



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, March 10, 2020 at 6:00 PM
City Hall Cowles Council Chambers**

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

AGENDA APPROVAL

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 Minute Time Limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. EDC January 14, 2020 Regular Meeting Minutes **Page 3**

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 Minute Time Limit)

- A. Special Projects & Communications Coordinator Staff Report
- B. Chamber Director Report
- C. Homer Marine Trades Association Report **Page 13**
- D. Pioneer Avenue Task Force Report

PUBLIC HEARING

PENDING BUSINESS

- A. Ordinance 19-47(S-2) Follow-up **Page 17**
 - i. February 24, 2020 City Council Unapproved Minutes Excerpt **Page 19**

NEW BUSINESS

- A. EDC Bylaws **Page 21**
 - i. EDC Bylaws, Adopted May 13, 2019 **Page 23**
- B. EDC Strategic Plan/Goals **Page 29**
 - i. EDC Strategic Plan/Goals, Revised August 2019 **Page 31**

INFORMATIONAL MATERIALS

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COMMENTS OF THE AUDIENCE (3 Minute Time Limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE CITY COUNCILMEMBER (if present)

COMMENTS OF THE CHAIR

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **TUESDAY, APRIL 14, 2020 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.

Session 20-01 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:05 p.m. on January 14, 2020 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, BROWN, AREVALO, MINK, AND STUDENT REPRESENTATIVE BROWN

ABSENT: COMMISSIONERS JOHNSON & RICHARDSON (both unexcused)¹

STAFF: SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL
DEPUTY CITY CLERK TUSSEY

AGENDA APPROVAL

Chair Marks called for a motion to approve the agenda.

AREVALO/BROWN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. EDC Regular Meeting Minutes for November 12, 2019

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

MINK/BROWN MOVED TO APPROVE THE LAST MEETING MINUTES.

There was no discussion.

¹ Commissioner Richardson had called and left voicemails for Chair Marks and Deputy City Clerk Tussey just before the meeting, stating that he was called out to a last-minute emergency and would not be able to attend. The messages were not received until after the meeting. Commissioner Johnson emailed Deputy City Clerk Tussey the next day to explain his absence was due to sudden illness.

Both unexcused absences were determined to be excused by Chair Marks.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Special Projects & Communications Coordinator Staff Report

Special Projects and Communications Coordinator Carroll provided a verbal report. She shared information regarding hers and Chair Marks' attendance at the annual KPEDD Industry Outlook Forum in Seward, AK, including on the 2020 Census. Ms. Carroll encouraged everyone to participate in the census as it will determine \$3.2 billion federal fund allocation to the State of Alaska for roads, schools, education, healthcare, etc.

There was brief discussion regarding the 2020 census, and an agriculture lease program study that Commissioner Arevalo had worked on that was presented at the outlook forum.

B. Chamber Director Report

Jan Knudson, Visitor Center Director, provided a verbal report on the following topics:

- New Executive Director for the Chamber of Commerce: Brad Anderson
- Success with the Homer Bucks program
- Winter Carnival Parade; scheduled for Saturday, February 8, 2020
- Tourism scholarships from Alaska Travel Association for high school and college students interested in tourism careers
- Two open positions at the Chamber
- Annual Chamber meeting scheduled for January 21st, now held in the evening at Islands and Oceans Visitor Center
- Brainstorming new ideas to bring businesses/people to Homer: food truck festival in the Elks Lodge parking lot

C. Homer Marine Trades Association Report

D. Pioneer Avenue Task Force Report

PUBLIC HEARINGS

PENDING BUSINESS

- #### A. Ordinance 19-47(S) & the Restructuring of Economic Development City Code
- i. Memo to City Council Re: Recommendations from EDC for Ordinance 19-47 to Repeal HCC 2.76 Economic Development Advisory Commission
 - ii. Ordinance 19-47(S)

Chair Marks introduced the agenda item and noted that a revised Ordinance 19-47(S) was provided as a lay-down with the amendments marked in red.

Special Projects and Communications Coordinator Carroll explained the reasoning for the changes to Section 5 of the draft ordinance. Discussions with the City Manager, councilmember sponsors, and Tim Dillon, KPEDD, led to revisions that included KPEDD rules on boardmember composition and Resolution 19-048 which lays out the policies for appointing City representatives to outside boards. She noted that changing the verbiage to a City of Homer representative provides flexibility on who the Mayor and City Council appoints.

There was discussion on making a motion of support for the ordinance, including verbiage to use and what version of the ordinance will be presented at City Council's February 10, 2020 regular meeting.

MARKS/AREVALO MOVE THAT THE ECONOMIC DEVELOPMENT COMMISSION SUPPORT ORDINANCE 19-47(S) AS PROPOSED BY COUNCILMEMBERS LORD AND VENUTI AT THE FEBRUARY 10TH CITY COUNCIL MEETING.

Commissioner Arevalo commented that the proposal in Ordinance 19-47(S) seemed complete, well done, and most of her preliminary questions were already addressed by Ms. Carroll.

Commissioner Mink commented that the ordinance looked clean, comprehensive, and organized in a way that makes sense for all parties involved. He stated his support for it.

Commissioner Brown thanked Ms. Carroll for all her work. Ms. Brown stated that she is still not on board with disbanding the EDC and listed her reasons why:

- She feels the commission brings significant enough value to the City, City Council, the community, and future commissioners.
- Two councilmembers began on the EDC; it provides an excellent entry point for getting involved in City government.
- She thinks there's a lot of economic development issues that are worthy of being heard at the commission level; whether it's being taken seriously, not given enough guidance, or a lack of buy-in by Council is a different, greater issue.
- She believes the way that EDC and City Council work together is what should be addressed; they are only as good as what they're given to work with [by Council] and the support given by Council.
- She noted Councilmembers Lord and Erickson's opinion that the EDC wasn't very productive when they served on the EDC, yet it provided the grooming to go on to be council members.
- The EDC was viewed historically as having problems, was disbanded, but then was brought back; she voiced her concerns that the commission was brought back but the primary problems weren't fixed, causing a repeat, and at what point will the EDC be brought back again?

