



# Agenda

## Economic Development Advisory Commission Regular Meeting

Tuesday, May 14, 2024 at 6:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

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### Homer City Hall

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

### Zoom Webinar ID: 990 0366 1092 Password: 725933

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

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

### AGENDA APPROVAL

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

### RECONSIDERATION

**CONSENT AGENDA** (Items listed below are considered routine and non-controversial by the Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business.)

- [A.](#) Unapproved Minutes for Regular Meeting on April 9, 2024

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

- A. Agnew::Beck, Comprehensive Plan

### STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. EDC Staff Report
- B. Chamber Director Report
- [C.](#) Homer Marine Trades Association Report
- D. Kenai Peninsula Economic Development District Report
- E. Port Expansion
- F. Guiding Homer's Growth Group
- G. HERC Update

H. Planning Updates

I. Housing

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

A. Bylaws Review

Memorandum from Community Development Director as backup

B. Commission Training

Memorandum from Community Development Director as backup

Memorandum EDC 24-006 from Deputy City Clerk as backup

C. Elections

Memorandum EDC 24-005 from Deputy City Clerk as backup

D. Strategic Plan

Memorandum from Community Development Director as backup

E. Preparation for City Council Work Session in June

Memorandum from Community Development Director as backup

**INFORMATIONAL MATERIALS**

A. City Manager's Report

B. City of Homer Newsletter

C. SWOT

D. EDC Meeting Calendar

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **Tuesday, June 11, 2024 at 6:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

**CALL TO ORDER**

Session 24-04 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:00 p.m. on April 9, 2024 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, AREVALO, BRENNAN, BROWN, HASCHE, KIM & PITZMAN

ABSENT: STUDENT REPRESENTATIVE PEARSON

STAFF: COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSEN & DEPUTY CITY CLERK PETTIT

**AGENDA APPROVAL**

BROWN/BRENNAN 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**

**CONSENT AGENDA**

A. Unapproved Minutes for the Regular Meeting on March 12, 2024

KIM/AREVALO MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 12, 2024.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**VISITORS/PRESENTATIONS**

A. Derotha Ferarro, South Peninsula Hospital

Derotha Ferarro of South Peninsula Hospital delivered a presentation to the Commission regarding the funding and parameters for a childcare center for hospital employees. Topics covered included:

- Grant funding for the childcare center.
- Proposed location and layout of the childcare center.
- South Peninsula Hospital Employee Housing Project.
- South Peninsula Hospital major capital needs.

Ms. Ferarro then fielded questions from the Commissioner. Questions were asked on the following topics:

- Green space.
- Housing.

- Erosion issues.
- Acreage.
- Capacity/role for childcare center.
- Openness of the hospital to sharing the process.
- What extended hours with childcare looks like.

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

### A. EDC Staff Report

Community Development Director Engebretsen reported that the City and the Research Reserve are partnering to start working on the Kachemak Sponge Project.

### B. Chamber Director Report

Ms. Engebretsen noted that the Chamber is going to upgrade their website. She added that the new website will be more functional in that it will have one website for tourists and another for locals. She also shared that the visitor guide is out and available online.

### C. Homer Marine Trades Association Report

### D. Kenai Peninsula Economic Development District Report

Chair Marks reported that the maritime industry development project is moving fast forward in the whole community. She noted that the project has a target ending of 2026, and that there are two projects that are currently being worked on: the Artic Energy Program and the Department of Transportation Program. She added that the state legislature provided money to set up programs to make it easier for the Department of Transportation to increase their consultation with local municipalities. Chair Marks shared some information regarding a Chamber Luncheon taking place on April 10<sup>th</sup>. Lastly, she reminded the Commission of the upcoming Industry Outlook Forum in Soldotna on April 25<sup>th</sup>.

### E. Port Expansion

Ms. Engebretsen noted that there is funding in the President's budget for the Harbor Expansion Project. She added that she suspects there is lobbying taking place at the state legislature level for the state to provide their 30% of the project.

### F. Guiding Homer's Growth Group

Commissioner Kim shared that there was a successful meeting with Agnew::Beck when they were in town at the end of March. He added that one of the takeaways from the meeting was to have more conversations in the future pertaining to energy, housing, storm water, and green spaces. Lastly, he shared the potential for a collaboration between Guiding Growth and MAPP (Mobilizing Action through Planning and Partnerships).

### G. HERC Update

Ms. Engebretsen reported that the City is going to spend \$5,000 on some patching of the roof to keep nursing the building along in order to keep using it. She added that the City is hopeful to receive grant funding for the HERC repairs.

H. Planning Updates

Ms. Engebretsen stated that they've been working hard in the planning office to get the software for zoning permits up and running. She noted that this is the same software that would be used for short-term rentals and business licenses should they go into effect. She also reported that the transportation plan will be up for public hearing with the Planning Commission on May 1<sup>st</sup>. She briefed the Commissioners on the public hearing that the Planning Commission held on April 3<sup>rd</sup> in regards to another proposed childcare facility in Homer.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Business License

Memorandum from Community Development Director as backup

Chair Marks noted that the City Council passed a resolution directing the EDC to consider the creation of a City business license. She directed the Commissioners to the amended resolution in the packet and noted the changes that had been made. She turned the floor over to Community Development Director Engebretsen, who stated that she felt the Commission needed to decide how much time and effort they want to put into the idea of a City business license.

Chair Marks asserted that she didn't want the Commission to take on this concept if there aren't valid reasons for doing so in the community. She added that both Mayor Castner and Councilmember Venuti seem to think there is a need for a City business license.

Commissioner Brown provided a synopsis of comments made by Councilmembers at the City Council meeting the night prior to the EDC's meeting. According to Ms. Brown, there was an overall disapproval from Councilmembers regarding the creation of a City business license. She added that her opinion was she felt it would be a waste of the Commission's time, especially considering the fact that there isn't a lot of support from Council or the community.

Commissioner Arevalo suggested that the two champions for the idea of a business license provide a list of things that they would like to see come as a result of the implementation of a City business license.

Commissioner Kim voiced that he feels it is worth the Commission's time to investigate the creation of a City business license given that the Commission is here for the economic development of the City. He added that from a cost-benefits perspective, the benefits outweigh the costs, and therefore he is in favor of discussing the idea of a City business license more in-depth.

Commissioner Brown reiterated Commissioner Arevalo's previous comments about needing to know what this is going to accomplish for the City.

Commissioner Brennan stated that she didn't understand the purpose behind the City business license since realizing that there would be no means of enforcement. She added that she was on board with the idea of a business license at the previous meeting, but was a little disappointed to receive the direction from City Council without any foreseen benefits for businesses.

Commissioner Hasche provided that he had informally asked members of the community about the potential of a City business license after the last meeting, and stated that most people are surprised the City doesn't already require a business license. He added that the overall sentiment of the community seems to be "if it isn't broke, don't fix it."

Commissioners agreed that if they had a concise list of potential benefits to the City that the business license would create, they then would be more open to assessing the creation of such a license. Community Development Director Engebretsen suggested creating an outline with scheduled tasks for the Commission to work on at various future EDC meetings. There was general consensus from the Commission that more clarity was needed regarding why the City wants to implement a business license, and that further discussion was necessary regarding a business license.

#### B. Comprehensive Plan

Community Development Director Engebretsen noted that there was a great open house event two weeks ago. She added that Agnew::Beck will be launching a six-week survey within the coming weeks, and that the consultants will be making their second community visit during the second week of May. Visiting that week will enable the consultants to attend meetings with City Council, the EDC, the Planning Commission, and the Parks Art Recreation and Culture Advisory Commission, in addition to meeting with other user groups and City departments.

### **NEW BUSINESS**

#### A. Alaska Small Business Development Center Small Business Advisory Funding

Community Development Director Engebretsen informed the Commission that she requested this in her budget request to the City Manager. She provided a brief background on the small business development center and how it is funded. She added that the request for this year is \$12,000, and that the City has funded anywhere from \$10,000-25,000 in the past.

HASCHE/KIM MOVED TO RECOMMEND THE CITY COUNCIL FUND THE ALASKA SMALL BUSINESS DEVELOPMENT CENTER HOMER BUSINESS ADVISORY IN THE AMOUNT OF \$12,000.

Commissioner Kim voiced his support for the funding, stating that every dollar the City invests pays tenfold. He inquired about the possibility of partnering with Robert Green at the Small Business Development Center to amplify Mr. Green's influence.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Land Allocation Plan  
Memorandum from Community Development Director as backup

Community Development Director stated that the City reviews the land allocation plan annually to determine which properties should be out for lease. She added that there might be space at the airport this year, but with the runway construction taking place and other internal construction that the City is doing, she doesn't see space at the airport being feasible for leasing this year. She reviewed her staff report in conjunction with the land allocation plan for the Commission. There were in-depth discussions regarding the over slope areas on the land allocation plan.

BRENNAN/HASCHE MOVED TO REMOVE OVER SLOPE AREA 1 FROM THE LANDS AVAILABLE FOR LEASE PORTION OF THE LAND ALLOCATION PLAN.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

#### **INFORMATIONAL MATERIALS**

- A. City Manager's Report
- B. City of Homer Newsletter
- C. EDC Strategic Plan 2024-2025
- D. EDC Meeting Calendar

Chair Marks noted the informational materials and volunteered herself to deliver the report to City Council on April 22<sup>nd</sup>.

#### **COMMENTS OF THE AUDIENCE**

#### **COMMENTS OF THE CITY STAFF**

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

#### **COMMENTS OF THE COMMISSION**

Commissioner Hasche said that this is his favorite time of year watching Homer wake up with all the action happening on the Spit.

Commissioner Brown thanked Community Development Director. She also thanked former Commissioner Pitzman for his analysis on the housing market at the previous EDC meeting.

Commissioner Arevalo mentioned that the Homer Soil and Water Conservation District has set up a meeting to offer the chance for public comment on the Fox River Flats RS 2477 right-of-way. She added that there will be flyers going around town on April 16<sup>th</sup>, and that the public comment period runs through April 26<sup>th</sup>. The meeting will take place at the Kachemak Bay Campus on Tuesday, April 16<sup>th</sup>.



Chair Marks thanked the Commission, stating that it's always a pleasure to have such a full and robust conversation about everything that comes before the Commission. She also noted the empty seat on the Commission, and that it could be filled by a City or non-City resident.

**ADJOURNMENT**

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:24 p.m. The next regular meeting is Tuesday, May 14, 2024 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

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ZACH PETTIT, DEPUTY CITY CLERK I

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

**Homer Marine Trades Association  
Regular Business Meeting  
March 20, 2024  
Harbor Master's Office**

**MINUTES**

Call to Order: The meeting was called to order at 6:15 p.m. by President, Aaron Fleenor.

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

**Guest Presentations:**

- Harbormaster – Bryan reported that the Federal Budget came out with \$800K in funding for the study for 2025, it remains on the President's desk for signing. Float repairs are ongoing; parking is getting revamped to create special parking for oversized vehicles and also step-up enforcement. The City is working on the Comprehensive Plan that will be a two-year process where the plan will be revised in the first year and policy/ordinance changes will happen in the second year to complete and implement the plan. The plan will include the harbor expansion and impacts of the expansion construction. They applied for a Dingle Johnson grant to replace the fish grinding plant which is a metal building where the fish waste goes built 22 years ago and has deteriorated. The grid is down for piling replacement. Bryan also reported on the airport project that will have some impact on travel due to several closures.
- Nine Star – Presentation by student intern about Nine Star, it's mission, programs and eligibility; ED, Rhapsody Soderberg invited our board members to a meeting next Friday, 3/29 at KPC with the main presentation at noon, relating to a new virtual training program that she would like to get employers involved in and implement in Homer. Rhapsody will forward information to Amy to distribute.
- Janel Harris of KPC – reported that the college will be hosting a Marine Safety Open House on May 1<sup>st</sup> partnering with the USCG and other marine trades businesses to educate the public about boat safety, regulations as well as licensing. She is also working on recertifying KPC's licensed courses however it takes about 90 days to run through National so it isn't likely that they will have licensed courses this spring. Ivy Borland will be teaching Deck Hand Skills and Navigation. She's looking for other courses and instructors for April and into May.

Approval of Agenda – Motion by Adam Smude to approve the Agenda as presented, 2<sup>nd</sup> and carried.

Approval of Minutes of February 13<sup>th</sup> 2024 meeting: Motion by George Hall to approve the minutes of the last meeting as written, 2<sup>nd</sup> and carried.

Treasurer's Report –Jen Hakala gave her report, a copy is attached. We came out a little short on the Anchorage Boat Show but she did not have the exact information. There are no payables outstanding at this time.

