items 05/29/24 Prelim Plat Items 06/07/24 Regular Agenda Items	06/19/24	Monday 06/24/24 6:00 p.m.	
JULY	06/26/23 Public Hearing Items 06/26/23 Prelim Plat Items 07/05/23 Regular Agenda Items	07/17/24	Monday 07/22/24 6:00 p.m.	<ul style="list-style-type: none"> • Reappointment Application Due
AUGUST	07/17/24 Public Hearing Items 07/17/24 Prelim Plat Items 07/26/24 Regular Agenda Items	08/07/24	Monday 08/12/24 6:00 p.m.	<ul style="list-style-type: none"> • Election of Officers • Capital Improvement Plan
	07/31/24 Public Hearing Items 07/31/24 Prelim Plat Items 08/09/24 Regular Agenda Items	08/21/24	Monday 08/26/24 6:00 p.m.	<ul style="list-style-type: none"> • Training - City Clerk's Office
SEPTEMBER	08/14/24 Public Hearing Items 08/14/24 Prelim Plat Items 08/23/24 Regular Agenda Items	09/04/24	Monday 09/09/24 6:00 p.m.	
	08/28/24 Public Hearing Items 08/28/24 Prelim Plat Items 09/06/24 Regular Agenda Items	09/18/24	Monday 09/23/24 6:00 p.m.	
OCTOBER	09/11/24 Public Hearing Items 09/11/24 Prelim Plat Items 09/20/24 Regular Agenda Items	10/02/24	Monday 10/14/24 6:00 p.m.	
	09/25/24 Public Hearing Items 09/25/24 Prelim Plat Items 10/04/24 Regular Agenda Items	10/16/24	Monday 10/28/24 6:00 p.m.	<ul style="list-style-type: none"> • Annual Meeting Schedule
NOVEMBER	10/16/24 Public Hearing Items 10/16/24 Prelim Plat Items 10/25/24 Regular Agenda Items	11/06/24	Monday 11/12/24 6:00 p.m.	
DECEMBER	11/13/24 Public Hearing Items 11/13/24 Prelim Plat Items 11/22/24 Regular Agenda Items	12/04/24	Monday TBD 6:00 p.m.	<ul style="list-style-type: none"> • Review Commission Bylaws, Policies and Procedures

*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. Attend via Zoom or in Person.

**PLANNING COMMISSION
2023 Calendar**

	AGENDA ITEM DEADLINES	MEETING DATE	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	12/14/22 Public Hearing Items 12/16/22 Preliminary Plat Submittals 12/23/22 Regular Agenda Items	01/04/23		Monday, 01/09/23 6:00 p.m.	•
	12/28/22 Public Hearing Items 12/30/22 Prelim Plat Items 01/06/23 Regular Agenda Items	01/18/23		Monday 01/23/23 6:00 p.m.	•
FEBRUARY	01/11/23 Public Hearing Items 01/13/23 Prelim Plat Items 01/20/23 Regular Agenda Items	02/01/23	Highland	Monday 02/13/23 6:00 p.m.	<ul style="list-style-type: none"> • PC Training on Legislative vs Quasi-Judicial decisions • Developing and Writing Decisions & Findings
	01/25/23 Public Hearing Items 01/27/23 Prelim Plat items 02/03/23 Regular Agenda Items	02/15/23		Monday 02/27/23 6:00 p.m.	•
MARCH	02/08/23 Public Hearing Items 02/10/23 Prelim Plat Items 02/17/23 Regular Agenda Items	03/01/23		Monday 03/13/23 6:00 p.m.	<ul style="list-style-type: none"> • AK APA Conference • Comp Plan & Title 21 Update, Grading Permit, Homer Housing Event Presentation/Discussion
	02/22/23 Public Hearing Items 02/24/23 Prelim Plat Items 03//23 Regular Agenda Items	03/15/23		Tuesday 03/28/23 6:00 p.m.	• Presentation on Old Town, Transportation Plan Updates and Timeline
APRIL	03/15/23 Public Hearing Items 03/17/23 Prelim Plat Items 03/24/23 Regular Agenda Items	04/05/23		Monday 04/10/23 6:00 p.m.	<ul style="list-style-type: none"> • HNMTTP Review • Comp Plan Review
	03/29/23 Public Hearing Items 03/31/23 Prelim Plat Items 04/07/23 Regular Agenda Items	04/19/23		Monday 04/24/23 6:00 p.m.	<ul style="list-style-type: none"> • Amend meeting Schedule to once per month • Amend Public Comment Submittal deadline
MAY	04/12/23 Public Hearing Items 04/14/23 Prelim Plat Items 04/21/23 Regular Agenda Items	05/03/23	Barnwell	Monday 05/08/23 6:00 p.m.	•
	04/26/23 Public Hearing Items 04/28/23 Prelim Plat Items 05/05/23 Regular Agenda Items	05/17/23		Monday 05/22/23 6:00 p.m.	•
JUNE	05/17/23 Public Hearing Items 05/19/23 Prelim Plat Items 05/26/23 Regular Agenda Items	06/07/23		Monday /12/23 00 p.m.	<ul style="list-style-type: none"> • Reappointment Applications will be sent out •