Ms. Brown feels the ideas presented in the ordinance are good, but could be done with the EDC in place. She does not believe that option was explored enough before deciding to disband the commission.

At the request for clarification from Commissioner Arevalo, Ms. Carroll provided an interpretation of the “whereas” on Line 51 regarding focusing limited City resources, and noted that the verbiage could be better clarified.

Student Representative Brown commented, noting similar opinions voiced by Commissioner Brown and it being a good start for City involvement.

Chair Marks commented that the process is more important to her than the structure. She pointed out that the ordinance creates a new structure and explained how the changes still accomplish economic development goals:

- Brings a variety of stakeholders and groups together once a year.
- Has a requirement that City Council look at certain economic issues annually in a worksession.
- Has a process that sets the top three priorities, which will mean the Council has to buy in and addresses that previous problem.
- Develops strategies for working on issues: task forces and/or committees can be put together from groups of citizens, Council can then give actionable items for that group to focus on, and they are then better able to provide Council with deliverables.

Chair Marks opined that if we can get more action (through task forces or committees) in certain areas rather than talking about it, we are better serving. She reiterated that the change still requires the subject of economic development to be addressed annually; it may not be every month with the EDC but it does highlight important aspects. She stated she is willing to give the new structure a shot since the old way has not been workable.

Commissioner Arevalo reiterated Chair Marks comments and spoke to Ms. Brown’s concerns: she noted that these change suggestions to the structure (outlined in the ordinance) were developed at their behest. She pointed out that the EDC had voiced issue with disbanding the commission without a plan to fill the wake. The commission had agreed that if the existing structure is not feasible for City resources or efficient with staff and commissioner time, then there needs to be key elements of what the EDC was meant to do imbedded in code.

Ms. Arevalo explained that these changes essentially mandate, in code, that City Council shares the “Economic Vitality” chapter with the listed user groups for public input, engaging them, and addresses economic issues on an annual basis. The code will ensure that economic development issues are being tasked to Council to address, the public is engaged, and any task forces/committees created to focus on key issues will have to provide deliverables. She thought the ordinance addressed Ms. Brown’s concerns and meets Council in the middle.

Commissioner Brown thanked Ms. Arevalo and Chair Marks for their comments. She thought the attempt at what is being proposed in the ordinance was good, but that the changes (or variation of) can be done in conjunction with continuing to keep the EDC intact. She suggested either incorporating the commission into some of the proposed processes, or that it stays as-is in addition to implementing some of the changes. She pointed out that the EDC doesn’t have a department, therefore the EDC is worth supporting for that reason, and reiterated her concerns with disbanding the commission. She

felt the ordinance addresses the issues with process and getting results, but that we continue with the existing body.

VOTE: YES: MARKS, MINK, AREVALO
NO: BROWN

Motion failed.

There was discussion regarding the failed motion due to lack of the commission's majority being present and what that meant going forward. Deputy City Clerk Tussey noted that another motion could be made; the agenda item currently on the table is Ordinance 19-47(S) and that staff recommended the EDC either make a statement of support or other recommended City Council action.

Special Projects and Communications Coordinator Carroll explained that the sponsoring councilmembers brought Ordinance 19-47 before the commission, in good faith, to work with the EDC and collaboratively craft something that would be acceptable for all. That is the reason staff made the recommendation that they did and it is up to the commission to make the decision.

Ms. Carroll reiterated that the commissioners previously agreed (at their October 8, 2019 meeting) that they did not want to see the EDC just go away without having something else in place, and requested to work with Council on coming up with suggestions. At their November 12, 2019 meeting, the commissioners authored a memo of support for the option reflected in Ordinance 19-47(S), which included disbanding the EDC and creating a restructured economic development strategy for the City. Ms. Carroll asked the commission that if that opinion has changed, then they need to make a different kind of motion to let City Council know where they stand. Staff is only trying to facilitate the commission's decision.

Commissioner Brown voiced her request to take more time and that the Council postpone introduction of the ordinance. She understands there was a lot of time put into the current proposal but she is pulling back. She reiterated her concerns with disbanding the commission.

Commissioner Mink noted that since they cannot read the minds of those commissioners who are absent, and the meeting minutes will show 3:1 for yes and two absent, they should leave it up to City Council to determine what they want to do next. He opined that submitting a recommendation while two members are absent is presumptuous.

Commissioner Arevalo pointed out that the councilmembers who brought this ordinance up will likely move forward on February 10th, but they will read that there was a 3 to 1 vote for support of the ordinance and discontent about disbanding EDC. She noted that there will be another opportunity to speak on the issue at the Council meeting when it is introduced.

There was discussion on using the EDC meeting minutes as backup material to the ordinance.

AREVALO/BROWN MOVE THAT THE EDC RECOMMEND TO THE CITY CLERK AND CITY COUNCIL THAT THE UNAPPROVED MEETING MINUTES FROM TONIGHT'S MEETING BE CONSIDERED AS BACKUP FOR DELIBERATIONS ON ORDINANCE 19-47(S) AT THE CITY COUNCIL MEETING.

There was no further discussion.

VOTE: YES: MINK, AREVALO, BROWN, MARKS

Motion carried.

NEW BUSINESS

- A. EDC Economic Development Priorities for City Council Recommendation
 - i. Comprehensive Plan: Chapter 7 – Economic Vitality

Chair Marks introduced the agenda item and explained the reasoning for having it before the commission. If City Council adopts Ordinance 19-47(S), it will create a process designed for Council to select the top three economic development priorities/recommendations for the upcoming year at an Economic Development Priorities worksession. Chair Marks noted that one of the ordinance sponsors suggested the EDC select their top three priorities so that if the ordinance is adopted, their recommendation could initiate the first worksession in time to still take place this year, rather than waiting until next year to implement the new process.