Communication Director's Report – Amy reported that she would like a weekly check-in contact, Aaron/Cinda. Spring Round Haul options include Northrim who has had their soft opening with grand opening on March 25th, and potentially the HHS with the newfound focus on CTE; will discuss further under new business. She plans to draft a letter to the organizer of the Boat Show petitioning earlier end times. Amy reported that there is a non-resident opening on the Harbor Commission, if anyone is interested or knows someone; the Harbor needs a new letter of support of the PIDP grant for float replacements; Amy will update the letter from last year with our permission and submit; and lastly, we received an inquiry about employment and needed direction.

Committee Reports:

- Draft Marketing Plan – no update
  - Advertising – Amy/Kate National Fisherman and Fisherman's News are both digital. Eric reported that he is having National Fisherman come up to do some writing for them and will try to get some ads in for HMTA.
  - Website/Social Media –Amy reported that we are plugging Scholarships on SM and she has made flyers as well
  - Radio – Mark (re-visit spring agenda)
  - Podcast options – Amy touching base with Shannon
- Workforce Development - Aaron
  - FOLs – Discussion held regarding Doug's presentation and the level of HMTA's involvement in future FOLs. Consensus to meet with Doug to see if it is possible to make the FOLs mandatory. Janel suggested holding the FOLs at the college. Cinda will reach out to Doug to further the conversation.
  - KPC courses – Janel/Jill via email upcoming courses include Marine Electronics, CAD and Deckhand Skills

- Hoodies/shirt status – Amy/Jen reported that she will hang some up at NOMAR to sell.
- Scholarship – Cinda reported that we received \$1,000 from Rotary and \$3,000 from Aleutian Harvester Fund; we have expended \$4,245 to date and have \$2,755 remaining to award for the year not including our spring scholarship. We’ve received 1 application for that so far.
- Membership – Amy reported that in an effort to grow membership she has made a list of potential community business members for us to reach out to: SPH – Kate/Cinda; HEA – Eric; Boat Yard Café – Aaron; Global USA – Aaron; Lazer Print – George; Cook Inlet Aquaculture – Matt; Grog Shop - ?; Grace Ridge – Cinda; Alaska Plumbing & Mechanical – Adam; Salty Dawg – Cinda (Amy will send me a complete list)

Old Business:

- Annual To-Do List – Mark review/action items
  - HHS Awards Banquet – May 1<sup>st</sup> time TBD
  - Homer High School picnic – ask Doug for date/time
- Anchorage Boat Show thoughts - organization was poor; timing/days advertising had errors; felt that attendance was down as well; hours were long and without high impact. Improvement on number of booths, coffee availability and lots of good conversations and connections for most of us but the consensus was that the show didn’t have the value that the price demanded. Eric is looking at moving focus toward the Alaska Sportsman’s show and would like to start a conversation with the organizers to move that event back to the Sullivan with a large show. More to come.
- Chamber upcoming events –
  - Winter King Tournament – HCOC put out a blast for HMTA in their advertising and we are manning their after party from noon to 7pm on Saturday 3/23, need 4 volunteers – Amy, George, Jen, Bruce and Kate. Will have tide books and membership applications.
  - Food Truck Festival – Friday May 10<sup>th</sup>, Saturday, May 11<sup>th</sup> noon-6pm; HCOC wants us to create and run the beer garden for the event; interest was luke warm as all volunteers would be required to have a TAMs card and we would need to arrange for the tent and beer, etc.

New Business:

- Spring Round Haul – consensus to hold spring event at the HHS to help advertise for a new CTE instructor; Amy and Cinda will meet with Doug to discuss along with FOL organization and the year-end picnic
- Promotion Ceremony for Will Singletery who has been promoted to Lt Commander – George will find out when his promotion is happening and let us know so we can attend.

Action Items for Amy:

Nine Star flyer

Comprehensive Plan events flyer

Scholarship application to HCOC

Meet with Doug re: Round Hall, FOLs, CTE and year-end picnic; Cinda will accompany

Next Meeting: Wednesday, April 24<sup>th</sup> at the Harbor Office

Adjourn: There being no business to come before the board members, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Cinda Martin  
HMTA Secretary



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Planning  
491 East Pioneer Avenue  
Homer, Alaska 99603

Planning@ci.homer.ak.us  
(p) 907-235-3106  
(f) 907-235-3118

## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
FROM: JULIE ENGBRETSSEN, COMMUNITY DEVELOPMENT DIRECTOR  
DATE: MAY 14, 2024  
SUBJECT: BYLAWS REVIEW

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### **Requested Action:**

- *Review Commission Bylaws*
- *Ask questions*
- *Discuss any changes*
- *Move to amend the Bylaws*
- *Postpone action to the next meeting*

### **Background**

The Commission typically reviews the Bylaws once a year. Bylaws provide basic guidelines for Commission membership, staff roles and how the Commission operates. The Clerk's office supports the Commission and staff to ensure we are following these rules and City code.

### **Recommended Amendments**

1. Article V Staff Roles Section 1, line 64. Update Deputy City Planner to Community Development Director.
2. Article VI Meetings Section 3, line 88. The Bylaws currently state a quorum is not needed, however this is out of date. Worksessions do require a quorum. This is a change that has been implemented since the last Bylaw amendment in 2021.

### **Requested Action**

1. Move to accept the changes on lines 64 and 88.
2. Make any other changes by motion.
2. Postpone action to the next regular meeting. (Bylaw changes must be heard at two meetings)

### **Attachment:**

EDC Adopted Bylaws

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

3  
4 **ARTICLE I - NAME AND AUTHORIZATION**

5  
6 The Economic Development Advisory Commission was established October 25, 1993 with the adoption  
7 of Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated  
8 February 27, 2006 by Resolution 06-20. The following bylaws were adopted on December 13, 2021 and  
9 shall be in effect and govern the procedures of the Economic Development Advisory Commission.

10  
11 **ARTICLE II - PURPOSE**

12  
13 The Economic Development Advisory Commission will act in an advisory capacity to the City Manager  
14 and the City Council on the overall economic development planning for the City of Homer in accordance  
15 with Homer City Code Chapter 2.76.040.

16  
17 **ARTICLE III - MEMBERS**

18  
19 Section 1. The Commission shall consist of seven members comprised of at least five (5) members that  
20 reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of  
21 Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-  
22 year terms to expire on April 1<sup>st</sup> of designated years.

23  
24 Section 2. Notice of term expirations will be delivered to members by the City Clerk’s Office. Members  
25 wishing to continue services upon the completion of a three-year term must submit a reappointment  
26 application to the City Clerk’s Office, which is subject to review by the Mayor and confirmed by City  
27 Council. There are no limits on the number of terms a member may serve.

28  
29 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for  
30 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

31  
32 Section 4. A member’s appointment is vacated under the following conditions:

- 33
- 34 • A member fails to qualify to take office within 30 days after their appointment;
  - 35 • A member resigns;
  - 36 • A member is physically or mentally unable to perform the duties of the office;
  - 37 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
  - 38 • A member has three consecutive unexcused absences, or misses half of all meetings within an  
39 appointment year, whether excused or unexcused.

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

44  
45 **ARTICLE IV - OFFICERS**

46  
47 Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed  
48 commissioners at the regular April meeting of the Commission.

49  
50 Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and  
51 until their successors are duly elected. Officers may be re-elected in subsequent years.  
52

53 Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any  
54 special meetings, execute all documents authorized by the Commission, serve as ex officio/voting  
55 member of all committees, and generally perform all duties associated with that office.  
56

57 Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall  
58 assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent,  
59 and a quorum of four members are present, the senior member shall assume and perform the duties  
60 and functions of the Chair.  
61

## 62 **ARTICLE V – CITY STAFF ROLES**

63  
64 Section 1. The ~~Deputy City Planner~~**Community Development Director** shall serve as a staff liaison to  
65 the commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas,  
66 and other documentary material, and coordinating the acquisition of needed materials and training.  
67 The staff liaison shall submit reports and recommendations for those agenda items requiring decisions  
68 or recommendations by the Commission. Other staff having experience, education, and professional  
69 training in the subject matter may provide input into the reports and recommendations, or may provide  
70 supplemental information. The information submitted may be oral, written or graphic, or some  
71 combination of all.  
72

73 Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve  
74 as the Commission’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist  
75 the Chairperson with the conduct of the meeting.  
76

## 77 **ARTICLE VI – MEETINGS**

78  
79 Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month  
80 at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer  
81 City Code and Alaska State Statutes.  
82

83 Section 2. Special meetings and Worksessions may be called by the Staff Liaison, Chair, or a majority  
84 of the Commission. Notice of such meetings shall be posted in the same manner as that for regular  
85 meetings.  
86

87 Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For  
88 purposes of determining the existence of a quorum, consulting members shall not be counted.  
89 Worksessions ~~do not~~ require a quorum, however, no action may be taken at a worksession; items on  
90 the agenda are for discussion only.  
91

92 Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the  
93 Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.  
94

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

97  
 98 Section 6. The order of business for the regular meetings shall include, but not be limited to, the  
 99 following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda  
 100 shall be posted for public information as required by Homer City Code and Alaska State Statutes.

- |     |           |  |                       |
|-----|-----------|--|-----------------------|
| 101 |           |  |                       |
| 102 | CITY LOGO | NOTICE OF MEETING  | DEPT. CONTACT INFO    |
| 103 |           | REGULAR MEETING AGENDA   | (City Clerk’s Office) |
| 104 |           | NAME OF BODY   |                       |
| 105 |           | DAY OF WEEK, DATE, AND TIME OF MEETING   |                       |
| 106 |           | PHYSICAL LOCATION OF MEETING & MEETING ROOM  |                       |
| 107 | 1.        | CALL TO ORDER  |                       |
| 108 | 2.        | AGENDA APPROVAL  |                       |
| 109 | 3.        | PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)                             |                       |
| 110 | 4.        | RECONSIDERATION  |                       |
| 111 | 5.        | APPROVAL OF MINUTES  |                       |
| 112 | 6.        | VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment        |                       |
| 113 |           | on the visitor or the visitor's topic until audience comments. No action may be taken at this time.) |                       |
| 114 | 7.        | STAFF & COUNCIL REPORT/COMMITTEE REPORTS   |                       |
| 115 | 8.        | PUBLIC HEARING (3 minute time limit)   |                       |
| 116 | 9.        | PENDING BUSINESS   |                       |
| 117 | 10.       | NEW BUSINESS   |                       |
| 118 | 11.       | INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)              |                       |
| 119 | 12.       | COMMENTS OF THE AUDIENCE (3 minute time limit)   |                       |
| 120 | 13.       | COMMENTS OF THE CITY STAFF   |                       |
| 121 | 14.       | COMMENTS OF THE COUNCILMEMBER (If one is assigned)   |                       |
| 122 | 15.       | COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the                |                       |
| 123 |           | commission.)   |                       |
| 124 | 16.       | ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions,               |                       |
| 125 |           | special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City       |                       |
| 126 |           | Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may       |                       |
| 127 |           | be scheduled for the Conference Room or virtually.)  |                       |
| 128 |           |  |                       |

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

132  
 133 Section 8. Recorded minutes shall be made available by the City Clerk’s Office to the Commission prior  
 134 to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes  
 135 shall be available to the public as required by Homer City Code and Alaska State Statutes.

136  
 137 Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City  
 138 Code 2.58.060.

139  
 140 **ARTICLE VII – GENERAL OPERATING PROCEDURES**

141  
 142 Section 1. The Commission shall abide by the current edition of Robert’s Rules of Order insofar as it is  
 143 consistent with the Commission’s bylaws, other provisions of Homer City Code, or standing rules. In all  
 144 other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC

145 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.76  
146 Economic Development Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.

147

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

154

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

159

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

164

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

166

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

172

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

175

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

177

178 The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members,  
179 provided that notice of said proposed amendment is given to each member in writing. The proposed  
180 amendment shall be introduced at one meeting and action shall be taken at the next Commission  
181 meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council  
182 via resolution.





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3106

(f) 907-235-3118

## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
FROM: JULIE ENGBRETSSEN, COMMUNITY DEVELOPMENT DIRECTOR  
DATE: MAY 14, 2024  
SUBJECT: ANNUAL COMMISSION TRAINING

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### **Requested Action:**

- *Listen to training, ask questions!*

### **Background**

The Commission receives training once a year. This covers the nuts and bolts of making motions, open meeting act and other ways the Commission conducts business within state law and city code. Staff will have a presentation and the Commission can ask questions at any time. We will spend 15-20 minutes on this topic at the meeting.



# MEMORANDUM

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## COMMISSION AND BOARD ANNUAL TRAINING

**Item Type:** Informational  
**Prepared For:** Economic Development Advisory Commission  
**Date:** May 14, 2024  
**From:** Zach Pettit, Deputy City Clerk

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**Purpose:**

A goal of the City Clerk's office staff is to ensure Commissioners and Board members have the information they need to conduct efficient and effective meetings. One way to achieve this goal is to provide timely packet materials and another is to conduct annual trainings on meeting conduct.

