



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

City of Homer Agenda

Economic Development Advisory Commission Regular Meeting

Tuesday, September 14, 2021 at 6:00 PM

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

Webinar ID: 990 0366 1092 Password: 725933

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

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

AGENDA APPROVAL

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

RECONSIDERATION

APPROVAL OF MINUTES

A. August 10, 2021 Regular Meeting Minutes

VISITORS/PRESENTATIONS (10 minute time limit)

- A. Tim Dillon, Kenai Peninsula Economic Development District – KPEDD Update
- B. Robert Green, Alaska Small Business Development Center – Overview of AK SBDC Services

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. EDC Staff Report
 - i. Memo from Deputy City Planner Re: HERC Feasibility Funding
 - ii. Memo 21-159 from City Manager Re: HERC Planning Funding
 - iii. Ordinance 21-58 Amending HERC CARMA Fund
- B. Chamber Director Report
- C. Homer Marine Trades Association Report
- D. Kenai Peninsula Economic Development District (KPEDD) Report

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

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

INFORMATIONAL MATERIALS

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

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **TUESDAY, OCTOBER 12, 2021 at 6:00 p.m.** A Worksession is scheduled for Thursday, September 23, 2021 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 21-07 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:02 p.m. on August 10, 2021 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, BROWN, HALL, CHEROK, SPEAKMAN, PERSON

ABSENT: COMMISSIONER AREVALO (excused)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK TUSSEY
PUBLIC WORKS DIRECTOR KEISER
SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL

AGENDA APPROVAL

Chair Marks asked for a motion to approve the agenda.

BROWN/PERSON MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Wayne Aderhold, city resident, voiced his support for the wayfinding-streetscape project. He had attended one of the Discovery Week events and strongly feels that any tsunami inundation zone signage should be considered.

RECONSIDERATION

APPROVAL OF MINUTES

A. June 8, 2021 Regular Meeting Minutes

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

HALL/PERSON MOVED TO APPROVE THE MINUTES OF THE JUNE 8TH REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Peter Briggs, Corvus Design – Wayfinding & Streetscape Project

Chair Marks introduced Peter Briggs, Corvus Designs, to provide a presentation on the wayfinding and streetscape project. She noted that presentation materials are in the packet starting on page 11 of their packet, and the goal is to narrow down their preferred sign design options to one or two selections.

Peter Briggs gave his presentation, going over where they are in the process, the goals for sign development, where existing signs are, and what they've learned is needed from their Discovery Week. Mr. Briggs reviewed and facilitated discussion with the commission on the preliminary sign concept designs. Topics covered include:

- Costs associated with the different concepts; signs with more concrete would be more expensive while designs like option C would be cheaper
- Durability: all of the options are durable but options A and C would be the easiest for replacement/repairs
- “Instagram” opportunities
- Components at the Islands and Oceans Visitor Center and the Homer Spit are already harnessed in option A
- Option B does have more of an artistic appeal
- Lighting integration with the signage
- Snow coverage concerns for low-placed signs
- Looking for a “timeless” look that will last throughout the different aspects of Homer

Mr. Briggs recapped the commission's overall consensus with Option A but with changes to the pedestrian sign, and ensuring the panel design is consistent; potentially toning down the curvature in option B to be more marine-like. Next step is to refine the sign designs. Chair Marks and Deputy City Planner Engebretsen went over public outreach efforts and notable project dates.

Mr. Briggs thanked the commission and left the meeting.

B. Jan Keiser, Public Works Director – Public Works Project Updates

Chair Marks introduced Public Works Director Keiser to give her department update.

Ms. Keiser spoke to the Public Works projects that received funding in the FY 2022-2023 budget. These projects include City facilities that have funding for ADA-compliance improvements, various repairs and replacements, and roads, sidewalks, and trails projects that have funding either for designing or construction. She explained the projects and budget requests that did not get approved during the budget process, projects Public Works is working on now, and what projects are coming up in the near future.