Chair Marks initiated discussion on what three priorities they would like to recommend.

Commissioner Arevalo pointed out that staff is suggesting they select the broader goals, not necessarily a specific project, that are outlined in Chapter 7 of the Comprehensive Plan.

Special Projects and Communications Coordinator Carroll reminded the commission that until the ordinance has passed, this process/structure is still tentative. Ms. Carroll explained in what ways she was trying to help the commission approach the task. She asked the commission to review just the goal statements and their associated objectives (rather than looking at the implementation table), select the goals/objectives that resonate with the commission, and then determine the means by which the City could address them in an effective manner.

Commissioner Arevalo stated what resonated with her the most was Goal #1: Define and encourage economic development that meets the desires and interests of Homer residents and supports the unique character of the community. She listed out the implementation strategies for Goal #1 and noted that they are do-able action items, some of which the City is currently doing and should be more strongly encouraged. Ms. Arevalo emphasized that we have a unique town/character, and that should be taken into consideration when looking at economic development; that part of the goal, unique, is integral in keeping Homer "Homer".

Commissioner Brown voiced her agreement with Ms. Arevalo, primarily with the concept of keeping Homer's unique character in mind when developing the city.

Commissioner Mink stated his support for renewable energy, which coincides with Goal #4. He spoke to HEA getting a new battery to stabilize their grid, the community being very forthcoming in investing in renewable energy systems, and it being a win-win for everyone from both an economic and environmental standpoint. He shared his concern that City Council was not in support of putting panels on City Hall during the roof replacement, despite the long-term benefits. In response to Ms. Arevalo, Mr. Mink agreed to support Goal #4 with an emphasis on what the City can do to support renewable energy. He further stated his opinion on the subject and that the City should be a leader on this front, not a follower.

Ms. Carroll gathered clarification from the commissioners on what they are suggesting. There was brief discussion on the specific objectives being referenced.

Chair Marks shared her thoughts on the process and goals, specifically on workforce development to make sure the community has what they need for better jobs and identifying industries that are a good fit in Homer.

Discussion ensued on looking at workforce development for year-round jobs in Homer, both in local and remote jobs. Commissioner Brown requested to include the effects of fishery limitations on the community to the subject of workforce development. She explained the recent fishery changes taking place that will affect charter and commercial catches, prompting further discussion on how those limitations will trickle down and affect a variety of other industries in the community including local retail and tourism.

There was discussion on what components/goals could be included in a motion and how they should be phrased.

Student Representative Brown agreed with Ms. Arevalo in regards to Goal #1 and noted that many of the others listed fall into the broader goal of #1. When asked by the commissioners which goal meant the most to her from a youth's perspective, Ms. Brown felt strongly about Goal #5: Strengthen Homer as a tourism destination. She explained that much of the community's youth makes their seasonal money through tourism jobs and named Chamber of Commerce volunteers, kayak guides, working on charter boats, as examples.

There was further discussion on formulating a motion and what the three recommendations should be. Chair Marks went around the dais and asked for each commissioner to state their top three picks out of the five subjects discussed:

1. Economic ramifications for halibut on local businesses
2. Renewable resources and energy
3. Workforce development that could include getting industries to come to the community
4. Tourism
5. Encourage economic development opportunities in Homer that fits with the unique character of the community; local agriculture, local bidding preference, local sourcing, and supporting the chamber

MINK/BROWN MOVED TO RECOMMEND TO CITY COUNCIL THE FOLLOWING LIST OF EDC PRIORITIES: GOAL #1) DEFINE AND ENCOURAGE ECONOMIC DEVELOPMENT THAT MEETS THE DESIRES AND INTERESTS OF HOMER RESIDENTS AND SUPPORTS THE UNIQUE CHARACTER OF THE COMMUNITY TO INCLUDE LOCAL AGRICULTURE, LOCAL BIDDER PREFERENCE, SOURCE LOCAL, AND CHAMBER BY LOCAL CAMPAIGN; GOAL #2) WORKFORCE DEVELOPMENT THAT SUPPORTS ALL YEAR-ROUND JOBS FOR ALL INDUSTRIES, EITHER LOCAL OR REMOTE, FOR ALL AGE GROUPS; GOAL #3) TRICKLEDOWN EFFECT OF REDUCED FISHERIES, SPECIFICALLY HALIBUT, AND STRATEGIC PLAN FOR RESPONSE.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Ordinance 19-54(S-2)(A-2), Developing a Wayfinding-Streetscape Plan
- B. Memo 19-161, Additional Info on WF-SS Plan Scope & Proposed Task Force
- C. City Manager's Report for November 25, 2019
- D. City Manager's Report for December 9, 2019
- E. EDC 2020 Meeting Calendar
- F. Commissioner Attendance at 2020 City Council Meetings

Chair Marks spoke to Ordinance 19-54(S-2)(A-2) and Memo 19-161. She commended the commissioners for their work, noting that Goal 5-B-2 of the Economic Vitality chapter has been completed. Chair Marks asked commissioners to keep a look out for the citizens group that will come together to work on the Wayfinding and Streetscape Plan.

Deputy City Clerk Tussey inquired on if the commission would like to cancel their February meeting based on the suggestion by Chair Marks. Discussion ensued on the current situation regarding City Council's upcoming decision to disband the commission and there not being any pending business until a decision is made. The commission voiced unanimous consent to cancel their February 11, 2020 regular meeting.

There was discussion on who could attend the January 27th City Council meeting, with Commissioner Mink agreeing to attend.

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

Special Projects and Communications Coordinator Carroll and Deputy City Clerk Tussey had no further comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Marks shared her sentiments on serving on the EDC, future opportunities to work together, and it being a privilege to work with this group of people.

COMMENTS OF THE COMMISSION

Student Representative Brown commented that she has learned a lot and thanked the commission for the opportunity.