**Background:**

Annual Commission and Board Trainings will be held the meeting following commission/board appointment confirmation by City Council. This training is intended to be an open discussion format so will commonly be scheduled as a worksession before the regular meeting.

Included with this memo is the Annual Commission and Board Training information packet, a copy of Alaska Statutes 44.62.310 Government Meetings Public, and Homer City Code 2.58 Boards and Commission.

**Recommendation:**

Please take time to review this information and bring any questions or feedback to the training worksession.

**Attachments:**

Annual Commission Training Packet  
Alaska Statutes 44.62.310  
Homer City Code 2.58 Boards & Commission

# Economic Development Advisory Commission

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ADVISORY BODY TRAINING – MAY 2024

# Where did we come from?

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- ❖ Boards and Commissions are created by the City Council via Ordinance.  
*Alaska Statutes 29.20.320 & Homer City Code 2.58.010*
- ❖ The Economic Development Advisory Commission was established by Ordinance 93-15(S)(A)
- ❖ The Commission was inactivated in 2000 and reactivated in 2006

# And our purpose?

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The Commission was created to act in an advisory capacity to the City Manager and City Council on the overall economic development planning for the City of Homer, in accordance with HCC 2.76.040. *EDC Bylaws*

# HCC 2.76.040

## Duties & Responsibilities

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- a. Oversee responsibility of the City of Homer's work with KPEDD in developing a strategic plan for the specific Homer portion of the regional CEDS that is written every five years.
  - 1. Cohost with KPEDD public meetings to collect comments on local strengths, opportunities, weaknesses and threats especially relating to the economy to determine the City's needs and wants. This is done to broaden public involvement.
  - 2. Review and comment on yearly CEDS updates.
  - 3. Monitor the implementation of the regional CEDS in terms of the Homer portion.
- b. Collect and analyze data to evaluate existing City of Homer resources.
- c. Formulate and develop the overall long-range economic development goals of the residents of the City of Homer through public hearing process.

# HCC 2.76.040

## Duties & Responsibilities continued

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- d. Identify specific alternatives or projects to accomplish the City's objectives.
- e. Recommend priorities for the projects or alternatives.
- f. Promote public interest in overall economic development.
- g. Make inquiries regarding matters related to economic development.
- h. Commission may take part in activities with the Chamber of Commerce, Kenai Peninsula Borough Economic Development District, and Kenai Peninsula Borough Tourism Marketing Council upon the approval of the Council.
- i. Commission should provide a representative for the KPB Economic Development District Board.
- j. Any recommendation the Commission may have regarding economic development is to be directed to the City Council through the City Manager or the recommendations of the Commission concerning policy issues shall be sent directly to the Council upon request of the Commission.
- k. The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

# Open Meetings Act (OMA)

## AS 44.62.310 Government Meetings Public

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- ❖ All meetings of a governmental body of a public entity are open to the public, except as otherwise provided.
- ❖ Certain subjects may be considered in executive session
  - ✓ Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity
  - ✓ Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion
  - ✓ Matters involving consideration of government records that by law are not subject to public disclosure
  - ✓ Matters which by law, municipal charter, or ordinance are required to be confidential



# OMA definitions

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**Governmental Body-** means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members

**Meeting-** means a gathering of members of a governmental body when

- more than three members or a majority of the members, whichever is less, are present,
- the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act,
- and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

# What constitutes a meeting?

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- ❖ It's a gathering of at least 4 commissioners that's been prearranged to discuss a matter upon which the body is empowered to act, aka: commission business.
  - ✓ A matter on which the body is permitted to act includes every step of the decision making process, from brainstorm sessions to fine-tuning a proposal.
  - ✓ Emailing, texting, phone calls, or other communications between four or more commissioners to discuss commission business. (Serial Meeting)

# What if I run into other commissioners at a gathering or event?

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- ❖ A social gathering arranged for a given social purpose and not prearranged to discuss matters on which the body can act is not a meeting.
- ❖ Chance encounters will not constitute a meeting, even if the members discuss a matter on which they could advise or make a recommendation.

*But!!! Remember the public's perception is important so it's best to refrain from talking about commission business if you find yourself in these situations.*



# Homer City Code

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- Outlines Commission duties and responsibilities
- Defines a quorum as four members
- Requires a quorum of members to conduct a meeting
- Directs that all members vote unless they have a conflict of interest or personal bias
- Defines that four yes votes are required to pass a motion
- Directs that voting by proxy is prohibited
- Directs that meetings will be conducted under the current edition of Robert's Rules of Order as the parliamentary authority

# Chair's Responsibilities

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Homer City Code 2.58.050 states:

*The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.*

**These duties are all about procedure and running a meeting well.**

# The Chair

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- Is a member of the body with the same voting and discussion rights as the other members. Robert's Rules recommends the Chair speak last.
- Can make motions in a small board or commission, but it's recommended that other member's make the motions, and the Chair state the question and put it to a vote
- Is not a position where they can exercise their leadership to determine the outcome of a vote
- Is not in control of the decision the group makes
- Is not tasked with obtaining consensus of the group
- Should not contact the membership directly regarding business matters

# Taking care of business

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## Before the meeting

### ➤ Agenda Packets

- Agendas are set by the Chair and Staff.
- Commissioners may request items be added to a commission agenda and must provide packet information, prior to agenda deadline.
- The agenda deadline is 5:00 p.m. on the Wednesday prior to the meeting day.
- Agenda packet material are provided to the Clerk, who prepares and distributes the agenda packets.

# Taking care of business

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## At the meeting

- The Chair will announce agenda items in the order listed on the agenda and will ask for motions when necessary
- Under pending and new business items, the Chair will open the floor to staff or a member to provide a report on the topic, and one or more motions to carry out the recommendations in the report may be introduced.
- If a public hearing is scheduled, the Chair will open the public hearing, the Commission will hear public comments, the Chair will close the public hearing and ask for motions when necessary.



# Taking care of business

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## **Making motions**

- Main motion – a formal motion by a commissioner that the body take a certain action.
- Primary Amendment – a motion to amend the main motion
- Secondary Amendment – a motion to amend the amendment

## **Voting**

- Secondary Amendment – a motion to amend the amendment
- Primary Amendment – a motion to amend the main motion
- Primary Amendment – a motion to amend the main motion

# Taking care of business

---

## Other motions

- Postpone - an action to consider a main motion at a later time.
- Suspend the rules – Used if the Commission/Board wishes to do something during a meeting that it cannot do without violating one or more of its regular rules.
- Point of order– Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.
- Reconsideration– Used to bring a motion back before the Commission/Board for further consideration.
- Call for the question– Used to immediately close discussion and the making of subsidiary motions . Commonly used to bring an immediate vote on one or more pending motions.
- Withdraw a motion – The mover of the motion can withdraw their motion before it is stated by the Chair as pending. After the Chair states the motion, it belongs to the body and the maker may request permission to withdraw the motion.

**Sec. 44.62.310. Government meetings public.**

(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

(1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;

(2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

(3) matters which by law, municipal charter, or ordinance are required to be confidential;

(4) matters involving consideration of government records that by law are not subject to public disclosure.

(d) This section does not apply to

(1) a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;

(2) juries;

(3) parole or pardon boards;

(4) meetings of a hospital medical staff;

(5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges, or discipline;

(6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents;

(7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings; or

(8) meetings of municipal service area boards established under [AS 29.35.450](#) - 29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.

(e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and if, the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to posting notice of a meeting on the Alaska Online Public Notice System as required by [AS 44.62.175](#) (a), the notice may be given using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings.

(f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void, the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

(1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;

(2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;

(3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;

(4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;

(5) the amount of time that has passed since the action was taken;

(6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;

(7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;

(8) the degree to which violations of this section were wilful, flagrant, or obvious;

(9) the degree to which the governing body failed to adhere to the policy under [AS 44.62.312](#) (a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

(1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;

(2) "meeting" means a gathering of members of a governmental body when

(A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or

(B) more than three members or a majority of the members, whichever is less, are present, the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act, and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

(3) "public entity" means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

## Chapter 2.58

### BOARDS AND COMMISSIONS

Sections:

- 2.58.010 Boards and commissions.
- 2.58.020 Creation of City boards and commissions.
- 2.58.030 Applicability.
- 2.58.035 Commission and board member terms.
- 2.58.040 Commission and board bylaws.
- 2.58.050 Required procedures.
- 2.58.060 Teleconferencing.

**2.58.010 Boards and commissions.**

City Council may create or abolish boards and commissions. Council shall create or abolish boards and commissions via ordinance. Council shall establish the number of members of each board or commission, their terms of office, and the purpose for which the board or commission is created via ordinance. [Ord. 18-38(S) § 2, 2018].

**2.58.020 Creation of City boards and commissions.**

The following commissions and boards have been created by City Council and are subject to this chapter unless otherwise provided in this title:

- a. Library Advisory Board;
- b. Parks, Art, Recreation, and Culture Advisory Commission;
- c. Port and Harbor Advisory Commission;
- d. Advisory Planning Commission;
- e. Economic Development Advisory Commission. [Ord. 18-38(S) § 2, 2018].

**2.58.030 Applicability.**

Except as otherwise provided within this title, this chapter applies to all boards and commissions created by City Council which exercise powers vested in the City or which serve as an advisory body of the City. This chapter does not apply to standing committees, special committees, work groups or task forces which are created jointly with other governing bodies, City staff or which do not exercise powers vested in the City. [Ord. 18-38(S) § 2, 2018].

**2.58.035 Commission and board member terms.**

Appointment and removal of the members of City boards and commissions shall be by recommendation of the Mayor and confirmation of such action by the Council, except as specifically provided otherwise in the Alaska Statutes and/or under other provisions of the code. In addition to the voting members of the board or commission, the Mayor may appoint honorary members of a board or commission, subject to confirmation by Council. The honorary members' terms are to be determined at the time of appointment. Honorary members of a board or commission may participate in the deliberations of the board or commission, but may not vote, nor shall they be counted in determining whether a quorum is present. [Ord. 18-38(S) § 2, 2018].

**2.58.040 Commission and board bylaws.**

- a. Except as otherwise provided in this title, all boards and commissions created by Council shall draft and approve proposed bylaws governing the operations of their respective areas of authority, subject to review by the City Attorney. Once approved by the board or commission, the proposed bylaws shall be submitted to Council for approval via resolution.
- b. Except as otherwise provided in this title, the City Clerk shall file the bylaws and the resolution approving them. The City Clerk shall make the bylaws available to the public upon request.

c. A commission or board may recommend an amendment to its bylaws to Council after considering any amendments at two separate meetings. Amendments to bylaws of any City commission or board shall be effective upon approval of the amendments by Council via resolution. [Ord. 18-38(S) § 2, 2018].

**2.58.050 Required procedures.**

Except as otherwise provided in this title, bylaws for boards and commissions shall contain:

a. Presiding Officer. The presiding officer of the board or commission shall be the chairperson. In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other circumstances, the most senior member shall preside. The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.

b. Staff Liaison. The City Manager shall designate an employee to serve as a staff liaison to each board or commission. The staff liaison shall assist the chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.

c. Recording Clerk. The City Clerk shall designate a recording clerk to take minutes for each board and commission and that designee shall serve as the board's or commission's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010 and assist the chairperson with the conduct of the meeting.

d. Quorum. Four commission or board members shall constitute a quorum of seven members; and five commission or board members shall constitute a quorum of eight members.

e. Voting. Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention.

1. Four affirmative votes of seven members and five affirmative votes of eight members are required to pass a motion.
2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.
3. Voting by proxy or absentee is prohibited.

f. Staff Reports and Recommendations. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by any board or commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all. Except as otherwise provided in this code, the reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.

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

h. Vacancies. With exception of the Planning Commission, a commission or board member's appointment is vacated under the following conditions:

1. A member fails to qualify to take office within 30 days after their appointment;
2. A member resigns;
3. A member is physically or mentally unable to perform the duties of the office;
4. A member is convicted of a felony or of an offense involving a violation of their oath of office; or

5. A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Planning Commission vacancy terms are addressed in HCC 2.72.040(c).

i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the board's or commission's bylaws, other provisions of the Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail.

j. Training and Model Procedures.

1. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the chairperson.

2. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for boards and commissions.

k. Teleconferencing. Teleconference participation is allowed with notice to the Clerk no later than two hours prior to the scheduled meeting time. [Ord. 21-50(S)(A) § 1, 2021; Ord. 18-38(S) § 2, 2018].