Ms. Keiser facilitated questions from the commission. Commissioner Speakman commented on how Homer is an aging community and it's important to see those ADA-compliant projects at the top of the priority list. Commissioner Hall inquired on what caused the City to become out of compliance with our accessibility features. Chair Marks commented on the importance of improving the Baycrest pull-out as it provides an area for restrooms, informational signage, and landscaping. Ms. Marks also requested an update on the Motorized Trails and Transportation Plan and clarification on the difference between Public Work's funded projects and the City's Capital Improvement Plan.

C. George Hall – Seasonal Housing Solutions for Homer

Commissioner Person left the meeting at 7:28 p.m.

Chair Marks deferred to Commissioner Hall to give a presentation on seasonal housing solutions for Homer. She noted that this topic, plus others that will be presented at next month's meeting, segue into the EDC's strategic plan and goals which the commission will be reviewing later in the year.

Mr. Hall gave a presentation on his proposal on how the City should address the seasonal housing issue. He spoke to the housing shortage in Homer, its impact on employment, and explained his proposal of using modular movable/removable housing. He described out some of the issues with using modular housing including cost, location, number of beds, rent being charged based on cost-recovery vs subsidy, if they should be used in the winter, term of need, and facility rules/management. Funding of the units could be done either by the employer, the City, or through a Public-Private-Partnership agreement.

Mr. Hall requested feedback from the commission on if this was a concept the EDC would like to take up, and if so what next steps could we take. The commission briefly discussed the proposal and agreed to have the idea come back up when the commission reviewed their strategic plan.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report
i. Wayfinding-Streetscape Postcard

Deputy City Planner Engebretsen spoke to her written staff report, highlighting the Wayfinding-Streetscape project postcards that went out, some changes to City Code that will be coming to the commission, and City Council candidacy filing is open for those interested in serving. In response to Commissioner Brown, she explained how the Planning Commission began working on revising the regulations for large retail stores and staff's proposal to give EDC an update on the changes at their October meeting.

B. Chamber Director Report

Chair Marks noted that Chamber Director Brad Anderson was present earlier in the meeting but was no longer in attendance.

- C. Homer Marine Trades Association Report
- D. Kenai Peninsula Economic Development District Report

Chair Marks noted that KPEDD will be meeting August 19th so she will have a report at the EDC's September meeting.

PUBLIC HEARINGS

PENDING BUSINESS

- A. Wayfinding-Streetscape Plan Project Update
 - i. DRAFT Sign Location & Design Concepts

Chair Marks noted that the commission's feedback was provided to the consultant and staff during Mr. Brigg's presentation, and that no further action or motion was needed at this time.

NEW BUSINESS

- A. City of Homer Draft 2022-27 Capital Improvement Plan (CIP)
 - i. DRAFT 2022-2027 Capital Improvement Plan
 - ii. "Everything You Always Wanted to Know about the CIP" FAQs
 - iii. CIP Project Nomination Form

Chair Marks introduced the agenda item by reading the title and deferred to Special Projects and Communications Coordinator Carroll.

Ms. Carroll reviewed what the CIP is, the process for providing feedback to her and City Council, and what action staff is requesting from the commission at this meeting.

Chair Marks inquired on the removal of the Storm Water Master Plan. Ms. Carroll noted that in the report provided earlier by Public Works Director Keiser it was stated the reason for that removal is because the project is moving along and they would like to focus more on groundwater. Ms. Carroll spoke to a meeting City staff had with Alaska Department of Transportation and Public Facilities on some of the infrastructure funding that's coming forward, and where the State and City could coordinate on those funds to accomplish mutual goals. Storm water projects was one of those projects.

Chair Marks and Ms. Carroll discussed how the removal of projects from the State Legislative Request list would create openings for other projects, next steps at the Council level for approval, and whether a motion from EDC was needed or if feedback to staff would suffice.

Commissioner Speakman commented that anything regarding the Port and Harbor should be high priority outside of increasing bandwidth or connectivity for businesses. At Chair Marks' request for clarification, Commissioner Speakman agreed that her two top priorities are New Large Vessel Harbor Phase 2 and Barge Mooring and Large Vessel Haul Out Repair Facility.

Commissioner Hall supported those two selections.

Commissioner Cherok agreed to the New Large Vessel Harbor Phase 2 as #1 but proposed the Multi-Use Community Center Phase 1 as #2.