Commissioner Brown thanked Chair Marks for getting her to join the EDC. She also thanked staff for their work and dedication to the commission. She voiced her wish that her push would keep the EDC in force, otherwise it has been a great experience.

Commissioner Mink thanked staff for their patience and everyone on the commission. He reflected that sometimes something new can come about from something ending, and hoped he helped in some capacity; he will help in some other way and not stop.

Commissioner Arevalo commented that when she saw the EDC Economic Development Priorities for City Council item on their agenda, she acknowledged that it was potentially their last chance to throw in their two cents as a commission. She conveyed her happiness with how much they came up with and commended the commission for coming up with what they did and having a great last meeting. She also thanked staff for the great packets they provide each month.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:25 p.m. The next regular meeting is scheduled for Tuesday, March 10, 2020 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____

HMTA Meeting Minutes
February 6, 2020
Homer Harbormaster's Office

Officers Present: Mark Zeiset, Brad Conley, Jennifer Hakala, Liam Hahn, Aaron Fleenor and Cinda Martin telephonically.

Guests present: Bryan Hawkins, Homer Harbormaster

Agenda Approval – Motion by Aaron Fleenor to approve the agenda as presented, 2nd and carried.

Minutes of the previous meeting – Motion by Brad Conley to approve the minutes of the January 2020 meeting as presented, 2nd and carried.

Guests – Bryan reported on the Seattle Boat Show; next week is the Harbormaster's meeting, will be promoting Homer's port projects; City of Anchorage/Port of Anchorage has requested a bond.

Treasurer's Report – Jen Hakala presented a current balance sheet and AR Aging report. All bills have been paid including the 2nd half of the Boat Show. Outstanding dues are concerning with over \$7k in ARs that include advertising. Officers will help with calling. Signed up a new member, Bruce Friend with Walleye Boats; he signed up for 2 spaces at the Boat Show.

Committee Reports:

- Advertising –
 - Social Media – FB page has new material on it however it didn't make it into Mark's feed, wondering about boosting; discussion about other avenues like Homer Communication pages, etc.
- Anchorage Boat Show - Aaron reported that the banner is full with Metal Marine, just waiting on art work for them; discussion held regarding having the Chamber of Commerce on the banner with only paying for a booth space. Agreed that their logo was fine to include without having a full ad space. Discussion held regarding having an additional table top banner. We only have ½ booth space remaining; Mark is working on ATEC Marine and FNBA. Will have Deb promote on FB to try to sell final space. Aaron and Eric will review final layout. Aaron suggesting giving out 3" x 2" stickers with HMTA logo and website. Motion by Brad Conley to approve the purchase of 200 3" x 2" stickers @ \$130 to give out at the show, 2nd and carried.
- Workforce Development —
 - FOLs – Mark is working on the FOLs
 - KPC – Jesus has spring courses out
 - Scholarship – forms need to be updated and sent to the schools and added to the website

Old Business:

- Ravn Ad – C&C is pulling out of the ad and we need a replacement @ \$150 for a 2-month issue; looking for a member to commit to 2 2-month issues. We will need to renew in June if we intend to continue with the Ravn ads.
- Back to the Bay – Jen reported that they will join NOMAR in their booth at the Boat Show; a fundraiser is being held this weekend at Islands & Oceans, film and chowder dinner.

- FOL Update – Mark reported that he sent an email to the HHS principal outlining the benefits of the HMTA FOLs and let him know that we are interested in working with the school in getting back on track to make this work in the future. The response was positive, the principal and counselors would like to meet with us to focus on reviving the program.

New Business:

- Membership for out of town businesses – available to any active business maintaining a business presence in the greater Kachemak Bay Area. Review of membership categories and applicable benefits. Discussion held regarding Associate Membership and possibly striking that category from the By-Laws given the potential for conflicts of interest and outside area competition. Any By-Law change will be done at the next Annual Meeting.
- Bay Welding is sponsoring a Cad class that includes a 30 station software lab license for the college @ \$1,000. Discussion held regarding taking funds out of education account to split sponsorship. Motion by Aaron Fleenor to put \$500 toward the sponsorship if funds allow, 2nd and carried.
- Career Fair – Cinda reported that the KPC Career Fair is scheduled for Friday, March 20th, we will have a table with Jesus to promote the Maritime Courses. Cinda will get a notice out to members to email us employment opportunities. This fair is open to the public.

Next Meeting: Thursday, March 5th at 6pm

Adjournment: There being no further business to come before the board of directors, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Cinda Martin, Secretary

Homer Marine Trades Association Regular Meeting Agenda

March 5th 2020

1. **Call Meeting to order:** (Quorum- Y / N)
2. **Approve Agenda for tonight 3/5/20**
1st _____ 2nd _____
3. **Approve of minutes for 2/6/20:**
1st _____ 2nd _____
4. **Visitors/Presentations:**
 - Homer Port and Harbor Master
5. **Treasurer's Report:** Jen
6. **Committee Reports:**
 - **Advertising and Web/Social media:** Brad, Liam, Mark, Kate, Aaron
 - Anchorage Boat Show report

 - **Workforce Development:** Brad/Gordon
 - FOL's Gordon Pitzman advisor update (Sign-up sheet with dates)
 - KPC update, Jesus email: jtrejo@alaska.edu
 - **Scholarship:** Cinda Application update
7. **Old Business:**
 - Ravn mag ads will need renewed in June if we decide to continue. We have Breakwater Electric to fill C&C Diving vacancy for May, June issue.
 - What businesses can join HMTA? How to handle business outside of Homer.
 - Back to the Bay
8. **New Business**
 - Bay Weld Skiff raffle
 - March 20th Job Fair
9. **Comments of the audience:**
10. **Comments of the board:**
11. **Next Meeting:** April 2nd 2020 at 6PM



City of Homer

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: MARCH 4, 2020
SUBJECT: ORDINANCE 19-47(S-2) FOLLOW-UP

At City Council's February 24th meeting, Ordinance 19-47(S-2) was introduced and then postponed until Council's March 9, 2020 regular meeting. Suggestions were made to the sponsors of the ordinance, and the discussion would continue at their next meeting, which will be the second reading/public hearing date for the ordinance.