JUNE	05/31/23 Public Hearing Items 06/02/23 Prelim Plat Items 06/09/23 Regular Agenda Items	06/21/23	Monday 06/26/23 6:00 p.m.	•
JULY	06/28/23 Public Hearing Items 06/30/23 Prelim Plat Items 07/07/23 Regular Agenda Items	07/19/23	Monday 07/24/23 6:00 p.m.	<ul style="list-style-type: none"> • Reappointment Application Due • Spit Comp Plan review
AUGUST	07/12/23 Public Hearing Items 07/14/23 Prelim Plat Items 07/21/23 Regular Agenda Items	08/02/23	Monday 08/14/23 6:00 p.m.	<ul style="list-style-type: none"> • Election of Officers • Capital Improvement Plan
	07/26/23 Public Hearing Items 07/28/23 Prelim Plat Items 08/04/23 Regular Agenda Items	08/16/23	Monday 08/28/23 6:00 p.m.	<ul style="list-style-type: none"> • Training - City Clerk's Office
SEPTEMBER	08/16/23 Public Hearing Items 08/18/23 Prelim Plat Items 08/25/23 Regular Agenda Items	09/06/23	Monday 09/11/23 6:00 p.m.	<ul style="list-style-type: none"> • Economic Development Visitor • Draft Transportation Plan Link • Ord 23-21(S)(A)
	08/30/23 Public Hearing Items 09/01/23 Prelim Plat Items 09/08/23 Regular Agenda Items	09/20/23	Monday 09/25/23 6:00 p.m.	This Meeting has been canceled as Planning Staff will be attending annual Training Conference
OCTOBER	09/13/23 Public Hearing Items 09/15/23 Prelim Plat Items 09/22/23 Regular Agenda Items	10/04/23	Monday 10/09/23 6:00 p.m.	<ul style="list-style-type: none"> • Floodplain or other Hazard regulation Overview
	09/27/23 Public Hearing Items 09/29/23 Prelim Plat Items 10/06/23 Regular Agenda Items	10/16/23	Monday 10/23/23 6:00 p.m.	<ul style="list-style-type: none"> • Annual Meeting Schedule
NOVEMBER	10/11/23 Public Hearing Items 10/13/23 Prelim Plat Items 10/20/23 Regular Agenda Items	11/01/23	Monday 11/27/23 6:00 p.m.	
DECEMBER	11/15/23 Public Hearing Items 11/17/23 Prelim Plat Items 11/24/23 Regular Agenda Items	12/06/23	Monday 12/11/23 6:00 p.m.	<ul style="list-style-type: none"> • Review Commission Bylaws, Policies and Procedures • Town Center 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. Attend via Zoom or in Person.



City of Homer

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Office of the City Manager

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(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 4, 2023
SUBJECT: City Manager's Report for October 9, 2023 Council Meeting

Transportation Plan's Public Meeting Update

Over 40 people turned out to comment on the Public Review Draft of the Transportation Plan. Next steps include collecting public comments until October 10th, providing comments to project consultant Kinney Engineering, and revising the plan so it is ready for presentation to the Planning Commission. Stay tuned for the next draft near the end of the year or early 2024.