**2.58.060 Teleconferencing.**

a. This section governs the teleconference participation of board and commission members at all regular meetings, special meetings, and worksessions.

b. "Teleconference" means remote participation by telephone or web-based format by a member for a meeting of the board or commission which must enable the remote member, for the duration of the meeting, to clearly hear and to be heard by the chairperson, all other members, the staff liaison, the Clerk, and any public in attendance.

c. "Appointment year" means the 12-month period commencing the first day of the first month after expiration of terms.

d. The preferred procedure for all meetings is that all members should make all reasonable effort to be physically present at the designated time, date, and location within the City for the meeting. Teleconference participation is intended for good cause which may include, but is not limited to, absences required for work-related events, family emergencies, medical-related issues, or other good cause. Teleconferencing is not to be used as a regular means of attendance at meetings except during events described in subsection (g) of this section. A board or commission member allowed by this section to participate by teleconference shall, while actually on the teleconference, be deemed present at the meeting for all purposes.

e. Members who cannot be physically present for a meeting shall notify the Clerk in advance no later than two hours prior to the scheduled meeting time of their intent to appear by teleconference.

f. All members teleconferencing will establish a connection by telephone or web-based format and shall make every effort to participate in the entire meeting. If teleconference participation is interrupted due to poor connectivity and hinders the active participation of a member in the meeting, the chairperson will request a brief recess to allow the member to attempt to reestablish a connection. If the member cannot reestablish a connection after a recess and a quorum remains, the chairperson shall proceed with the meeting and the Clerk shall note in the minutes of the meeting the member's inability to participate in the meeting due to technical difficulties. If quorum is lost, the chairperson shall adjourn the meeting and any remaining agenda items will carry over to the next regular or special meeting.

g. Subsection (d) of this section does not apply to meetings held while an emergency disaster declaration is in effect and the nature of the disaster significantly impacts a member's ability to attend a meeting other than by teleconference or other technological means. [Ord. 21-50(S)(A) § 2, 2021].





# MEMORANDUM

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## Election of EDC Officers – Chair and Vice Chair

**To:** Economic Development Advisory Commission  
**From:** Zach Pettit, Deputy City Clerk I  
**Meeting Date:** 14 May 2024

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### Summary Statement:

Per Article IV, Sec. 1 of the EDC Bylaws: “A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Commission.”

### Recommended process for Election of Vice Chair:

- 1) A commissioner will make a motion to determine the EDC’s method of voting for the elections. Voting is commonly done by a Show of Hands or a Voice Vote (yes/no).
- 2) Once the election method is decided, the Chair will open the floor for nominations.
- 3) Commissioners are free to call out nominations, they don’t need to be recognized by the Chair.
  - **These are not motions and do not require a second.**
  - It’s ok for a commissioner to nominate themselves.
  - If a commissioner calls out a nomination and that individual is fully against serving, it is acceptable for that nominated commissioner to speak up and say they would not be willing to accept the seat if elected. They have still been nominated though and should still go through the voting process; the rest of the commission at least now knows who of the nominees is/is not interested in serving.
- 4) Once all nominations are called out, the Chair will close the floor to nominations.
- 5) Chair will then call out each nominee’s name for voting. For each name called out, commissioners will vote using the selected method (Show of Hands/Voice Vote).
- 6) As soon as one of the nominees receives the majority of votes, the Chair will declare them elected. If only one person is nominated, the Chair simply declares the nominee elected.

### Recommended process for Election of Chair:

- 1) It is preferred the gavel be handed over to the newly elected Vice Chair to conduct the vote.
- 2) Election is conducted in the same manner as it was for the Vice Chair (see steps 2-6 above).
- 3) The gavel/meeting will be turned over to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Community Development Director  
DATE: May 14, 2024  
SUBJECT: Strategic Plan

---

### ***Requested Action: Review the 2024/2025 EDC Strategic Plan***

Chair Marks requested the Strategic Plan be an agenda item. Annually, the EDC prioritizes a list of ongoing short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task. Staff uses this document as a guideline to schedule speakers and make agendas. The Commission last amended the plan in February.

### **Attachments**

2024-2025 Strategic Plan

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
2024 -2025 STRATEGIC PLAN & GOALS**

<p><b>Ongoing Goals</b></p>	<p>1. Use the Commission’s SWOT analysis to develop strategies to implement policies that support Homer’s quality of life.</p>
	<p>2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."</p>
	<p>3. Be familiar with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.</p>
<p><b>Near Term Goals</b> &lt; 6 Months</p>	<p>1. Become familiar with the Community Health Needs Assessment and Community Health Improvement Plan (CHIP)</p> <p><i>Opportunity:</i> Invite a speaker from MaPp to educate this EDC on these plans and how they relate to community and economic health.</p>
	<p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life.</p> <p><i>Task:</i> Review the Business Retention and Expansion Plan for quality of life elements</p>
	<p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc. affordable year round housing. (Marks, Kim)</p> <p><i>Task:</i> Stay engaged with the City for all housing conversations</p> <p><i>Task:</i> Have a meeting on housing options and final housing report.</p> <p><i>Opportunity:</i> Stay engaged with the Guiding Homer’s Growth Conversation</p>
	<p>4. Engage in the Comprehensive Plan Process</p> <p><i>Opportunity:</i> Participate in public events</p> <p><i>Opportunity:</i> Encourage business participation at public events</p> <p><i>Opportunity:</i> Host a Commission event targeted to small businesses</p>
<p><b>Mid Term Goals</b> 1 - 3 Years (2024 – 2027)</p>	<p>1. Refine how the EDC can work with KPEDD; Economic resiliency planning and other topics as they arise.</p> <p><i>Opportunity:</i> Attend annual KPEDD Industry Outlook Forum</p>
	<p>2. Downtown vitalization momentum and wayfinding/streetscape plan</p> <p><i>Status:</i> Wayfinding and Streetscape work ongoing through implementation activities in 2024-2025</p> <p><i>Task:</i> Participate in the Transportation Plan, focusing on a walkable town with greenspace and connected business districts</p> <p><i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p>

	<p>3. Engage in land planning for city property as well as the larger problems of constraints on the Spit, and within the Central Business District.</p> <p><i>Opportunity:</i> Participate in the Land Allocation Plan annual review</p> <p><i>Opportunity:</i> Participate in Comprehensive Plan and Zoning Code Rewrite projects</p>
	<p>4. Assess jobs training needs, workforce development, availability of workers and workforce supports including child care, housing.</p> <p><i>Opportunity:</i> Invite speakers to talk about workforce development such as KPB, South Peninsula Hospital</p> <p><i>Opportunity:</i> Engage in Comprehensive Plan and other outreach opportunities</p>
<p><b>Long Term Goals</b>          5 Years or More (2025+)</p>	<p>1. Multipurpose community center (HERC) Pioneer redevelopment vs new facility in a new location.</p> <p><i>Status:</i> The City is applying for funding to remediate the existing HERC site. Separately, there is discussion about finding a different site for a new facility.</p> <p>2. Plan for a new Business Retention and Expansion Plan BR&amp;E</p> <p><i>Opportunity:</i> Consider a funding request for the FY 2026-27 budget</p>

**OVERALL EDC DUTIES AND RESPONSIBILITIES**

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; [www.codepublishing.com/AK/Homer](http://www.codepublishing.com/AK/Homer). The EDC also assists with official City planning documents including the following:

- Kenai Peninsula Economic Development District (KPEDD) – Regional Comprehensive Economic Development Strategy (link will bring you to all KPEDD reports): <https://kpedd.org/reports>
- Homer’s Comprehensive Economic Development Strategy (CEDS): [www.cityofhomer-ak.gov/economicdevelopment/comprehensive-economic-development-strategy](http://www.cityofhomer-ak.gov/economicdevelopment/comprehensive-economic-development-strategy)
- Business Retention and Expansion Survey Report (BR&E): <https://www.cityofhomer-ak.gov/economicdevelopment/2017-business-retention-expansion-survey-report>
- Homer Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/comprehensive-plan>

**DUTIES OF COMMISSION/STAFF**

Commissioners

- Attend City Council meetings as assigned.
- Attend work sessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on EDC-related projects that need sponsorship at the Council level.

Staff (Julie Engebretsen)

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

Clerk's Office

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

***City of Homer  
Economic Development Advisory Commission***

***Vision Statement***

The Economic Development Advisory Commission provides a forum for civic and business engagement on behalf of the City of Homer with the goal of fostering sustainable growth of an economically diverse community while preserving its cultural and natural heritage to maintain a high quality of life.

***Mission Statement***

The Economic Development Advisory Commission (EDC) of the City of Homer is a volunteer advisory body that bridges citizens and city government. Our core mission is to foster sustainable economic growth, safeguard our rich culture and natural heritage, and promote a high quality of life for Homer residents and businesses.

The EDC serves as a resource for our local community by providing a platform for engagement in economic matters. Commissioners facilitate community quality of life initiatives and offer actionable recommendations to the City of Homer. Through collaboration and a lens of diverse perspectives, we aim to bring lasting value to our city. We believe that by engaging with our community and facilitating discussions on sustainable economic growth, we can play a role in shaping a positive economic future for our community.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Community Development Director  
DATE: May 14, 2024  
SUBJECT: Preparation for City Council Worksession

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***Requested Action: Discuss items the Commission would like to talk to Council about. There is a joint work session scheduled for Monday June 17,***

The City has started hosting annual work sessions between each Commission and the City Council. It's a great time to talk about any larger issues, get clarification, or raise questions. At this meeting of May 14<sup>th</sup>, we will have covered a lot of ground about how the EDC operates and why. If you have questions about how the EDC fits within the City framework, or how to work with Council, this is a great time to bring it up! With the information we talk about at this meeting, I can share information with the City Clerk. At the work session, the City Clerk typically provides a presentation, which can include the topics you would like to cover with Council.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, Interim City Manager  
DATE: May 9, 2024  
SUBJECT: City Manager's Report for May 13, 2024 Council Meeting

---

#### **City Receives GFOA Budget Award**

The Government Finance Officers Association (GFOA) has announced that the City of Homer has received GFOA's Distinguished Budget Presentation Award. The award represents a significant achievement by reflecting the City's commitment of the Governing Body and Staff to meeting the highest principles of governmental budgeting. To receive this award the City has satisfied nationally recognized guidelines for effective budget presentation. A budget document must be rated as proficient in four categories and in the fourteen mandatory criteria within those categories to receive the award. The four categories are designed to assess how the City's budget serves as a policy document, a financial plan, an operations guide, and a communications device. Congratulations to the City of Homer and their hard working Finance Team for this accomplishment.

#### **Natural Gas to the HERC**

When natural gas came to the City in 2015 the Homer Education and Recreation Complex (HERC) wasn't connected because its fate was unclear. Past Council's had taken actions to cease use of the building and later the location was being considered for the new Police Station. It has become apparent that the building lives on as it continues to serve the community for recreation purposes. Public Works has looked into the cost of upgrading the boiler at the HERC from oil to natural gas and has received an estimate of \$14,000 to make that conversion, in addition to the cost to connect with Enstar. It's estimated it will take 2 to 3 years to break even on costs and recognize a savings from the change.

#### **FEMA BRIC Update**

Council approved application for a FEMA Building Resilient Infrastructure and Communities (BRIC) Grant with Resolution 22-086. The purpose of the grant is for assistance in developing the plan and framework for creating a Building Division for the City. Funds will also be used to hire a Building Inspector to begin implementation of newly adopted International Building Code (IBC) 2021 for commercial and residential building projects. City Planner Foster has provided status update on this grant in a memorandum that's attached to this report.

#### **EPA Award**

It was reported out in March that the City of Homer was selected to win an award from the EPA's Drinking Water SRF AQUARIUS program. The AQUARIUS program recognizes exceptional projects funded by the Drinking Water State Revolving Loan Fund (DWSRF) in six different categories which include excellence in: innovative financing, system partnerships, community engagement, environmental and public health protection, creative solutions, and climate change mitigation and adaptation. The City received the excellence in climate change mitigation and adaptation award for our seawall Armor Rock project and was recognized at the Council of Infrastructure Financing Authorities (CIFA) Summit in Washington, DC on April 3, 2024. I was notified that the City had another opportunity to receive the award in person at the Alaska Water Wastewater Management Association (AWWMA) annual conference award luncheon in

Anchorage on May 8<sup>th</sup>. Water/Wastewater Superintendent Todd Cook attended the AWWMA's conference and received the award on behalf of the City.



### **Beluga Slough**

The City is still awaiting permits that will allow the work needed to open the mouth at the Beluga Slough and release the water that has collected there. This type of flooding is a natural event that occurs every two to three years after storm events create a storm berm that closes off the mouth. Historically the permitting has been handled by property owners who are impacted. As a result of this current event and conversations with affected property owners, the City has taken on acquiring the permitting that will allow us to coordinate with contractors who are equipped to do the necessary clearing. Going forward, we will do this work on the same schedule as the Mariner Slough as they are impacted by the same storm events.