Commissioner Brown agreed with the New Large Vessel Harbor Phase 2 being the #1 priority. She requested more information on the Homer Spit Trailhead Restroom and noted she does not have a strong opinion for #2.

Chair Marks agreed with Commissioner Cherok, that priority #1 be the New Large Vessel Harbor Phase 2 and #2 be the Multi-Use Community Center.

Chair Marks asked if commissioners had any #3 priorities. Commissioner Speakman suggested making downtown more walkable. Ms. Carroll noted the Main Street Sidewalk project was similar and was already on the list under the State's portion. Commissioner Hall stated he did not have a #3 priority. Ms. Engebretsen commented that two priorities will suffice for Ms. Carroll's request.

HALL/CHEROK MOVED TO RECOMMEND PORT OF HOMER: NEW LARGE VESSEL HARBOR PHASE 2 AS OUR #1 LEGISLATIVE PRIORITY PROJECT, AND BARGE MOORING AND LARGE VESSEL HAUL OUT REPAIR FACILITY AS OUR #2 PROJECT FOR COUNCIL TO CONSIDER FOR INCLUSION IN THE LEGISLATIVE PRIORITY SECTION ALONG WITH SUPPORTING THE MULTI-USE COMMUNITY CENTER.

There was no discussion.

VOTE: YES: MARKS, CHEROK, BROWN, SPEAKMAN, HALL

Motion carried.

INFORMATIONAL MATERIALS

- A. City Manager's Report for July 26, 2021
- B. City Manager's Report for August 9, 2021
- C. EDC 2021 Calendar

Chair Marks stated that she will be out of state for the next City Council meeting and asked for a commissioner willing to give that report. It was agreed that Deputy City Planner Engebretsen would speak to Commissioner Person about giving the report since many of the other commissioners will be unavailable.

COMMENTS OF THE AUDIENCE

Wayne Aderhold, city resident, voiced his support for the mobile housing unit idea and opined that it should be up to the employer and the Chamber of Commerce to oversee their implementation.

COMMENTS OF CITY STAFF

Deputy City Planner Engebretsen thanked everyone's patience as they work through the new technology and noted bigger and better things are coming.

Deputy City Clerk Tussey reiterated Ms. Engebretsen's comments and thanked the commission.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Marks commented that the Zoom and in-person hybrid meetings have been going well. She acknowledged the lengthy meeting but it was all valuable information and looks forward to seeing everyone at the next meeting.

COMMENTS OF THE COMMISSION

Commissioner Brown commented it was great to be back in person and thanked City staff for their hard work.

Commissioner Speakman commented that we are all exhausted, referencing the busy summer and events that have recently taken place. She spoke to the seasonal housing issue and the need to maintain her great employees; she interested to see what kind of Public-Private-Partnership could be arranged. She impressed upon everyone to be very kind to each other as it's been a tiring year and voiced her appreciation for City staff.

Commissioner Hall thanked City staff for their work in running the meeting.

Commissioner Cherok commented that it was a very productive meeting, he's excited to see the Wayfinding-Streetscape project moving forward, and thanked everyone.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:21 p.m. A Worksession is scheduled for Tuesday, August 31, 2021 at 5:30 p.m. and the next regular meeting is Wednesday, September 14, 2021 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

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Planning

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(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: September 8, 2021
SUBJECT: September Staff Report

Wayfinding Update: We have a work session scheduled Thursday September 23rd, 5:30 pm.

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

Planning Commission: Consistently reviewing new subdivision plats and conditional use permits. Nothing for the EDC to consider this month.

Attachments

HERC memo & Draft ordinance



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Memorandum

TO: ECONOMIC DEVELOPMENT, PLANNING, AND PARK ARTS RECREATION
AND CULTURE COMMISSIONS

THROUGH: ROB DUMOUCHEL, CITY MANAGER

FROM: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER

DATE: SEPTEMBER 8, 2021

SUBJECT: HERC FEASIBILITY FUNDING

HERC Funding Opportunity

A new federal grant may be available to pay for demolition and building a new facility. But before the City can apply for funding, we need to sharpen the vision and get closer to a usable and fundable project. The feasibility study will build on the 2018 work of the HERC Task Force; we're not starting over! To meet the timelines and level of detail needed for the grant opportunity, some outside help and expertise is needed.