Audit Update

The current audit has been a topic of discussion at recent meetings. I have written a memo, attached to this report, which provides more context for Council and the public to understand the challenges we've faced in

the last two years related to audit timing. The cumulative impacts of COVID, the administration of large amounts of grant and relief dollars, the change in fiscal year, the truncation of FY21, a software transition, new accounting rules, and staffing shortages in the accounting world have all contributed to a delayed audit for FY22. We're working on options for acceleration of the FY23 audit that would get us caught up and into a better rhythm for future audits.

Airport Sidewalk Repair Update

The City issued an Invitation to Bid for the Airport Terminal Sidewalk Replacement Project that was advertised in the Homer News August 24 and 31, 2023 and no bids were received for the project. The Invitation to Bid was extended and re-advertised on September 14 & 21, 2023 and in the Peninsula Clarion on September 16, 2023, and again, no bids were received. Public Works Director Keiser's has suggested that we issue another invitation to bid for the project in the spring.

ICMA Conference

I am currently attending the International City Manager Association (ICMA) conference in Austin, TX. I attended micro-certification courses titled "Building High Performing Board-Manager Relations" and "Tackling Wicked Problems: Building Capacity for Deliberative Engagement." I've also attended many sessions on topics related to governance, staff transitions and institutional knowledge transfer, rural community management, conflict resolution, multigenerational workplace management, revenue generation, ethics, and more. On the way to Austin, I attended an AMLJIA meeting of the board of trustees.

Attachments:

October Employee Anniversaries
Audit Update Memorandum
Panel Discussion Flyer
Council Work Session Scheduling



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Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: October 9, 2023
SUBJECT: October Employee Anniversaries

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

Charles Lee Police 3 Years

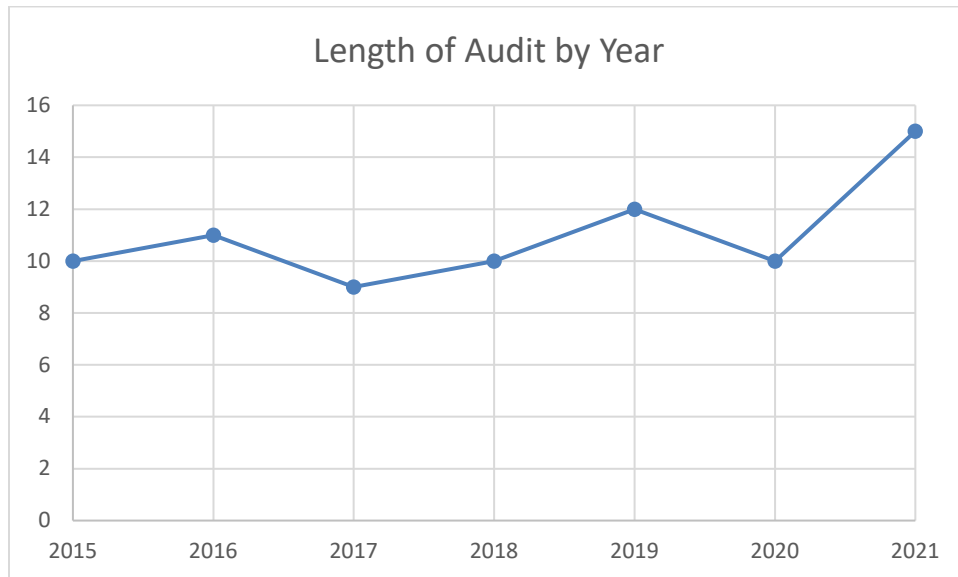


MEMORANDUM

FY22 Audit Context and Discussion

Item Type: Informational Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: 4OCT23
From: Rob Dumouchel, City Manager

The FY22 audit is nearing completion and has taken more time than both Council and staff would have liked. Many factors have contributed to the delay. The timing of the audit has generated some comments at Council meetings, and this memo is written with the intent of providing context for the discussion as it is important to understand the current situation.



Going back to 2015, audits have taken anywhere from 9 to 15 months to complete. The majority have been between 10 and 12 months. Where we began to have challenges is after 2020. My perspective is that the cumulative impacts of a number of items have slowed down our progress:

- The general impacts of the pandemic on staff and contractors.
- The Influx of COVID relief funds (CARES Act, ARPA, etc.) brought millions of additional dollars to the City that were processed through the City for various emergency relief grants to

businesses, non-profits, and individuals. Additionally, funds were made available for City purposes, pass through grants, and projects related to pandemic response and mitigation which required a significant amount of administration.