The results of the meeting will be provided to the EDC as a laydown at their March 10th meeting.

RECOMMENDATION

Informational only.

Attached: February 24, 2020 City Council Unapproved Minutes Excerpt

- a. Ordinance 19-47(S-2), An Ordinance of the City Council of Homer, Alaska, Repealing Homer City Code 2.76 Economic Development Advisory Commission, Requiring Economic Finding to Accompany Recommendations from City Commission, Establishing an Official Mayoral Appointment to the Kenai Peninsula Economic Development District Board of Directors City of Homer Seat and ~~Encouraging Appointment of Task Forces to Address Timely Community Issues~~ **Creating an Annual Process for the City to Review and take Action on Prioritized Economic Development Issues**, and Amending Homer City Code 2.58.020 Creation of City Boards and Commissions to Delete (e) Economic Development Advisory Commission. Lord/**Venuti**. Introduction February 10, 2020 Public Hearing and Second Reading February 24, 2020

Memorandum 20-033 from Councilmember Lord as backup

Mayor Pro Tem Lord opened the public hearing.

Karin Marks, city resident and Economic Development (EDC) Advisory Chair, commented on her own behalf that she's proud of the Commissions work and believes there are structural flaws in the current process and believes there needs to be a place for the City to address broader economic topics. This ordinance is a compromise with disbanding the Commission and including an annual review of the Comprehensive Plan Economic Vitality chapter and an annual priority worksession. If the ordinance fails, then they must look to other ways to restructure the EDC.

There were no further comments and the public hearing was closed.

VENUTI/ADERHOLD MOVED TO ADOPT ORDINANCE 19-47(S-2) BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

Councilmember Evensen feels the EDC is unique in its flexibility to address economic development topics. He thinks the freedom they have is good and is hesitant to support the ordinance because he isn't sure if they have it right.

Councilmember Smith acknowledged the time and compromise that's gone into developing this ordinance, but thinks the Commission needs to be given the tools they need to succeed to see if it leads to a better product before being disbanded. In creating the annual process to review and take action on prioritized economic development issues, they'll give the commission very specific set of tasks to complete within the given year. If this restructuring doesn't work then he would be open to the notion of disbanding the group.

Councilmember Aderhold comment the concept that the ordinance has as written gives the guidance the EDC needs, and it wasn't in the original ordinance. She suggested postponing, giving the sponsors the opportunity to add the proposed amendments from Memorandum 20-

033 and revise it such that it's giving the guidance to the EDC. If it still feels dysfunctional after that they can reassess.

Mayor Pro Tem Lord explained how economic development is a broad topic and the benefits of a task force type setting to address specific issues that need to be addressed, like with the HERC Task Force. She also addressed how there are times that the City should be a partner in areas where they aren't the prime mover, and the benefits of working with other groups like the Chamber of Commerce and KPEDD, outside of the commission and council where the groups aren't tied down with the restriction the City bodies have.

Councilmember Smith recognized there is a cost involved through staffing for the advisory bodies and that tooling this could create a better return on the investment in this group.

ADERHOLD/VENUTI MOVED TO POSTPONE TO THE NEXT MEETING SO THE SPONSORS CAN INCORPORATE THE DISCUSSION AT THE TABLE.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- b. Ordinance 20-08, An Ordinance of the City Council of Homer, Alaska, Amending Homer city Code Chapter 5.42 Single Use Plastic Carryout Bags, Section 5.42.020 Definitions to Remove Bags made of any Material labeled as Biodegradable as an Exception and Define Compostable. Venuti. Introduction February 10, 2020, Public Hearing and Second Reading February 24, 2020.

Mayor Pro Tem Lord opened the public hearing. There were no comments and the hearing was closed.

EVENSEN/VENUTI MOVED TO ADOPT ORDINANCE 20-08 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

SMITH/EVENSEN MOVED TO AMEND LINES 69 AND 70 TO READ: "COMPOSTABLE" MEANS A BAG THAT MEETS **EITHER** THE AMERICAN SOCIETY OF TESTING MATERIALS (ASTM) D6400, **EUROPEAN STANDARD EN13432, OR AUSTRALIAN STANDARD AS4736:2006** FOR COMPOSTABLE PLASTICS.

Councilmember Smith noted we live in an international market and these all meet similar, if not the same, standards.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT



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clerk@cityofhomer-ak.gov

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(f) 907-235-3143

Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: MARCH 4, 2020
SUBJECT: EDC BYLAWS

At this time, Ordinance 19-47(S-2) is still pending at the City Council level. This ordinance would repeal HCC 2.76, disbanding the EDC, and restructures the City's economic development review process.

Chair Marks has requested to have bylaw amendment process and the EDC's Bylaws on the March agenda in case the pending ordinance fails and the EDC remains established. If that is the end result, Chair Marks suggests the commission could begin the process of revising their bylaws, primarily the EDC's purpose. Other areas may be subject to change as well, which can be discussed at the meeting depending on what City Council decides.

Bylaw Amendment Process

Bylaws govern the meeting procedures of a commission. To amend bylaws, proposed amendment(s) are introduced at one meeting and then action on approving the bylaw amendment(s) is taken at the next commission meeting:

1. Bylaw amendments introduced at first meeting; commission can discuss/make additional amendments by way of motion. Once done, a motion is made to hold a final reading on the proposed bylaw amendment(s) at the next regular meeting; this vote requires two-thirds or more of the commission to vote in favor.
2. At second meeting, review the second draft of the bylaws and make any additional amendments by way of motion. If the revised bylaws are acceptable to the commission, a motion is made to approve the amended bylaws and recommend to City Council to approve them; this vote also requires two-thirds or more of the commission to vote in favor.
3. They will then go before City Council in the form of a resolution (commonly accompanied by a memo from the commission written by staff). If Council approves the amendments, the bylaws are then considered to be "adopted" on that meeting date and then take effect.
4. Staff makes the necessary revisions and distributes the new bylaws accordingly.