City Actions

The Council agenda for Monday, September 13, 2021 includes Ordinance 21-58. This ordinance requests \$75,000 in funding for professional services for a public process and feasibility study for the HERC. If Council approves the funding, a Request for Proposals will be issued and a firm selected. Work needs to begin quickly (October) to be complete by the end of the year. A draft of the grant proposal also needs to be completed in that timeframe.

Attachment

Memo 21-159 from City Manager to Council
Ordinance 21-58



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Memorandum 21-159

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 3, 2021
SUBJECT: HERC Planning Funding

The redevelopment of the HERC campus has been a high priority for the City for some time now. Momentum on the project was lost with the outbreak of the COVID-19 pandemic in 2020. Council and Administration have both been actively working to get the HERC project back underway.

The ordinance to be introduced on September 13th which appropriates \$75,000 from the HERC CARMA fund for professional services for public process and feasibility of a new multi-use center, is a big first step towards developing the project and moving it forward.

Originally, I intended to have a work session first, and then to bring forward a funding opportunity. Potential funding from the Economic Development Administration (EDA) through the American Rescue Plan Act has altered the timeline. On September 1st I met with Tim Dillon of the Kenai Peninsula Economic Development District (KPEDD) and Shirley Kelly who is the top EDA official in Alaska. During that conversation it became apparent that the HERC's redevelopment could be a very competitive project for a travel, tourism & outdoor recreation grant program. I would like to accelerate the process with the help of a consultant.

Staff will still be hosting a HERC work session on September 27th. We hope to get this ordinance adopted that evening so that we can launch an RFP for professional services shortly thereafter and award a contract by the end of October.

Staff Recommendation: Introduce ordinance on September 13th, adopt on September 27th.

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

3 City Manager

4
5 **ORDINANCE 21-58**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY 2022 CAPITAL BUDGET BY APPROPRIATING
9 \$75,000 FROM THE HERC CARMA FUND FOR PROFESSIONAL
10 SERVICES FOR A PUBLIC PROCESS AND FEASIBILITY STUDY OF A
11 NEW MULTI-USE CENTER.

12
13 WHEREAS, The Homer Education Recreation Complex (HERC) Task Force completed its
14 work in January, 2019; and

15
16 WHEREAS, The HERC demolition/Community Recreation Center was identified as a
17 Council-Initiated 2020 Priority; and

18
19 WHEREAS, Demolition cost for the two structures on the site has been estimated; and

20
21 WHEREAS, The COVID-19 pandemic paused work on many city priorities; and

22
23 WHEREAS, The City and Council are now able to refocus efforts on large projects to
24 benefit the City; and

25
26 WHEREAS, Due to federal funding there is a near term opportunity to apply for grants
27 to cover the demolition of the existing structures and fund a design-build process for a new
28 multi-use facility; and

29
30 WHEREAS, To apply for funds the City and its residents need to clarify what kinds of
31 public and private activities should take place in a new facility, and how the facility will cover
32 operations and maintenance expenses after construction; and

33
34 WHEREAS, Hiring a consultant to work through a public process with citizens and to
35 create a long term business plan is needed if the City is going to apply for funding, and to
36 support the facility long term if the project is constructed.

37
38 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

39
40 Section 1. The Homer City Council hereby amends the FY 2022 Capital Budget by
41 appropriating \$75,000 from the HERC CARMA FUND for professional services.

44	<u>Account</u>	<u>Description</u>	<u>Amount</u>
45	156-0396	HERC CARMA FUND	\$75,000

46
47 Section 2. This is a budget amendment ordinance only, is not permanent in nature, and
48 shall not be codified.

49
50 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 27th day of September, 2021.

51
52 CITY OF HOMER

53
54
55 _____
56 KEN CASTNER, MAYOR

57
58
59
60 ATTEST:
61
62 _____
63 MELISSA JACOBSEN, MMC, CITY CLERK

64
65
66 YES:
67 NO:
68 ABSTAIN:
69 ABSENT:
70
71 First Reading:
72 Public Reading:
73 Second Reading:
74 Effective Date:



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: September 8, 2021
SUBJECT: EDC Strategic Plan Update

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.