- Ordinance 20-89 changed the City's fiscal year from a January 1 - December 31 calendar year, to a July 1 – June 30 fiscal year. The change was a logical move that I believe is good long term decision for the City, however, the move has been very labor intensive for staff in the fiscal years immediately following the change.
- FY21 was truncated to six months as part of the fiscal year change which gave the FY21 audit a late start because the actual fiscal year was shorter than the time required for the FY20 audit to be completed.
- A major update to our finance software, Caselle, was undertaken after the FY21 audit was complete to account for the fiscal year change in our system.
- GASB rule 87¹, which impacts reporting related to leases, was implemented and has caused difficulties for many local governments in integrating the new standard.
- There is a nationwide shortage of accounting professionals in the public and private sectors which impacts the schedules of our partner finance firms and our auditing firm. For instance, BDO USA is reportedly pursuing a significant increase to its offshore workforce in an attempt to combat the decrease in workers interested in becoming auditors². Similarly, many municipalities in Alaska, from big cities like Anchorage³ to small cities like Seward⁴, are having to use finance consultants to mitigate the impacts of unfilled Finance positions in their organizations.
- Significantly more local governments than usual have been required to conduct federal single audits due to COVID relief funding creating pressure on auditing firms.⁵

¹ GASB = Governmental Accounting Standards Board which is the source of generally accepted accounting principles used by state and local governments in the United States. <https://gasb.org/page/PageContent?pagelid=/standards-guidance/pronouncements/summary--statement-no-87.html&isStaticPage=true>

² <https://www.ft.com/content/5e2a3d0d-57cf-4e9a-a8ea-d3877e124037>

³ Anchorage contracted with three finance firms to support the Controller Division which was at approximately 52% of total staffing in February of 2023 <https://www.adn.com/alaska-news/anchorage/2023/02/22/municipality-of-anchorage-to-pay-up-to-2m-to-outsource-finance-work-due-to-employee-vacancies/>

⁴ Seward uses a financial consultant to support the operations of an understaffed Finance Department. Seward also went four years without a long-term finance director until promoting an existing staff member in August 2023 https://www.sewardjournal.com/news/local/city-names-jusino-new-finance-director/article_bfa5315e-47ab-11ee-a8c8-5f9a93dd4d0f.html

⁵ "...the demand for government auditors in the private sector has likely increased because more localities will be subject to the federal government's single audit requirement. Under the rule, governments that spend \$750,000 or more of federal awards in any given year are subject to the federal Single Audit Act, which requires they submit an external audit to verify they've spent the money according to the guidelines. In some cases, governments in 2022 were going through the single audit process for the first time ever, according to Mary Foelster, senior director of governmental auditing and accounting. She added that 'the increase in the demand for new government audits came during the same time as entities and firms were trying to work on the backlog of previous audits [for governments who were given filing extensions during the pandemic].'" <https://www.route-fifty.com/workforce/2023/04/how-auditor-shortage-could-hurt-local-governments/385337/>

- The late finish for FY21's audit delayed the start of the FY22 audit.

Staff put a lot of effort into attempting to close the current audit by the end of June 2023. We were able to distribute draft financial statements to Council on June 14th. Unfortunately, issues mainly related to implementation of the new GASB 87 rules impacted our ability to finish at that time. We have worked diligently with the auditors to provide any additional information they have requested, and they have made great efforts to keep us on their busy schedule to continue moving things forward.

As the FY22 audit draws to a close, I have asked Finance staff to investigate options to accelerate the FY23 audit. Over the last year we've been pulling together resources to make that objective attainable. We have an existing relationship with Porter & Allison, Inc. to assist in the preparation of financial statements, but we also added two accounting firms to our term contract list in fall of 2022 (Resolution 22-068). Earlier this year the Council approved an increase in funding for professional services for the Finance Department in the FY24/25 budget which was requested to help with priority projects like completing the audit in a timely fashion.

While most of the City was able to move on from the fiscal year change without much of a problem, it did create challenges for Finance which were expected to, and did, have an impact for the years immediately following the change. Getting the current two-year budget complete got us past the fiscal year change on the budget side, and getting past the FY22 audit and accelerating the FY23 audit to overcome the delayed starts on the last two audits should get us back to our regular rhythm for auditing. I would like to make significant reductions in the time it takes to complete future audits, but in the short term, we need to clear out the current cumulative factors to give us a clean slate to work from.