Staff's Recommendation

Given the pending status of Ordinance 19-47(S-2), staff emphasizes that this memo is informational in nature and is only to provide the steps on how to amend bylaws at the request of the Chair.

The commission can determine at their March 10th meeting what next steps they would like to take once City Council has made their decision and the results of the ordinance are available.

RECOMMENDATION

Informational only.

Attached: EDC Bylaws – Adopted May 13, 2019

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

ARTICLE I - NAME AND AUTHORIZATION

This organization shall be called the Economic Development Advisory Commission, established via Ordinance 93-15(S)(A) and Resolution 06-20, existing by virtue of the provisions of Chapter 2.76 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on May 13, 2019 and shall be in effect and govern the procedures of the Economic Development Advisory Commission.

ARTICLE II – PURPOSE

Section 1. Act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer.

Section 2. Oversee responsibility of the City of Homer Comprehensive Economic Development Strategy (adopted by City Council April 26, 1993; formerly known as the Overall Economic Development Plan):

- a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS) which may be adopted by the City Council after consideration and report by the Commission.
- b. Provide continued review and evaluation of the CEDS.
- c. Supervise and monitor the implementation of the CEDS.

Section 3. Collect and analyze data relevant to economic development to evaluate existing community resources.

Section 4. Formulate and develop the overall long range economic development goals of the residents of the City of Homer through public hearing process.

Section 5. Identify specific alternatives or projects to accomplish the City's objectives and recommend priorities.

Section 6. Review recommendations of the Homer Advisory Planning Commission to encourage a business-friendly environment in Homer.

Section 7. Promote public interest in overall economic development.

Section 8. Make inquiries regarding matters related to economic development.

Section 9. Collaborate with other City of Homer advisory bodies, the Homer Chamber of Commerce, Kenai Peninsula Economic Development District, and Kenai Peninsula Tourism Marketing Council in activities of mutual interest.

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 Clerk

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: MARCH 4, 2020

SUBJECT: EDC STRATEGIC PLAN/GOALS

Last year, the commission created a simple, concise document (a 2-3 page list) that breaks down the EDC's goals into ongoing, short-term and long-term groups, utilizing already adopted plans and policies. This agenda item was discussed at the April, May, June, and August 2019 regular meetings, as well as a June worksession. The commission adopted the final plan at their August 13, 2019 meeting and agreed that they would review this document annually at their April regular meeting.

Considering that Ordinance 19-47(S-2) is pending at the City Council level, Staff reminds the commission that this agenda item is subject to change pending the City Council's decision and the results from their March 9th meeting.

Chair Marks has requested to have the Strategic Plan/Goals on the EDC's March agenda in case the pending ordinance fails and the EDC remains established; that way the commission could jump right into brainstorming possible strategic plan revisions to share and discuss at the April 14, 2020 meeting.

RECOMMENDATION

Introduction of the EDC Strategic Plan/Goals agenda item.

Attached: EDC Strategic Plan/Goals – Adopted August 13, 2019

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2019 STRATEGIC PLAN/GOALS**

Annually, the EDC prioritizes a list of short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task.

2019 EDC GOALS

Ongoing Goals	Short Term Goals < 6 Months or by end of 2019	Midterm Goals 1 - 3 Years (2019 – 2022)	Long Term Goals 5 Years or More (2024+)
Follow Wayfinding- Streetscape planning effort; keep focus on opportunities for implementation	Research any zoning recommendations to forward to Planning Commission	Assess job training needs of Homer businesses; communicate to Kenai Peninsula College	Collaborate with Chamber of Commerce on Recruit & Retain Remote Workforce Project
Familiarize with Smart Growth principles and best practices	Review CEDS	Multipurpose community center in CBD	
	Evaluate how to move downtown vitalization forward		
	Form ‘Recruit & Retain Remote Workforce” work group to collaborate with Chamber of Commerce		

Overall EDC Duties and Responsibilities

The outline below summarizes the EDC’s overall duties and responsibilities as prescribed in the EDC’s Bylaws, under Homer City Code 2.76.040 at www.codepublishing.com/AK/Homer/ and in official City planning documents including the Homer Comprehensive Plan, the Comprehensive Economic Development Strategy (CEDS), and the 2017 Business Retention and Expansion Survey Report (BR&E).

EDC Bylaws/HCC

- Act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer.
- Oversee responsibility of the City of Homer Comprehensive Economic Development Strategy (adopted by City Council April 26, 1993; formerly known as the Overall Economic Development Plan):
 - a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS), which may be adopted by the City Council after consideration and report by the Commission.
 - b. Provide continued review and evaluation of the CEDS.
 - c. Supervise and monitor the implementation of the CEDS.
- Collect and analyze data relevant to economic development to evaluate existing community resources.
- Formulate and develop the overall long-range economic development goals of the residents of the City of Homer through public hearing process.

- Identify specific alternatives or projects to accomplish the City's objectives and recommend priorities.
- Review recommendations of the Homer Advisory Planning Commission to encourage a business-friendly environment in Homer.
- Promote public interest in overall economic development.
- Make inquiries regarding matters related to economic development.
- Collaborate with other City of Homer advisory bodies, the Homer Chamber of Commerce, Kenai Peninsula Economic Development District, and Kenai Peninsula Tourism Marketing Council in activities of mutual interest.