The necessary permits and status are as follows:

- We have received permission from US Fish and Wildlife Preserve (letter granting support and access to their property provided it did not occur during the Shorebird Festival).
- We have a permit application into the US Army Corps Permit for dredging to occur under Dr. Bell's previously existing permit to conduct the dredging. (This is the longest approval timeline... maybe June or July from last correspondence).
- We have a permit application in for Alaska Fish and Game for Anadromous (salmon) Waters Permit (expected late May or June), and
- We have a permit application in for Alaska Fish and Game for Kachemak Bay Critical Habitat Area Permit (expected late May or June).

### **Attachments:**

- May Employee Anniversaries
- GFOA Press Release and Distinguished Budget Presentation Award
- Memorandum from City Planner Foster re: FEMA BRIC Grant update and attachments
- Homer's Energy Future Community Conversation Flyer





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

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(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: May 13, 2024  
SUBJECT: May Employee Anniversaries

---

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

<b>Pike Ainsworth</b>	<b>Port</b>	<b>16</b>	<b>Years</b>
<b>Mike Gilbert</b>	<b>Public Works</b>	<b>10</b>	<b>Years</b>
<b>Sean McGroarty</b>	<b>Port</b>	<b>8</b>	<b>Years</b>
<b>Ralph Skorski</b>	<b>Public Works</b>	<b>6</b>	<b>Years</b>
<b>Taylor Crowder</b>	<b>Police</b>	<b>3</b>	<b>Years</b>
<b>Susan Jeffres</b>	<b>Library</b>	<b>3</b>	<b>Years</b>
<b>Sean Love</b>	<b>Public Works</b>	<b>3</b>	<b>Years</b>
<b>Brenden Fuson</b>	<b>Port</b>	<b>1</b>	<b>Year</b>



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

4/26/2024

**For more information, contact:**  
**Technical Services Center**  
**Phone: (312) 977-9700**  
**Email: [budgetaward@gfoa.org](mailto:budgetaward@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **City of Homer, Alaska** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Homer  
Alaska**

For the Biennium Beginning

**July 01, 2023**

*Christopher P. Morill*

Executive Director



# MEMORANDUM

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## FEMA BRIC Grant Application Status

**Item Type:** Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** May 7, 2024  
**From:** Ryan Foster, AICP, City Planner  
**Through:** Melissa Jacobsen, Acting City Manager

---

The purpose of this memorandum is to provide an update on the status of the City's Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities Grant application. FEMA has identified the City of Homer's sub-application (SA) for further review and has received requests for information (RFIs) from FEMA Region 10. This will require the City of Homer to provide additional information for FEMA reviewers to determine if it is eligible for the funds to be awarded. Responses to the RFI questions are due to FEMA by May 19, 2024.

### FEMA BRIC Grant Application Background:

On November 28, 2022, per Resolution 22-086, the City Council authorized the City to apply for the FEMA BRIC grant to adopt and implement the latest International Building Code 2021 Edition. Building Safety and Code Enforcement was identified as a Council priority during the 2022 Visioning work session held in March at the Pratt Museum, with the goals of ensuring buildings in Homer are safe, that the City has a system for enforcing regulations, and allowing for a denser pattern of development in the future. Currently, Homer does not have an adopted building code and only commercial structures are reviewed by the State Fire Marshal for any kind of building code compliance. This is not a safe nor sustainable solution in the long term. We also have significant challenges with code enforcement without a Building Official or dedicated code enforcement staff member.

The FEMA BRIC grant program application by the City requested up to \$500,000 to provide funding and resources for adopting the International Building Code (IBC) 2021 Edition and implement the building code by creating a City of Homer Building Division staffed by a Building Official and Building Inspector. In hiring a consultant firm to adopt IBC 2021 and establishing a City of Homer Building Division to implement building codes, staff recommends a three-year process:

- Year 1 – Hire a consultant firm to adopt IBC 2021 Edition and create the plan/framework for creating a City of Homer Building Division

- Year 2 – Hire a Building Official to begin implementation of the newly adopted IBC 2021 Code for commercial building projects
- Year 3 – Hire a Building Inspector to complete the staffing of the Building Division and implement the IBC 2021 Code for residential building projects

What the BRIC program is: The BRIC program is designed to promote a national culture of preparedness and public safety through encouraging investments to protect the nation's communities and infrastructure and through strengthening national mitigation capabilities to foster resilience. The BRIC program seeks to fund effective and innovative projects that will reduce risk and increase resilience and serve as a catalyst to encourage the whole community to invest in and adopt policies related to mitigation. A 25% match is required by the City of Homer if awarded and the cost share may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. Staff time and materials for the 25% match, up to \$125,000, would be spread over three years.

What Homer gets for a project:

1. Delivery of an adopted IBC 2021 Edition Building Code
2. Public and key stakeholder outreach to better inform, guide, and educate on IBC 2021 Codes
3. Presentation of the IBC 2021 Edition to the Planning and Zoning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval
4. Detailed plan/framework for the creation of a City of Homer Building Division and its processes for enforcement
5. A Building Official for the first two years of implementation
6. A Building Inspector for the second year of implementation

What Homer receives when complete: A building code and Building Division that guides the future development of the City with a focus on public safety by ensuring buildings in Homer are safe and that the City has a system for enforcing regulations.

Attachment

Resolution 22-086

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 22-086**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AUTHORIZING THE CITY TO APPLY FOR A FEMA BUILDING  
RESILIENT INFRASTRUCTURE & COMMUNITIES GRANT TO ADOPT  
AND IMPLEMENT INTERNATIONAL BUILDING CODE 2021 EDITION

WHEREAS, Building Safety and Code Enforcement was identified as a Council priority during the 2022 Visioning work session held in March at the Pratt Museum; and

WHEREAS, Homer does not have an adopted building code, and only commercial structures are reviewed by the State Fire Marshal for any kind of code compliance; and

WHEREAS, The Federal Emergency Management Agency (FEMA) administers the Building Resilient Infrastructure & Communities (BRIC) grant program to support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards; and

WHEREAS, FEMA provides up to 75% matching funds for building resilient infrastructure and communities projects for up to three years; and

WHEREAS, The City of Homer is a qualified applicant for FEMA BRIC grant assistance for adopting and implementing building codes; and

WHEREAS, The City proposes to apply for up to \$500,000 in FEMA BRIC grant funds to adopt and implement International Building Code 2021 Edition over a total of three years; and

WHEREAS, The City proposes to match grant funds for up to \$125,000 of City staff time and materials to meet the grant match requirements of 25% over a total of three years; and

WHEREAS, The City of Homer intends to use these funds to hire a consultant firm to adopt the IBC 2021 Edition and develop the plan/framework for creating a City of Homer Building Division; and

WHEREAS, The City of Homer intends to use these funds to hire a Building Official to begin implementation of the newly adopted IBC 2021 Code for commercial building projects; and

42 WHEREAS, The City of Homer intends to use these funds to hire a Building Inspector to  
43 begin implementation of the newly adopted IBC 2021 Code for residential building projects;  
44 and

45  
46 WHEREAS, After three years the City of Homer will have an established Building Division,  
47 with a Building Official and Building Inspector, enforcing IBC 2021 Edition building codes for  
48 both commercial and residential projects; and

49  
50 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports  
51 preparation and submission of a FEMA BRIC grant application for up to \$500,000 and  
52 authorizes the City Manager to submit the appropriate documents.

53  
54 BE IT FURTHER RESOLVED that the City Council expresses its commitment to match  
55 grant funds with up to \$125,000 of City staff time and materials to meet the grant match  
56 requirements of 25%.

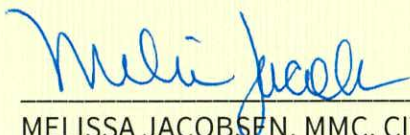
57  
58 PASSED AND ADOPTED by the Homer City Council this 28<sup>th</sup> day of November, 2022.

59  
60  
61 CITY OF HOMER

62  
63 

64  
65 KEN CASTNER, MAYOR

66  
67 ATTEST:

68  
69 

70  
71 MELISSA JACOBSEN, MMC, CITY CLERK

72  
73 Fiscal Note: N/A



# CITY OF HOMER

## Comprehensive Plan Rewrite

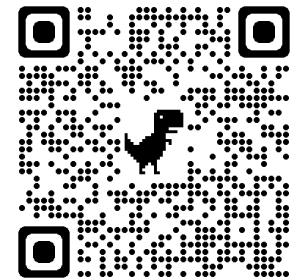


# 2024 Community Survey

Please visit [www.surveymonkey.com/r/HomerCompPlanRevCommSurvey](http://www.surveymonkey.com/r/HomerCompPlanRevCommSurvey) or scan the QR code below to participate in the 2024 Community Survey!

The information, ideas, and concerns you share will help shape future decisions about land use, transportation, public facilities and services, economic development, housing, and related infrastructure and programs in Homer over the next 20 years.

The survey is open to Homer area residents of all ages. Please share it widely with your Homer family, friends, neighbors, and co-workers. **Survey open until Friday, June 21, 2024.**



### Contact Information

- **City of Homer Planner:** Ryan Foster, [rfoster@ci.homer.ak.us](mailto:rfoster@ci.homer.ak.us), 907-299-8529
- **Project Consultant:** Shelly Wade, [shelly@agnewbeck.com](mailto:shelly@agnewbeck.com), 907-242-5326

### Resources

- **Project** website: [www.homercompplanupdate.com](http://www.homercompplanupdate.com)
- **City of Homer** on Facebook: [www.facebook.com/cityofhomerak](http://www.facebook.com/cityofhomerak)



# Homer's Energy Future: A Community Conversation

Wednesday, May 22 at 5:30

Kachemak Bay Campus

Yummy food provided

Guest Speakers on Building Efficiency, Municipal Renewable Projects,  
and Discussion of Opportunities for Homer

Hosted by Project Drawdown, Guiding Growth Homer, Kachemak Bay  
Conservation Society and Cook Inletkeeper and the City of Homer

# CITY OF HOMER NEWSLETTER

VOL. III - ISSUE VIII | APRIL 2024



## WHAT'S INSIDE?

MONTHLY NEWSLETTER FROM THE OFFICE OF THE CITY MANAGER

### NEW DESIGNS FOR HOMER LIBRARY CARDS

April 7 - 13 is National Library Week, and we're celebrating big at Homer Public Library! In honor of this, we are unveiling three new library card designs. Choose from Forest, Mountains, Tidepool, or stick with the Classic design when you sign up for a new library card! If you'd like to replace your current card, the cost is \$5.

The new cards were designed by local artist Rachel Tussey and complement her existing artwork on BOB the Bookmobile.



- New Designs for Homer Library Cards
- Library Events
- Community Corner
- Community Recreation
- City Hall
- Clerks
- Community Development
- Port & Harbor
- Harbor Expansion Study Update
- Public Works
- Fire Department
- Police Department
- Public Safety Corner
- Meet City Staff
- Municipal Art Collection
- Stay Connected with City Council

Discover something new today and see the latest City project updates information! Learn about ways community members can get involved at City Hall and in the Homer community.

### CELEBRATION OF LIFELONG LEARNING

Come support the Friends of Homer Library for a Celebration of Lifelong Learning event at the Homer Public Library. Enjoy appetizers from Tickled Pear, live music, a trivia tree, a silent auction, entertainment, awards and desserts from BB's Bakery.

**When:** Saturday, April 20, at 6:00 pm

**Where:** Homer Public Library, 500 Hazel Ave.

**Tickets:** \$40, Available at the library's front desk starting April 1

### Follow us on Social Media

- City Hall: [@cityofhomerak](#)
- Parks & Recreation: [@homerparksandrec](#)
- Homer Public Library: [@homerpubliclibrary](#)
- Homer Police: [@homerpolice](#)
- Fire Department: [@HomerVolFireDept](#)

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# LIBRARY EVENTS

## VIRTUAL AUTHOR TALKS

Zoom in and listen to your favorite authors talk about their latest books. For a complete list of Upcoming Speakers, go to [libraryc.org/homerlibrary/upcoming](http://libraryc.org/homerlibrary/upcoming).