Panel Discussion: What is Driving Change in Homer?



Sarah Richardson



Derotha Ferraro



Katie Gavenus



Julie Engebretsen



Brad Anderson

Join us for a discussion on why & how the greater Homer-area is changing: demographics and healthcare; changing environment; economic development; small business perspective; and real estate trends.

Thursday,
October 12

6:00 pm - 8:00pm
at the Homer Library
500 Hazel Ave,
Homer, AK 99603



Jane Rohr,
Moderator

WORK SESSION

AGENDA CALENDAR 2023

Council Meeting Dates	4:00 p.m. Worksession Topic
<i>Monday, May 8</i>	
<i>Tuesday, May 22</i>	<i>Coast Guard ws 2 5 COW @ 4</i>
<i>Monday, June 12</i>	<i>2023 City of Homer Salary and Benefits Survey</i>
<i>Monday, June 26</i>	<i>FY24/25 Capital Budget</i>
<i>Monday, July 24</i>	<i>HDR-Homer Harbor Expansion Alternatives Screening and Next Steps</i>
<i>Monday, August 14</i>	<i>HERC & Hazardous Materials Update – Economic Development Manager & Recreation Manager</i>
<i>Monday, August 28</i>	<i>2024-2029 Capital Improvement Plan & FY25 Legislative Priorities - Special Projects & Communications Coordinator</i>
<i>Monday, September 11</i>	<i>HHE study funding and timeline status by the USACE Project Development Team</i>
<i>Monday, September 25</i>	<i>Ord 23-49 Amend Title 2 & Re-Organization</i>
<i>Monday, October 9</i>	<i>HERC – Economic Development Manager & Recreation Manager</i>
<i>Monday, October 18 (off cycle)</i>	<i>Joint Work Session with Planning Commission</i>
<i>Monday, October 23</i>	<i>Finance</i>
<i>Monday, November 27</i>	<i>Recreation</i>
<i>Monday, December 11</i>	
<i>Monday, December 18 If needed</i>	



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 18, 2023
SUBJECT: City Manager's Report for October 23, 2023 Council Meeting

Sister City 40th Anniversary with Teshio, Japan is Next Year!

For 39 years, Homer has enjoyed a close sister-city relationship with Teshio, in Hokkaido, Japan. Numerous delegations have made the trip across the Pacific, students have participated in exchanges, and both communities have shared cultural connections and traded works of art created by local residents. Next year, in honor of the 40th anniversary, Teshio will again send a delegation to visit Homer. City staff and interested citizens have formed a stakeholder group to plan for their arrival and to come up with other ways of marking the occasion. The group has a wide range of ideas, from a temporary exhibit at the Pratt Museum to refurbishing a "pillar of friendship" to a performance of Japanese drumming. At a future meeting, I will have Library Director Dave Berry give a more detailed update on the 40th anniversary and seek Council feedback on how to proceed.