Document 1: 2018 Homer Comprehensive Plan: Chapter 7 Economic Vitality – The Comp Plan has six summarized goals, each with implementation strategies and additional objectives. The table at the end of the chapter breaks down these projects by a timeframe and whose primary duty it is to take action on them. The following goals have been marked as the EDC's responsibility:

1. Goal 1 – Encourage Economic Development
 - 1-5. Review the Community Economic Development Strategy (CEDS) Plan (*Mid Term*)
 - 1-6. Create an action plan from the CEDS plan (*Near Term*)
 - 1-7. Stay abreast of the requirements of information (*Ongoing*)
2. Goal 2 – Encourage Year-round Jobs
 - 2-A3. Identify business needs through business retention program participation (*Ongoing*)
 - 2-A4. Stay abreast of the needs of technology-based business and review the ability of the city to support (*Ongoing*)
 - 2-A5. Partner with KPEDD to identify options for incentives to encourage local business growth (*Near Term & Ongoing*)
 - 2-A6. Work with KPEDD to identify regional successes (*Near Term & Ongoing*)
 - 2-C4. Connect sources of information that contribute to identifying local job training needs (*Ongoing*)

Document 2: 2011 Comprehensive Economic Development Strategy: Implementation Plan – The strategies listed in the CEDS are implemented collaboratively by local government and community organizations/businesses. The goal listed that EDC should focus on is:

THREE BROAD SECTORS: CONSTRUCTION & MANUFACTURING, RETAIL, SERVICES

Goal: Increase the contribution these sectors make to Homer's overall economic health

- A. Encourage enterprises that will provide jobs and other economic benefits without serious negative side effects; and
- B. Encourage value-added manufacturing to maximize local resources and provide products for export.

Although this item is marked EDC's responsibility, the continued review/evaluation of the CEDS and supervising/monitoring its implementation **in its entirety** is the duty of the EDC per the commission's bylaws and HCC 2.76.040

Document 3: Business Retention & Expansion Survey Report: EDC Proposed Action Items – The EDC conducted a BR&E survey in 2017. Survey responses helped the EDC formulate 2017-2018 goals. Some of these goals have been accomplished, while others may need to be prioritized into a more specific timeline.

1. Local business concerns the EDC proposes to work on in short-term:
 - Clarify specific City regulatory barriers in the areas of zoning options and the permit process, sign ordinance (particularly in regard to several businesses co-located in one building) and lease policy and procedure -- while keeping safety, town appearance and quality of life elements in the balance;
 - Explore public-private partnership to create a master plan for a more vibrant, connected central commercial district with attention to appearance, trail connections, way-finding, arts, wi-fi zone, etc.
 - Support efforts to develop large vessel haul-out;
 - Share survey results with other organizations/government units engaged more directly in the issues as a catalyst for solutions;
 - Educate ourselves and others about the actual scope of City government reach in the various challenges brought out by the survey and connect individual business owners with information about the organizations and resources available for to address concerns and for business assistance.
2. Longer-term issues that cut across many businesses and require various stakeholder involvement in both strategy development and implementation:
 - Explore City participation in coordinated public-private initiatives to recruit workforce;
 - Support large vessel harbor development with attention to competitive rates and multi-use Spit management.

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 (Jenny Carroll)

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

Clerk's Office

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



City of Homer

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: February 24, 2020
SUBJECT: City Manager Report

Facility Tour Reminder

As a reminder, departments continue to be offering tours of City facilities. While open to the public, these are designed for Councilmembers to become familiar with the complex organization you are in charge of and the hardworking employees who provide City services. The next tour is this Friday from 12:15-1:15pm at the Sewer Treatment Plant and promises to be fascinating. Anyone can sign up online through the City's website.

Online map updates

Several web maps displaying public works and parks information are now accessible via an ArcGIS Online web link embedded in the City of Homer website. The Interactive maps display basic information regarding the city's water, sewer and road systems, the location and layout of city maintained campgrounds, and a detailed map of the Hickerson Cemetery. Unlike the previous PDF maps, the web maps provide an interactive, searchable platform that enhances spatial orientation and allows for easy information gathering through popups and search queries. ESRI's aerial imagery is used as the base-map (which is fairly up to date for Alaska standards) and is navigable to any extent, further enhancing user orientation and location finding. These features will be particularly useful in assisting with common inquiries fielded by public works staff. For example, with detailed parcel information and water and sewer main locations, PW maps can easily help prospective homebuyers evaluate vacant lots for water and sewer service; visitors to the cemetery can directly search out and navigate to the location of an interred person using web app tools, and campers can find which campsite may best suit their needs by interactively exploring the campground and greater vicinity.

Alaska Municipal League Trip Report

I traveled with Councilmembers Smith, Lord and Port and Harbor Director to Juneau the week of February 17th to participate in the Alaska Municipal League (AML) Legislative Fly-in and meet with state and federal officials. As usual, it was a fast paced whirl wind of a trip.

After a welcome address from Juneau Mayor Beth Weldon, AML spent the morning briefing members on bills in play that may be of interest to municipalities. Governor Dunleavy's proposal to place a spending limit on appropriations, and how certain details of that may play out, will be an interesting issue to follow. Changes to Title IV, laws that govern alcohol sales, 35 issues to be controversial after 7 years of Senator

Micchice working on rewrites. Many municipalities see it as a local control issue and are advocating a greater say in how many package store and liquor license a community can have. This is especially important for hub communities. Legislation that raises small amounts of revenue, notably gambling and increases to the Motor Fuel Tax, were really the only revenue generating measures currently before the Legislature, and it did not appear that given an election year that would change anytime soon. Homer will be following Rep. Stutes legislation, HB 246 that establishes the Alaska Marine Highway Corporation, similar to the Railroad. This is a long bill that probably won't see final passage this year but is a great discussion point as the Legislature struggles with how to bring stability to the Marine Highway System.

Over lunch Senators Micchice, Coghill and von Imof addressed the group emphasizing the need for solutions and coming together – a refrain we have heard for some time. Senator von Imof, Co-Chair of Senate Finance spoke of a 'four-point plan' for the budget, including how to use the Permanent Fund, details of which are laid out in SB 104 and SB 103. The Governor's relatively new Office of Management and Budget Director, Neil Steinger gave an informative and soft spoken overview of the Governor's budget and successfully avoided questions on policy.