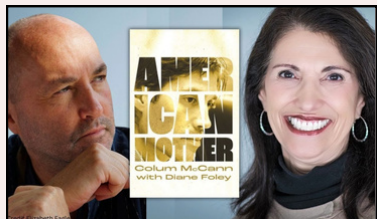
### April 2 at 10 am

The Foods, People, and Innovations That Feed Us—A Sweeping History of Food and Culture with Smithsonian Curator **Paula J. Johnson**



### April 9 at 10 am

From Murder to Atonement—Confronting My Son’s Killer with **Diane Foley & Colum McCann**



### April 17 at 4 pm

A Literary Examination of Power, Love, and Art with **Xochitl Gonzalez**



## SPECIAL & ONGOING EVENTS



### Councilmember Conversations

Noon to 1 pm, the second Tuesday of each month, September - May, at the Homer Public Library.

### April 9: Donna Aderhold

### Lit Lineup 2024

The Homer Public Library has created a community-wide initiative to read fifteen books throughout the year.

View the list and submit entries [here](#). You could be eligible to win the grand prize!



Check out more library programs and events



**Homer Public Library**  
500 Hazel Street - 907-235-3180  
[circ@ci.homer.ak.us](mailto:circ@ci.homer.ak.us)  
[www.cityofhomer-ak.gov/library](http://www.cityofhomer-ak.gov/library)



# COMMUNITY CORNER

What's happening around the City of Homer

## 32nd Annual Kachemak Bay Shorebird Festival May 8 - 12, 2024

Experience the joy of Spring's return and the migration of birds along the picturesque shores of Kachemak Bay during the Shorebird Festival.



Homer stands out as one of Alaska's premier locations for witnessing the awe-inspiring sight of thousands of shorebirds.

The four-day Festival embodies a cherished Homer tradition, celebrating the birds' return with many enriching activities. From seminars and workshops to children's activities and guided tours, there are birding opportunities suited for individuals of all ages and skill levels. Whether you're a novice or a seasoned enthusiast, there's something for everyone.

Explore further and secure your spot for festival events by going to [kachemakshorebird.org](http://kachemakshorebird.org).



[Register and Buy Tickets](#)



[Download a Program of Events](#)

## Homer Steps Up - May 1 - 28, 2024 - FREE Event Organized by South Peninsula Hospital

The City of Homer is proud to co-sponsor the Homer Steps Up challenge, again! You too can register in groups to help our community stay active and healthy.

**Registration opens April 1st** for this FREE event running from May 1st to 28th, open to all residents of the Southern Kenai Peninsula. Form teams of 5-25 members and track your steps using a fitness tracker, smartphone, or manual entry.

Walk to Win! Weekly drawings for prizes, end-of-challenge cash prize drawings, and \$500, \$300, or \$200 to donate to your team's local non-profit of choice!



For more information and to register, visit:



[homerstepsup.com](http://homerstepsup.com)

# COMMUNITY RECREATION

## INLET WINDS COMMUNITY BAND FREE CONCERT

A performance you don't want to miss! The Inlet Winds Community Band invites you to the Mariner Theater at Homer High School on Saturday, April 13 at 7pm for a FREE performance.

Under the guidance of Co-Directors Mary and Eric Simondsen, local adult and high school musicians have dedicated themselves to months of practice to prepare a captivating program of songs.

**When:** Saturday, April 13, 7:00 pm

**Where:** Homer High School, Mariner Theater

**Fee:** FREE

### Program

**Fanfare -HAYABUSA** -Satoshi Yagisawa

**Watchman Tell Us of the Night** -Mark Camphouse

**Rollo Takes a Walk** -David Maslanka

-Intermission-

**Armenian Dances** -Loris Chobanian

**The Rowan Tree** -Randall Standridge

**March from Symphonic Metamorphosis** -Paul Hindemith



## SUCCESSFUL PICKLEBALL INJURY PREVENTION CLINIC

Preventing injury in pickleball is important to enjoy the game and participate in the sport for the long term.

Staff from our local Summit Physical Therapy generously volunteered their time and expertise to instruct community members on injury prevention while playing pickleball. A total of 18 individuals attended the 2-hour clinic at the HERC gym and found it very beneficial. Summit Physical Therapy brought their own equipment and led participants through dynamic warm-ups, targeted stretches, agility exercises, and much more. They also provided portable cold wrap machines, kinesiology tape, massage guns, and other tools.



Pickleball Injury Prevention Clinic Attendees with Summit Physical Therapy Staff

A big thanks to Summit Physical Therapy, and we look forward to offering more preventive sessions in the future.

# CITY HALL

## SISTER CITY ART EXHIBIT AT THE PRATT MUSEUM



2024 marks the City of Homer's 40th Anniversary as a Sister City with Teshio, Hokkaido, Japan. Established April 7, 1984, Teshio and Homer have enjoyed a profound camaraderie and sharing of families, student exchanges, ideals, and memorabilia.

As part of our community's 40-year celebration, eighteen pieces of art that Teshio has generously gifted the City over the years will be on display in the Main Lobby of the Pratt Museum from **May 1 to September 7**.

This exhibit provides an opportunity to learn more about our Sister City, foster a stronger connection with Teshio, and view these cherished pieces that are part of the City of Homer's Municipal Art Collection.

A First Friday Exhibition will be held **Friday, May 3rd** at 4:00 pm and will be free to the public.

More info on the [Sister City Program](#) and the [Municipal Art Collection](#) can be found on the City of Homer website.

## TOMODACHI TAIKO DRUMMING EVENT

Mark your calendars for an exciting event as part of the 40th Sister City Anniversary celebrations! The City of Homer and the Alaska Japanese Club are thrilled to invite the Tomodachi Taiko Association to bring the rhythms of Japanese Taiko drumming to Homer High School's Mariner Theater on **May 4th**. Join us for a performance featuring 12 drummers from Anchorage and Japan and immerse yourself in the peaceful yet powerful beats of this ancient art form. Additionally, students from the Alaska Japanese Club will showcase their own skills in special Taiko performances throughout the day.

The Japanese Club students have been working hard to create drums since September. They have made 30 cardboard drums, a 50-gallon Taiko drum, and 30 pairs of Taiko drum sticks called bachi. They have been rehearsing twice a week to prepare for this special event. The students will also perform on **April 19th** for the Jubilee Youth Performing Arts Show at Homer Mariner Theater.



Taiko Drum



Japanese Club students with homemade Taiko drums participating in Homer's Winter Carnival

Japanese Taiko drums are traditional percussion instruments that originated in Japan centuries ago. They are characterized by their large size and deep, resonant tones, which are produced by striking the drumheads with wooden sticks called bachi. Taiko drumming is not just about the music; it's a cultural art form that embodies strength, unity, and spirited performances.

Don't miss the unique opportunity to learn how to build Japanese Taiko drums at our drum making workshop on **Friday evening, May 3rd**! Stay tuned for further event details, which will be posted on the City of Homer website and social media. Mark your calendars and get ready to experience the energy of Taiko drumming like never before!

# CLERKS

## HOW TO RUN FOR ELECTED OFFICE EVENT

Are you interested in running for public office this year? Or thinking about it for future elections? Maybe you are just curious about the process?

**On Thursday, April 4th, there is a free event on How to Run For Elected Office.**

The event will feature a presentation on how to run for elected office and a Q&A session with a panel of past elected officials. Application and filing materials will be on hand for review. Oh, and don't forget, there will be refreshments too!

**When:** Thursday, April 4th, from 5:30 – 7:30 pm

**Where:** Homer City Hall, 491 E Pioneer Avenue

**More Info:** Facebook [@kpvotes](#), Instagram [@kpvotes](#), email [kenaipeninsulavotes@gmail.com](mailto:kenaipeninsulavotes@gmail.com), or call 907-299-2517

Thanks to Kenai Peninsula Votes and the League of Women Voters on the Kenai who are sponsoring this event with the City of Homer.

### Why is it important to run for Public Office?

Participation in public service is essential for a thriving society and community. Decisions and policies shape what our society looks like now and in the future.

### It's important for these reasons:

#### Representation:

It ensures diverse voices are heard and represented in decision-making.

#### Policy Impact:

Candidates shape policies that affect every aspect of society.

#### Driving Change:

Running empowers individuals to champion causes and drive meaningful change.

#### Accountability:

Elected officials are held accountable for their actions, fostering transparency.

#### Inspiration:

It inspires future generations to engage in civic leadership and public service.

#### Community Resilience:

Builds community engagement and resilience in addressing challenges.

#### Preserving Democracy:

Demonstrates a commitment to upholding democratic values and principles by choosing our leaders through voting.

Running for public office is not just a personal endeavor but a vital civic duty that shapes the future of our communities and nation.

**How to Run For Elected Office**  
City - Borough - State

Sponsored by the League of Women Voters on the Kenai, Kenai Peninsula Votes, and the City of Homer

**Thursday, April 4th 2024**  
Homer City Hall  
491 E Pioneer Ave.  
from 5:30pm - 7:30pm

**What's covered during the event:**

- Presentation on how to run for elected office
- Materials will be available for reference
- Q&A with panel of past elected officials
- Refreshments
- Networking period (time permitting)

For more information: 907-299-2517 - [kenaipeninsulavotes@gmail.com](mailto:kenaipeninsulavotes@gmail.com)

# COMMUNITY DEVELOPMENT

## HOMER COMPREHENSIVE PLAN REWRITE



Community members noting on maps areas of importance.

The City of Homer launched its 2018 Comprehensive Plan at the Alaska Maritime National Wildlife Refuge Visitor's Center on March 28th, drawing a full house of 75-80 participants.

With support from the Anchorage-based consulting group Agnew::Beck, the city is updating its plan, sparking enthusiastic engagement from community members who offered valuable feedback. Shelly Wade, a principal/owner from Agnew::Beck, led discussions on walkability, recreational access, protection of green spaces, and preserving Homer's "small town vibe". Attendees stressed the importance of youth involvement in the rewriting process, as they will be the ones living in Homer in 20 years.

Moving forward, the consulting team plans to continue community engagement through surveys and future visits. Your engagement and ideas got the planning team off to a great start. Let's keep it rolling!

**For ways to get involved, contribute your ideas, and to receive updates, go to [homercompplanupdate.com](https://homercompplanupdate.com).**

## PORT & HARBOR U.S. NAVAL ACADEMY STUDENT VISIT

Homer's Port and Harbor welcomed four Midshipmen students from the Annapolis, Maryland U.S. Naval Academy for a three-day field study on harbor design. The students traveled to Homer as part of their capstone senior design project as ocean engineers. The team selected the Homer Harbor Expansion (HHE) as their final project and reached out through the HHE website to ask questions prior to scheduling the visit. In addition to meeting with our Port and Harbor team and HDR engineers, the students also gathered site-specific data, such as soundings to measure ocean depth, sediment samples, and information on other site characteristics.

The Ocean Engineering Program at the Naval Academy guides students to explore coastal, offshore, underwater, and environmental engineering to address challenges in ocean environments. Students design structures for shore protection, harsh ocean conditions, underwater living (submarines), underwater working systems (cables, pipelines, shipwrecks, etc.), while also tackling pollution and resource management issues.

Homer feels honored to have been chosen by these young professionals to support their studies. Our harbor's captivating and distinctive geography offers a truly special learning environment. We hope that collaborating with these students during their visit will lead to innovative methods that will benefit ours and many other harbors in the future.



Left to Right: Midn 1/C Tanner Cummins, Deputy Harbormaster Aaron Glidden, Midn 1/C Daniel Gantz, Port Director Bryan Hawkins, Midn 1/C Michael Lancaster, Harbormaster Matt Clarke, Midn 1/C Daniel McMann

**Click here to learn more about the U.S. Naval Academy Ocean Engineering Program:**



### Ocean Engineering Major

Ocean Engineering page for Naval Architecture & Ocean Engineering at USNA.edu. Updated Tue Feb 20 14:46:20 EST 2024.

 NavalAcademy

**CLICK HERE** 

# HOMER HARBOR EXPANSION

## STUDY UPDATE



Great news for our community!

Federal continuation funds for the Homer Harbor Expansion General Investigation were included in the Fiscal Year 2025 Presidential budget, which was released to Congress on March 11. Though confirmation of the funding is contingent upon approval from Congress during the budgetary process, this is very positive news. The announcement underscores the USACE's commitment to advancing the General Investigation, as well as the support of the Alaska Congressional Delegation.

The General Investigation study allows us to identify sustainable solutions to meet the escalating demands of maritime transportation across the region and address safety concerns, while balancing environmental stewardship and economic vitality.

The US Corps of Engineers project team will be doing environmental fieldwork this summer utilizing remaining Fiscal Year 2023 study funds. The team's first visit will be in April to coincide with an ecological modeling workshop they are also hosting as part of the study. The City is presently contracting for geophysical survey work to map beneath the seafloor in

the area proposed for the harbor expansion. The survey is expected to begin later in the summer. Completing these two study components will allow the US Army Corps of Engineers to move forward with design work when study activities resume in full.