Sand Island Research Vessel Fire Response

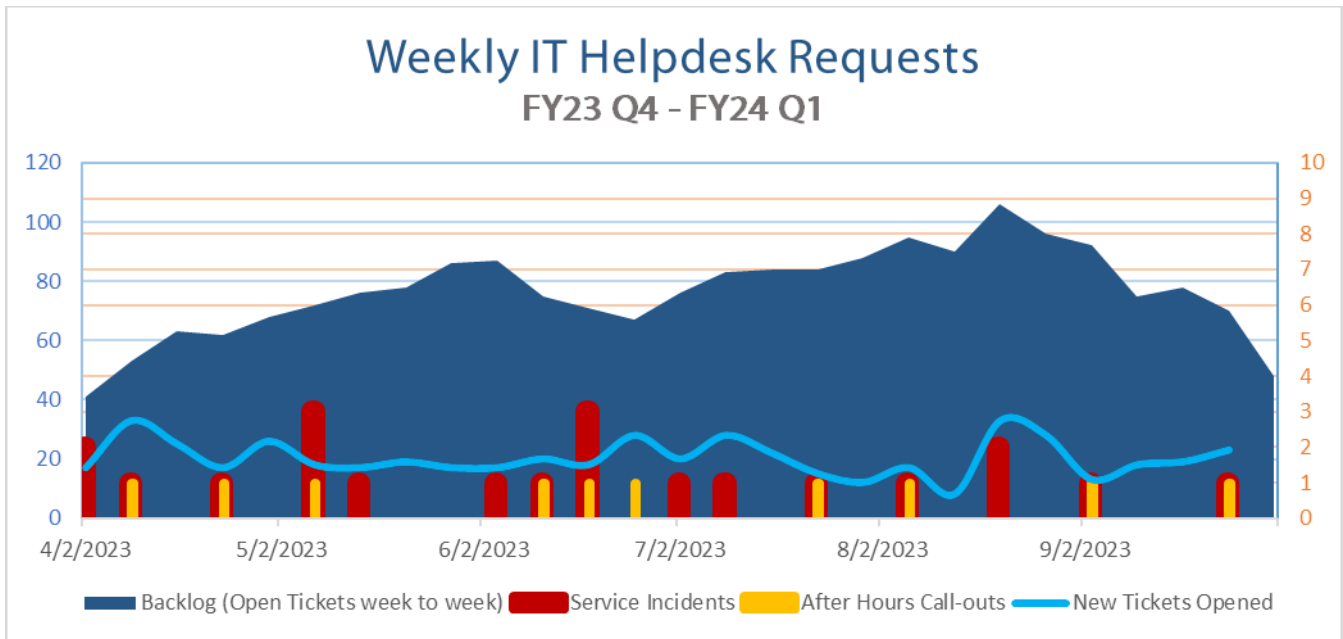
The Homer Volunteer Fire Department responded to a boat fire located at Ramp 8 in the harbor. Thanks to the vigilance of the Harbor's 24/7 operations crew, and the quick response by our firefighters, we were able to put out the fire before it was able to spread and create more significant damage. Attached to this report is an incident brief which gives an overview of the response and a window into what a boat fire response looks like from an operational perspective.

End of Season Trail Work Update

Public Works administration and the Parks Maintenance Division has been working very hard on trail improvements this year and is working with contractors to get as much work completed before the ground freezes. Attached to this report is a series of maps showing recent projects on the City's trail system.

IT Update

The Information Technology division has been putting a lot of effort into reformulating its mission, strategic priorities, processes, etc. to better meet the ever evolving needs of the organization and the threats to our systems. IT is shifting to a mission that is focused on: 1. Using data and technology to enhance the way City employees accomplish their work, and 2. Finding innovative ways of connecting the public to City government. To achieve that mission, IT has set cybersecurity, service management, and infrastructure reliability as their strategic priorities.



One massive step forward made by the IT team in the last year is the implementation of a help desk system which provides significantly better tracking of IT issues and service outcomes. The figure above shows an overview of help desk requests from April to the end of September. We’re also tracking and documenting incidents in a more comprehensive way. In the last six months, 50% of service outages and/or other incidents were associated with the phone system. IT was able to replace the aging system thanks to Council’s approval of Ordinance 23-38 and we are expecting the number of phone system related incidents to experience a sizable decrease.

Guiding Growth

Economic Development Manager Julie Engebretsen participated in a panel discussion presented by local group Guiding Growth. The panel focused on what is driving change in Homer. It included panelists from the Chamber of Commerce, South Peninsula Hospital, Story Real Estate, and the Center for Alaska Coastal Studies. The panel was held at the Homer Library and well attended by approximately 60 people. Common discussion themes were the aging demographics of Homer, the need to recruit and retain early- to mid-career workers, high housing costs for younger workers, and the allure of Homer for people relocating from the lower 48.

Parks & Recreation Department Update

Staff has been working hard on the tasks outlined in Resolution 23-047(S) which includes creating a 10-year plan for a department. A draft memo is scheduled to go before the Parks, Art, Recreation, and Culture Advisory Commission on October 19th. Staff is on track for a presentation to Council at the November 27th Council meeting.

Park Planning Updates

Economic Development staff participated in a community meeting hosted by Mobilizing for Action through Planning and Partnerships of the Southern Kenai Peninsula (MAPP-SKP) to discuss the results of the 2023 Community Health Needs Assessment which were presented to Council at their last meeting. There was a productive discussion and we see opportunities to use information from the MAPP-SKP plan in future City endeavors (i.e., Comprehensive Plan).