Unfortunately we had to cancel our appointment with friend of the Peninsula Representative Chuck Kopp to hear Senator Murkowski speak to AML after addressing a Joint Session on the hill. Born in Ketchikan, Alaska, she empathized with how reductions to the Alaska Marine Highways System (AMHS) have crippled communities and reminded the group that solutions need to maintain eligibility for federal highway dollars, which constitute approximately 25% of AMHS operating dollars. I was able to follow up informally with Representative Kopp at the Legislative Reception held later that evening.

Councilmembers Lord, Smith and I met with Representative Stutes' staff and expressed Homer's solidarity with Kodiak regarding AMHS. It was great to be able to provide her a copy of Resolution 19-079 "Considering Unacceptable the Reduction to Funding for the Alaska Marine Highway System in FY20..." After meetings on the hill, Port and Harbor Director Hawkins joined us at the Federal Building for a visit with Rear Admiral Bell. We were able to give him an update on the significant progress the Large Vessel Harbor has made and ask for Coast Guard support and participation as we entered into the feasibility, preliminary design and environmental phase. Admiral Bell agreed to send us a letter documenting Coast Guard's need for safe moorage in Homer, and we will be following up with him. He also talked about replacing the Naushon with a Small Boat Safety Detachment when she was decommissioned, a service that is greatly needed in Kachemak Bay and beyond.

The busy Tuesday ended with a Legislative reception where we were able to connect informally with many of the Legislators and their staff. When I worked in the capital building, I always recall the AML reception as a must go and attendance certainly reflected that sentiments have not changed in that regard.

Wednesday morning started off with a lineup of commissioners and deputy commissioners updating the group on everything from REAL ID implementation to the effect of cuts in ADOT maintenance budgets. Pat Pitney, the Legislative Director of Finance who replaced long serving David Teal when he retired and worked as Governor Walker's OMB Director, gave the Legislatures impression on the Governor's proposed budget and answered questions on the proposed solutions (or partial solutions, as seemed to be the consensus given it is an election year). After a lunch panel made up of leadership from the House, including Speaker Edgemon, we had our most important meeting of the trip with DOT Commissioner MacKinnon (ADOT) and Governor Dunleavy's staff, Ben Stevens regarding the Large Vessel Harbor and our ask for them to continue to be a partner with us by committing \$750,000 over three years to the General Investigation Study. Central Region DOT has suggested these funds come from Cruise Ship Passenger Vessel funds – which would require an appropriation by the Legislature. We were able to share the good news that progress has been

made on erosion on the Homer Spit as the Army Corps of Engineers is working on securing full federal funding for a General Investigation Study. We were able to secure a commitment for a letter of support for that project. Our afternoon rounded out with meetings with our local delegation (Rep. Vance and Sen. Stevens) where we shared with them the updates on the Large Vessel Harbor and the Homer City Council's response to Governor Dunvelay's solicitation for 'the Alaska we want.'

Thursday morning Alaska Municipal League was pleased by an appearance from Governor Dunleavy, the first time he has addressed the group after many invites. His presentation was light on details, but he was well spoken and used many illustrative metaphors, including asking if we wanted to look like Iceland or Venezuela in the future. He emphasized the importance of the Permanent Fund Dividend on Alaska's economy in the form of increased spending and how that positively effects government. After a 'deep dive' into economic development issues, AML wrapped up. Thursday afternoon I facilitated a strategic planning session for Alaska Municipal Manager's Association, Councilmembers Lord and Smith met with Senator Micchice on the Large Vessel Harbor and then began the struggle to get home given the massive storms covering all of Alaska last week. Some ended up in Seattle, others were stranded in Anchorage for days - needless to say it was a long journey for all and I am sure we are glad to be home.

Economic Development Advisory Commission 2020 Meeting Calendar

MEETING	AGENDA DEADLINE	ANNUAL TOPICS/EVENTS
JANUARY 6:00 p.m. Tuesday, January 14	5:00 p.m. Wednesday, January 7	
FEBRUARY 6:00 p.m. Tuesday, February 11	5:00 p.m. Wednesday, February 4	
MARCH 6:00 p.m. Tuesday, March 10	5:00 p.m. Wednesday, March 3	Appointment Renewals Due
APRIL 6:00 p.m. Tuesday, April 14	5:00 p.m. Wednesday, April 7	Terms Expire April 1 st Election of Chair & Vice Chair Review of Strategic Plan/Goals
MAY 6:00 p.m. Tuesday, May 12	5:00 p.m. Wednesday, May 5	
JUNE 6:00 p.m. Tuesday, June 9	5:00 p.m. Wednesday, June 2	City Budget Review/Develop Requests
JULY 6:00 p.m. Tuesday, July 14	5:00 p.m. Wednesday, July 7	
AUGUST 6:00 p.m. Tuesday, August 11	5:00 p.m. Wednesday, August 4	Capital Improvement Plan Review
SEPTEMBER 6:00 p.m. Tuesday, September 8	5:00 p.m. Wednesday, September 1	
OCTOBER 6:00 p.m. Tuesday, October 13	5:00 p.m. Wednesday, October 6	
NOVEMBER 6:00 p.m. Tuesday, November 10	5:00 p.m. Wednesday, November 3	
DECEMBER 6:00 p.m. Tuesday, December 8	5:00 p.m. Wednesday, December 1	Upcoming Year Schedule Review Land Allocation Plan Review

**2020 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council’s regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission’s opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2020 meeting dates for City Council is as follows:

January 13, 27	_____
February 10, 24	_____
March 9, 23*	_____
April 13, 27	_____
May 11, 26*	_____
June 8, 22	_____
July 27**	_____
August 10, 24	_____
September 14, 28	_____
October 12, 26	_____
November 23**	_____
December 14, 21****	_____

City Council’s Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

*Tuesday meeting due to Memorial Day/Seward’s Day.

** There will be no first regular meeting in July or November.

***Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

****Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting during the third week of December will not be held.