Keep engaged with the study at [www.homerharborexpan.com](http://www.homerharborexpan.com)

## ALASKA DOT HOMER AIRPORT IMPROVEMENT PROJECT

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Federal Aviation Administration (FAA), is currently engaged in a construction project to rehabilitate and improve Homer Airport runways and taxiways with the goals of extending the service life of the airport, improving safety, and improving airport perimeter access for airport security, maintenance, wildlife hazard management, and airfield rescue operations.



View closure schedule and details about the project on the City of Homer webpage, DOT&PF Homer Airport Improvement Project Info:



<https://www.cityofhomer-ak.gov/airport/dotpf-homer-airport-improvement-project-info>

Stay up to date with DOT&PF's Airport Improvement Project. You can provide public comment via their online comment form.



[Homer Airport Improvements - Public Involvement](https://dot.alaska.gov/creg/homerairport/involvement.shtml)

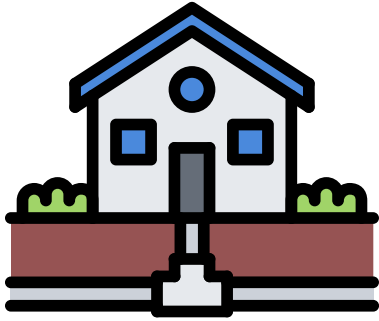
<https://dot.alaska.gov/creg/homerairport/involvement.shtml>



# PUBLIC WORKS

## WATER AND WASTEWATER COLLECTIONS SYSTEM CLEANING

The City of Homer's Water and Wastewater Collections Department needs your help to keep the wastewater collection system clean and operating smoothly! Homeowners and business owners are encouraged to regularly clean their water and sewer lines to prevent pipe damage and clogs, ultimately saving money on costly repairs. Cleaning out these systems pushes debris into the wastewater collection system, which can then be maintained by the City and transported to the Wastewater Treatment Plant.



All drainage lines from homes or businesses are linked to the City's collection system. The system consists of water and sewer main pipes, manholes, cleanouts, siphons, lift stations, and key structures, organized into five routes, each receiving annual cleaning. Hydro Jetting is the method used for cleaning, which is a safe and eco-friendly technique utilizing pressurized water and air to eliminate undesirable substances from the system.

Whether from sinks, showers, or toilets, every drain connects to the sewer lines. By maintaining and regularly inspecting systems in your home or business, you contribute to the city's efforts to ensure everything runs well.

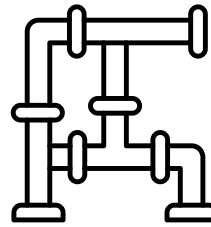


### What you can do:



#### Adopt Good Habits

- Dispose of grease in the trash.
- Use drain strainers.
- Run water regularly.
- Check for leaks.
- Maintain garbage disposals.
- Mindful flushing.
- Use quality cleaning materials.



#### Routine Maintenance:

- Schedule routine inspections every two years.
- Avoiding tree root intrusion on sewer and water lines.
- Install backwater prevention valves.
- Maintain septic systems.

## CITY OF HOMER AWARDED EPA AQUARIUS RECOGNITION

The City of Homer is incredibly proud to announce it has been awarded a U.S. Environmental Protection Agency (EPA) AQUARIUS Recognition for the Seawall Armor Rock Installation Project. The AQUARIUS Recognition Program nationally recognizes Drinking Water State Revolving Fund (DWSRF) funded projects for exceptional focus on six main areas. Homer was chosen for its "Excellence in Climate Change Mitigation and Resiliency."

In May 2021, the City completed a significant erosion defense project partially funded by Alaska's DWSRF Program. Focused on reinforcing an existing seawall with armor rock, the project aimed to combat accelerated erosion along the coastline that threatened property and utility infrastructure. Shoreline erosion rates estimated from historical air photos from 1951 to 2002 averaged about 3.5 feet per year. The seawall constructed in 2004 helps protect properties from erosion.

By enhancing the wall's defense with the installation of armor rock, the project ensures stability to utilities infrastructure, including wastewater in the area, and critical drinking water that supplies residents and businesses in Homer. Overall, the City of Homer took decisive action to prevent water supply failures that would have affected residents, tourists, retail businesses, the Alaska Marine Highway ferry terminal, the fishing industry, hotels, and outdoor enthusiasts that use the Spit as an access point to the wonders of Kachemak Bay.

This award reflects Homer's commitment to environmental stewardship and use of innovative designs to protect our shores from further erosion.

# FIRE DEPARTMENT

## HVFD FIRE ACADEMY

Have you ever considered a career as an emergency responder? The Homer Volunteer Fire Department is looking for dedicated volunteers who are eager to learn.

Be sure to register in time to **attend training from March 25th through July 20th.**

This program equips participants with the essential skills and knowledge needed to excel in firefighting and emergency medical services.

Training will consist of fundamental Fire Fighter I and Fire Fighter II techniques, as well as Hazmat awareness and operations. Recruits gain hands-on experience under the guidance of experienced instructors.

For those looking to start a career as a volunteer firefighter or EMT, this training will provide a pathway for you to make a meaningful impact on your community.

Stop by the Homer fire station located at 604 E. Pioneer Ave., or call 907-235-3155 for more information!



## 2024 Fire Academy Take The Next Step

Kick start your career as an emergency responder by becoming a volunteer firefighter or EMT.

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Receive free training when you become a volunteer. Stop by the Homer fire station or call 907-235-3155 for more information! Stop by today.

**Starting March 25th - July 20th**  
HVFD Fire Academy will consist of Firefighter I training, Hazmat awareness, Hazmat operations, and Firefighter II training.



# POLICE DEPARTMENT

## NATIONAL RX TAKE BACK DAY APRIL 27, 2024

For over ten years, the HPD has participated in the U.S. Drug Enforcement Administrations (DEA) National Prescription Drug Take Back Day. Last year, over 22 tons of medications were collected from the Pacific Northwest states (Alaska, Washington, Oregon and Idaho) alone.

The take back program aims to provide a safe, convenient, and responsible means of disposing of prescription drugs while also educating the general public about the potential for medication abuse. We encourage all families, friends and neighbors to participate. Unused prescription drugs can end up in the wrong hands, which can be dangerous and tragic.

At the Homer Police Department, every day is Take Back Day. There is a permanent collection box in the front entrance lobby. Help keep your family and community safe by turning in unneeded medications for proper disposal.





In this section, we aim to keep readers informed about the latest developments in public safety in the community. Whether it's news about crime prevention, emergency preparedness, or updates on local law enforcement activities, we've got you covered. Our goal is to promote a safe and secure environment for all community members and visitors of Homer, and we believe that staying informed is a crucial part of achieving that. Read on to learn more about what's happening in public safety in Homer.

## APRIL IS NATIONAL DISTRACTED DRIVING AWARENESS MONTH

During the month of April, the National Highway Traffic Safety Administration (NHTSA) is raising awareness of the danger of distracted driving. Did you know that distracted driving claimed the lives of 3,522 people in 2021 alone? By being aware and changing habits while on the road can save you a ticket and can save lives.

According to the NHTSA site, “Distracted driving comes in many forms: adjusting the radio or GPS, applying makeup, eating and drinking. But it’s cell phone use — specifically, texting, talking, and social media use — that is the most common distraction. Texting, which includes messaging, is considered the most dangerous type of distracted driving because it combines visual, manual and cognitive distraction.”



### Here are some simple tips for a safer ride:

- Need to text? Pull over in a safe spot. No text or notification is worth risking a life on the road.
- Designate a passenger as your "designated texter" for calls or messages.
- Avoid scrolling through apps while driving. Put your phone out of reach until you arrive.

## SAFETY TIPS FOR MOOSE ENCOUNTERS



It’s that time of year when moose often come to graze where snow has melted. Keep these safety tips in mind if you encounter moose while out on walks, on the trail, in your neighborhood, or while driving.

The Alaska Highway Safety Office offers the following tips to help avoid a deadly confrontation with moose:

- Never feed a moose
- Give moose at least 50 feet. If it doesn't yield as you approach, give it the trail.
- If a moose lays its ears back or its hackles (the hairs on its hump) rise, it's angry or afraid and may charge.
- Moose kick with their front as well as hind feet so we suggest not confronting them directly.
- Don't corner moose into fences or houses.
- If a moose charges, there are few options available to you but it has been suggested by many others to simply get behind a tree. A theory stands that you can run around the trunk faster than the gangly moose.
- Never get between a cow and her calf.

# MEET THE STAFF

## Work Anniversaries

Thank you to the following staff members for your dedication, commitment, and service to the City of Homer!

### March

Names	Dept.	Years
Matt Clarke	Port	23 Years
Elton Anderson	Port	18 Years
Renee Krause	Clerks	17 Years
Mike Parish	Public Works	10 Years
Angie Kalugin	Finance	9 Years
Elizabeth Fischer	Finance	7 Years
Kurt Read	Port	7 Years
Matt Smith	Library	6 Years
Matt Steffy	Planning	6 Years
Amber Baldus	Fire	2 Years
Bill Jirsa	IT	1 Year
Michael de la Torre	Police	1 Year
Kane Graham	Police	1 Year



Roslyn Kriegh

Meet **Roslyn Kriegh** who joined the Port & Harbor in March as Port Property Associate.

Roslyn was born and raised on Kodiak Island. Her husband, Thomas Vanek, is from Ninilchik. They have spent the last 7 years in California and Washington state pursuing education and supporting their extended family.

Homer is where they always planned to return, she says, “near our families and in the state we adore. We couldn’t imagine a better place to establish our futures.”

Although Roslyn is still settling into her position, she has been enjoying her interactions with everyone and their excitement for the upcoming season! Outside of work she has several hobbies including a passion for ornithology, animal husbandry, freshwater aquariums, and chickens. Ask her to learn more!

## Welcome to the Team!



We want to extend a warm welcome to **Bradley Gullikson**, who joins the Homer Police Department as a Police Officer. Bradley comes to us from the Alaska State Troopers and brings valuable knowledge and experience to the team.

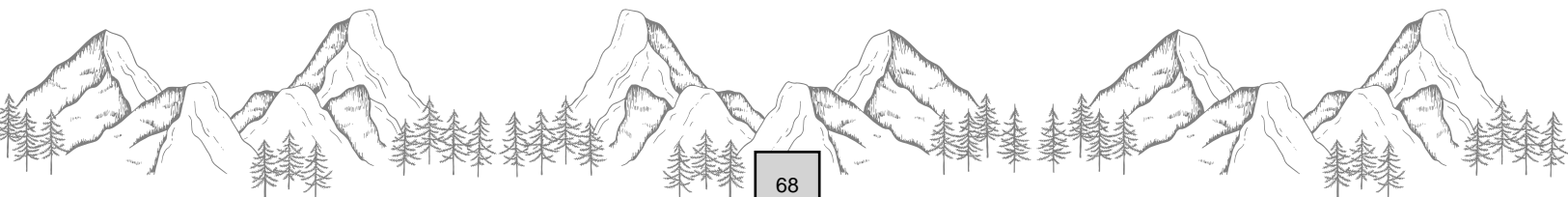


Stephen Overdorf

**Stephen Overdorf** joins Public Works as a full-time Equipment Operator Apprentice. Stephen has worked the last two seasons as a winter temp, working with Airport Building Maintenance.

Stephen came to Homer from Kenai in January of 2000 and was actually a part of the crew that built the Fish Factory in Homer. In his spare time, he works with his sawmill and maintains his hobby farm with goats and a garden.

When asked about what he likes most about Homer, he says, “It’s the best place on earth!” We can agree on that.



# CITY OF HOMER ROSTER

**Mayor** - Ken Castner (2024)

## City Council

Donna Aderhold (2024)

Jason Davis (2025)

Shelley Erickson (2024)

Storm P. Hansen (2025)

Rachel Lord (2026)

Caroline Venuti (2026)

## City Staff Leadership

Melissa Jacobsen, Acting City Manager, MMC, City Clerk/Deputy  
Director of Administration

Mark Robl, Chief of Police

Bill Jirsa, Chief Technology Officer

Julie Engebretsen, Director of Community Development

Elizabeth Walton, Finance Director

Mark Kirko, Fire Chief

Dave Berry, Library Director

Andrea Browning, Personnel Director

Bryan Hawkins, Port Director

Dan Kort, Public Works Director

Ryan Foster, City Planner

Mike Illg, Community Recreation Manager

## Commissions and Boards

ADA Advisory Board

Economic Development Advisory Commission

Library Advisory Board

Parks, Art, Recreation and Culture Advisory Commission

Planning Commission

Port and Harbor Advisory Commission

# MUNICIPAL ART COLLECTION



Fireweed Wall Mural by Josh Nordstrom - City Hall



Pocket Pebble by Melisse Reichman -  
Boathouse Pavilion on the Spit

Learn more about the municipal art collection at:

[www.cityofhomer-ak.gov/  
prac/city-homer-municipal-art-collection](http://www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection)

## STAY CONNECTED TO CITY COUNCIL

Go to [cityofhomer-ak.gov/cityclerk/stay-connected-city-council](http://cityofhomer-ak.gov/cityclerk/stay-connected-city-council) to find instructions on how to listen, provide testimony, and participate in the meetings via Zoom.