Corvus Design is scheduled to present at the October 19th Parks, Arts, Recreation, and Culture Advisory Commission with progress on the public meetings it hosted in Homer in September that were held to gather input on the futures of Bayview and Karen Hornaday Parks.

Homer Represented at 2023 Alaska Recreation and Parks Association Conference

Parks Maintenance Coordinator Chad Felice, Recreation Manager Mike Illg, and Parks & Trail Planner Matt Steffy represented Homer at this year's ARPA Conference in Wrangell. Mike presented educational sessions on Organizing Sports Leagues and Recreation Libraries, and Matt presented on Invisible Disabilities in Recreation Programming and Landscape Architecture as well as Conflict Resolution & Management. As an added bonus, I received numerous photos from the delegation via email of public restrooms. Wrangell uses a portable restroom system that can be tied into water and sewer which is significantly less expensive than a concrete structure, however, it is not at the same level of durability. There is a high probability that these units will be a future topic of discussion as we approach the mid-biennium budget adjust next year.

FY24/25 Budget Documents

The draft FY24/25 Budget PDF is being replaced on the City's website within the next week with an updated final version that contains additional materials required for Government Finance Officers Association (GFOA) budget award consideration. This is the first budget cycle in which we've been subject to overhauled award standards and Finance Director Walton has put a lot of effort into getting our document in the right format and expanded with the right content to satisfy the new requirements.

Short Term Rental Update

I met with Planning and Economic Development staff to review a draft ordinance concept, it created some public safety questions that were addressed with Chief Kirko and Chief Robl. After submittal of this report, I will be meeting with Councilmembers Aderhold and Davis for inputs on the draft and guidance on various policy crossroads contained within this topic.

Kenai Peninsula City Manager Meet Up

City Managers on the Kenai Peninsula meet monthly online, but do our best to get together in person twice a year in spring and fall. This year's fall meeting was in Soldotna on October 13th. We largely discussed issues related to recruiting and retention with a focus on wage scales, non-wage compensation, retirement programs, etc. We also had an extended discussion on land use and bridging the gap between the development patterns many in the public desire and the ability (or inability) to create them within existing zoning codes.

Girl Scouts Democracy Event

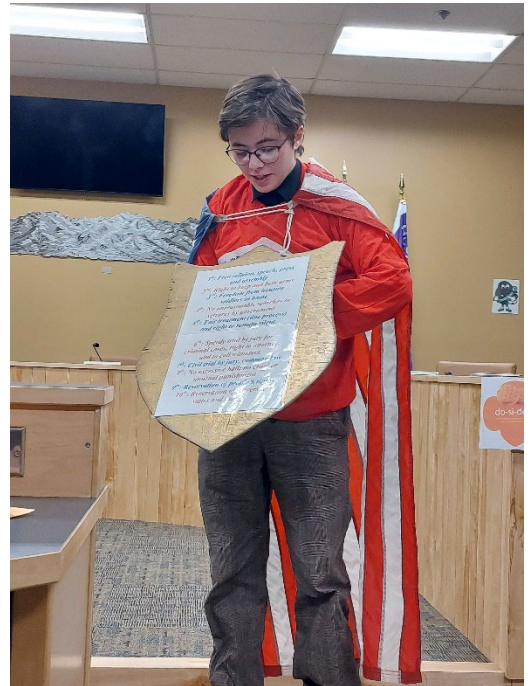
On October 13th the Girl Scouts held a Democracy Event in the Cowles Council Chambers. Ginny Espenshade lead the group through a Bill of Rights activity where they learned about the three branches of government. Guest speakers included Council Member Venuti and Jenny Martin, Staff to Senator Stevens who discussed the legislative branch, Mayor Castner and City Clerk Jacobsen who discussed the executive branch, and Judge Seifert and Ginny Espenshade who discussed the judicial branch. The Scouts held an election on the best Girl Scout cookie, and conducted a mock City Council meeting where they heard audience comments, staff reports, and voted on ranking for three capital improvement projects. It was a fun and educational afternoon for all



Mock Council Meeting



The Girl Scouts



The Bill of Rights

Photo credits Tina Seaton & Megumi Beams

Incident Brief:

Date: October 16, 2023

Dispatch as: Smoke investigation:

Location: ramp-8 in the Harbor

Vessel name: Sand Island

Vessel Type and use: a steel hull research/dive vessel

At 12:39 on Monday, 10/16/23 Homer Fire was toned out to respond to a smoke investigation on a boat in the Homer boat harbor. HVFD responded with Engine-2 and crew of 2, Tanker-1 with a crew of 2, medic-3 with crew of 2 and Chief Kirko and Deputy Chief Kahles.

While in route we were receiving condition reports from Harbor-2 (Glidden) stating that he could see light to moderate black smoke coming from vents on the upper deck. Glidden also stated that the hull was getting hot to the touch below deck indicating potential fire in the engine room or support space below the main deck.

By radio, I asked Glidden to confirm if all crew members were off the boat. He quickly confirmed that they were. I then asked him the size of the boat and if it was tied to the dock or outside of another boat. He confirmed it was tied directly to the dock.

At this time I requested mutual-aid from WES and KESA to respond with an engine and personnel for assistance.

At this time the Harbor crew was setting up the fire cart near the boat, running and water available on the arrival of E-2 crew.

Engine-2 arrived at approximately 12:49 and went to the boat to assess and report conditions to the incoming crews. Chief Kahles and Kirko arrived at approximately 12:51. Chief Kirko assumed incident command and assigned DC Kahles as operations chief at the boat. As incident command I remained at the top of the ramp coordinating incoming resources and assuring crew accountability and safety.

While DC Kahles was preparing the attack team for entry, 3 Coastguardsman approached him offering assistance. One of the crew was a command officer and the other two were geared up in fire PPE and available to assist in firefighting efforts. The initial attack team, HVFD staff, firefighters Knowles and Lowe made entry with a hand-line below deck to aggressively attack the fire. Heat and thick black smoke were present in the engine room greatly reducing visibility. Using a thermal imaging device they were able to see that there was no fire in the engine room and continued to move aft to locate the fire. They opened a hatch which lead to a diver support area which contained a hyperbaric chamber and dive equipment and supplies. Once they opened the hatch the heat and smoke became more intense and fire was visible below the chamber. They quickly brought the fire under control and reported conditions to Command personnel.

Tanker-1 crew arrived at approximately 12:55 and they were initially assigned to water supply operations and then to report to DC Kahles to assist the initial attack team.

The Tanker crew was assigned to assist with ventilation efforts to relieve smoke and heat from the boat so overhaul operations could resume.

When DC Kahles announced the fire under control, I canceled any additional responding units.

When overhaul was complete all fire suppression crews were released to put their equipment back in service.

Chief Kirko, DC Kahles and firefighter Knowles (fire investigation student) again went aboard to investigate the fire. The point of origin was determined and the cause is believed to be electrical in nature.

All HVFD units cleared the scene and returned all equipment and apparatus back in to a service ready status.



Beluga Slough Trail-ADA approaches were installed at each entry point



Charles Way-Installed with water/sewer by contractor



Day view Trail-brush hogged sides, done in house



Spruceview Trail-brush hogged both sides, done in house



Poop Deck Trail-mowed every other week during the summer, in house



Story Trail-redone with new fabric and material by contractor



East Fairview & West Fairview-redone with new fabric and material by contractor



Lee Drive Trail-installed with new fabric and material by contractor



Karen Hornaday Park-fabric and material on numerous walkways leading to the playground, done in house w/some volunteers

Aaron Yeaton and Chad Felice did some on-site work and recon, looking into the possibility of adding a hiking trail North of the campground



Jack Gist-
removed
blown down
trees on the
disc golf
course, done
in house

Reber Trail-brush hogged 1-2 feet on each side, done in house





Ben Walters Trail-new fabric and material were installed, in house



North and South Calhoun Trail-North trail has new fabric and material, south trail brush hogged 2-3 each side, done in house

WORK SESSION

AGENDA CALENDAR 2023

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<i>Monday, October 23</i>	<i>Finance</i>
<i>Monday, November 13</i>	<i>Exempt Employee Wage Scale</i>
<i>Monday, November 27</i>	<i>Reso 23-027 Follow-Up Re: Recreation Funding Priority</i>