## UPCOMING MEETINGS

### April

- |    |         |  |
|----|---------|--|
| 1  | 3:30 pm | Comprehensive Plan Steering Committee Regular Meeting                |
| 3  | 5:30 pm | Planning Commission Worksession                                      |
| 3  | 6:30 pm | Planning Commission Regular Meeting                                  |
| 9  | 6:00 pm | Economic Development Advisory Commission Regular Meeting             |
| 11 | 4:00 pm | ADA Advisory Board   |
| 15 | 3:30 pm | Comprehensive Plan Steering Committee Regular Meeting                |
| 16 | 5:30 pm | Library Advisory Board Regular Meeting                               |
| 17 | 5:30 pm | Planning Commission Worksession                                      |
| 17 | 6:30 pm | Planning Commission Regular Meeting                                  |
| 18 | 5:30 pm | Parks, Art, Recreation & Culture Advisory Commission Regular Meeting |
| 24 | 5:30 pm | Port & Harbor Advisory Commission Regular Meeting                    |
| 29 | 3:30 pm | Comprehensive Plan Steering Committee Regular Meeting                |



## JOIN OUR TEAM

- Find current job listings for the City of Homer
- Sign up for Job Alerts
- Apply Online at:  
[cityofhomerak.applicantpro.com/jobs](http://cityofhomerak.applicantpro.com/jobs)

**ABOUT THIS NEWSLETTER**  
The City of Homer Newsletter is published monthly. For questions or comments, please contact the Office of the City Manager at [citymanager@ci.homer.ak.us](mailto:citymanager@ci.homer.ak.us).

## City of Homer

491 E. Pioneer Avenue, Homer, Alaska 99603  
907-235-8121

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)



## **Background**

The City of Homer Economic Development Advisory Commission has an ongoing goal of defining what is positive economic growth for Homer, and how it leads to the quality of life and growth outcomes desired by the community. The Commission has begun working on this goal by conducting a SWOT analysis - strengths, weakness, opportunities and threats- for Homer's quality of life. There are four board categories included in this document: Business Climate, Built Environment, Natural Environment and Social Climate. As the Commission discovered, it's the people who make Homer, Homer. This analysis is offered as a gateway to a larger community conversation about Homer's future as a place to live, work and thrive as we proceed to Homer Comprehensive Plan.

## **Acknowledgments**

### *Economic Development Commission*

Karin Marks, Chair

Nicole Arevalo

Deborah Brown

Jay CheroK

Luke Gamble

Hazel Pearson

Adele Person

Tulio Perez

Debbie Speakman

### *Staff*

Julie Engebretsen, Economic Development Manager

Rachel Tussey, CMC, Deputy City Clerk II

## Strengths

- Small town feel and scale
- Eclectic businesses, buildings and people
- Wide variety of locally owned small businesses
- Integrated town with outdoor environment
- Connected community with vibrant cultural and business groups

## Weaknesses

- Lack of worker support: Housing, Childcare, Training.
- Difficulty for early to mid-career residents to thrive
- Some infrastructures is in need of repair (roads) or expansion - storm water + green infrastructure
- Local regulation is not resulting in the patterns and development the community would like to see.

# QUALITY OF LIFE

## Opportunities

- Encourage multi-family housing
- Increase ease of walking and biking
- Collaborate with community partners on habitat, climate, erosion and other natural environment issues that impact quality of life
- Find ways to keep young or returning residents in the community

## Threats

- Difficult to recruit new talent
- Poor retention of workers
- Loss of town/wildlife interface
- New residents may not become involved in the community; slow loss of volunteer run organizations, events and services; Risk of gentrification; becoming a community of empty households.
- Costs of living and doing business





## Business climate

<b>Strengths</b>	Variety of businesses and activities.	Working town with rich history.	Lots of jobs for entry level workers.	Small, locally owned business are the majority; few chains.	Vibrant cultural community that has rich opportunities for arts, sports, music, gathering, education, and entertainment.	Community that is growing and maturing, that is developing opportunities for families, businesses, visitors, but at a pace that does not create change so quickly that what is here is lost or displaced.
<b>Threats + Weaknesses</b>	Low availability of vocational training.	Not enough homes available for sale or rent to meet the demand. Affects the work force and tax paying residents.	Lack of year round affordable housing. Problem for entry level and low income workers, and also potential future middle income workers. Losing the potential to build up the work force due to entry/early hurdles.	Cost of living and doing business here is increasing. Harder to live and move here. (food, housing, development, energy costs).	Risk of over-regulation. Potential mismatch between level of local regulation and community desire for regulation.	Uncertain energy supplies and future prices (natural gas in Cook Inlet).
<b>Opportunities</b>	Tax breaks could encourage growth by certain groups that could improve commerce. A tax break to encourage certain business activities, such as construction of multi family homes.	Solicit developers (could be from outside of Homer) to build multifamily housing.	Keeping youth in the community and providing skills training to grow the local work force. Kachemak Bay Campus, voc tech training/apprenticeship programs, and partnerships with existing businesses such as NOMAR, Bayweld and other small manufacturing operations are all opportunities.		Promote policies that are favorable to economic growth (tax environment, seasonal labor initiatives, etc.).	Balance growth with cohesive town "feel."

## Built Environment - Town buildings and infrastructure

<b>Strengths</b>	Eclectic, organic feel to the town. Human scale buildings.	Integrated town with the outdoors - can observe wildlife (moose, eagles) and be in nature.	Small town feel and scale.	Multiple economic zones; Homer Spit, spit trail & boardwalks, Pioneer Ave, Old Town, Ocean Drive, East End Road.	Wild spaces - less manicured yards, trails in town, remote access opportunities to the back country and across the bay.	Unique houses, not cookie cutter.
<b>Threats + Weaknesses</b>	Lack of mechanisms to pay for growth or balance the pace of change.	Infrastructure - road system in need of repair, limited access options. Storm water management is a growing issue.	Lack of housing including multi family housing and creative ideas for seasonal housing.	Low density can cause sprawl; cost of utilities and infrastructure increases as a result.	Lower levels of energy efficiency, at risk for pricing swings in energy prices.	Cookie cutter buildings/strip mall.
<b>Opportunities</b>	Accommodate population growth with zones of increased density & reduced commute. Encourage ADU's (Accessory Dwelling Units).	Use the City HART Fund wisely to address roads maintenance + trails.	Increase walkability/biking. Promote an easy flow of people whether they walk, bike or drive within the community, with wayfinding. Plan for all transportation modes to keep the small town feel and the opportunity to meet.	Manage growth wisely, such as road and infrastructure planning with new subdivisions, planning for pedestrian and storm water drainage, and rezoning to allow more housing and tiny homes.	Collaborate with the Homer Chamber of Commerce to help maintain focus towards building up our local small businesses across sectors.	Aesthetics: Use some natural living landscape to break up box store type look. Blend built environment with nature.

## Natural Environment

<b>Strengths</b>	Natural beauty	Community connection to outdoors, nature, skiing and beaches in the same day.	Coastal living - maritime culture of sport and commercial fishing and water based activities	Abundant and pristine natural resources.	Large areas of park and public lands surrounding Homer.
<b>Threats + Weaknesses</b>	Human affect on natural environment. Pollution, overfishing, lack of crab in K Bay, warming climate.	Development of lands without consideration of wildlife/habitat corridors, wetlands (salmon habitat, water connectivity) + groundwater + storm water flow channels.	Destruction of built and natural environment. Storm drains and roads based on 1970's planning and engineering ideas.	Oil + gas lease sale potential in lower cook inlet.	Fisheries: closure of lowed CI salmon fishery, other declining or poorly managed fisheries. Large vessel trawl fleets. (threat to marine economy, wealth + culture).
<b>Opportunities</b>	Local potential for use of alternative energy sources from Tidal energy to household heat pumps.	Study groundwater to increased understanding of this local resource and the ability to plan for the natural environment.	Collaborate with partnerships to create connected greenspace for trails, water management, and wildlife. Purchase or preserve key habitat locations.	Identify wildlife and habitat corridors, and take steps to maintain the health of local fish and wildlife within these corridors.	Fisheries: City could be participating more in partnerships that aim to identify solutions to bycatch issues.

## Social Climate

<b>Strengths</b>	Community has many social connections between residents, and also with the natural environment.	Small business and small non-profit, integrated nature of the community (fundraising, meeting community needs).	Community feeling: People are here by choice at the end of the road.	Eclectic nature of the town and people	Safety - low crime	Diverse and rich heritage.	"Work from Anywhere" trends increasing nationally to benefit novel living locations.
<b>Threats + Weaknesses</b>	Cost of living does not support middle/low income work. Median income 60K, Median House costs of \$20K/year	Many young families need to work outside of Homer to live year-round. Childcare difficult to obtain.	How to entice mid-career small business owners to move to Homer, and have all new residents embrace Homer culture.	Explosive growth (outside wealth outpacing local population) second homes, short term rentals, rapid change.	Addiction education - need for resources, outreach, networking.	Risk of losing the full character of Homer. Not talking to enough people about Homer's future.	Not a very age - diverse population. Unbalanced demographics. 20% of the population over 65. Increasing rate of snowbirds.
<b>Opportunities</b>	Provide education on what government does. Highlight what makes Homer a unified community.	Educate the community on how decisions will impact taxes, utility rates, and cost of living as Homer grows.	Use social appeal to support businesses in obtaining out of area workers. Resource in helping get H2B & vetted workers.	Art/murals/ landscaping as a draw for downtown, in a thoughtful way. Could encourage more businesses participation, cost sharing	Partner w NTC or SVT on community health, well being & cultural heritage. They have other funding streams not available to the City.	Revisit the Parks, Art Rec+ Culture needs assessment, and potential city partnerships with other organizations	Provide a spectrum of housing for all residents: housing first.

## ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2024 Calendar

	<b>AGENDA DEADLINE</b>	<b>MEETING</b>	<b>CITY COUNCIL MEETING FOR REPORT*</b>	<b>ANNUAL TOPICS/EVENTS</b>
<b>JANUARY</b>	Wednesday 1/3 5:00 p.m.	Tuesday 1/9 6:00 p.m.	Monday 1/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests *may be n/a during non-budget years</li> <li>• Land Allocation Plan Review</li> <li>• KPEDD Industry Outlook Forum</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/7 5:00 p.m.	Tuesday 2/13 6:00 p.m.	Monday 2/26 6:00 p.m.	<ul style="list-style-type: none"> <li>• KPC Job Fair</li> </ul>
<b>MARCH</b>	Wednesday 3/6 5:00 p.m.	Tuesday 3/12 6:00 p.m.	Tuesday 3/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• Clerk Reappointment Notices Sent Out</li> <li>• Update from Public Works Director</li> <li>• KPEDD CEDS Review</li> </ul>
<b>APRIL</b>	Wednesday 4/3 5:00 p.m.	Tuesday 4/9 6:00 p.m.	Monday 4/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Terms Expire April 1<sup>st</sup></li> <li>• Advisory Body Training Worksession</li> </ul>
<b>MAY</b>	Wednesday 5/8 5:00 p.m.	Tuesday 5/14 6:00 p.m.	Tuesday 5/28 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of Commission's Bylaws</li> <li>• Election of EDC Officers</li> </ul>
<b>JUNE</b>	Wednesday 6/5 5:00 p.m.	Tuesday 6/11 6:00 p.m.	Monday 6/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Comprehensive Plan Review</li> </ul>
<b>JULY</b>	No Regular Meeting			
<b>AUGUST</b>	Wednesday 8/7 5:00 p.m.	Tuesday 8/13 6:00 p.m.	Monday 8/26 6:00 p.m.	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review</li> <li>• Update from Public Works Director</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/4 5:00 p.m.	Tuesday 9/10 6:00 p.m.	Monday 9/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Workforce Development Speaker</li> </ul>
<b>OCTOBER</b>	Wednesday 10/2 5:00 p.m.	Tuesday 10/8 6:00 p.m.	Monday 10/14 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of EDC's Strategic Plan/Goals &amp; BR&amp;E</li> </ul>
<b>NOVEMBER</b>	Wednesday 11/6 5:00 p.m.	Tuesday 11/12 6:00 p.m.	Monday 11/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• Chamber's Annual Presentation to EDC</li> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>DECEMBER</b>	No Regular Meeting			

\*The Commission's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Commission's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.