There are several ideas that have come up over the past several months; see the list below. New ideas are listed first, and then the existing list with some staff comments. We will talk as a group about what we'd like to add, and those items that are finished.

If you would like to include new topics on the strategic plan/goals for the next year, please be ready to talk about what role the commission will take, and how staff can facilitate.

New Ideas:

1. Peony Festival (Karin)
2. Seasonal Housing (George Hall's presentation)
3. Funding to keep Alaska Small Business Development Center staff in Homer
4. Comprehensive Economic Development Strategy (CEDS) related:
 - a. Supporting arts, culture and athletic programs
 - b. Shoulder season activities (chamber is working on this)
 - c. Increase gross sales and sales tax
 - d. Consider number of city facilities with videoconference services, benchmark and recommend improvements?
 - e. Encourage and promote the distance delivery of workshops and trainings (i.e. college, etc.)
 - f. How can we support affordable housing? Is seasonal housing a priority?
 - g. Chamber has requested the EDC consider a storefront improvement program, like Soldotna
 - h. How can EDC work with KPEDD? Annual CEDS review (Staff note, this could be added to our calendar for March/April, doesn't need to be a goal item).

EDC STRATEGIC PLAN/GOALS
2020-2021 2021-2022

<p>Ongoing Goals</p>	<p>1. Be available for short-term requests from the City for assistance- boots on the ground.</p> <p>2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."</p>
<p>Near Term Goals < 6 Months</p>	<p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration. <u>Commission role:</u> <i>Observe new construction, visit example locations, ??</i> <u>Staff role:</u> <i>Provide snapshots of these concepts, share where/how the city is doing it, and opportunities for doing more. Coordinate EDC with Planning Commission.??</i> <u>RESULTS:</u> <i>Had the PW director speak about storm water and related projects. Will continue to have PW speak to EDC 2x a year on development projects and issues.</i> <u>Keep is this task complete?</u></p> <p>2. Research any zoning recommendations to forward to Planning Commission. <u>Commission:</u> <i>Review the packet, ask questions prior to the meeting</i> <u>Staff:</u> <i>Bring items to the EDC, provide written information in the meeting packet</i> <u>RESULTS:</u> <i>Both commissions get a report about the other commissions in meeting packets, and planning staff considers which topics are relevant to the EDC.</i> <u>Keep or completed?</u></p> <p>3. Assist KPEDD in development of the Kenai Peninsula regional CEDS (public outreach, information gathering, collaborate with Chamber of Commerce, include public meeting). <u>Commission:</u> <i>Bring new ideas of how to outreach to specific groups of people</i> <u>Staff:</u> <i>Put together the usual outreach methods (radio/print/social media)</i> <u>Results:</u> <i>EDC provided community outreach. The Homer community was well represented in the comments reviewed by KPEDD. This was a success!</i> <u>Goal completed?</u></p> <p>4. Do some outreach to local businesses to see what immediate needs are (6+ months into COVID). <u>Commission:</u> <i>? who and how?</i> <u>Staff:</u> <i>? add this as a report item on the agenda, quarterly?</i> <u>Results:</u> <i>EDC did outreach; most businesses were still viable as of 2/2021. Sufficient fed/state/local support, followed by a robust travel season and high sales tax revenue. Outlook good.</i></p>

	<p><u>Goal completed?</u></p> <p>5. Ask Julie every three months if there's any boots on the ground work needed by the City that our commission can assist with.</p> <p>Commission:</p> <p>Staff: <i>Include any opportunities on a quarterly basis in the staff report.</i></p> <p><u>Goal Completed? Staff will bring items to you – I think about this all the time!</u></p>
<p>Mid Term Goals 1 - 3 Years (2020 – 2023)</p>	<p>1. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p>2. Do an analysis of City objectives, develop recommended priorities and identify specific alternatives if possible (from our bylaws and City's Comp. Plan Ch.7, items 1-6). If more public input is warranted, consider doing that. <i>(fall 2021 at the earliest)(move to spring/summer 2022?)</i></p> <p>3. Downtown vitalization momentum and wayfinding/streetscape plan- gain public input, offer input to RFP, etc. <i>(Spring 2021, tentatively)</i></p> <p><u>(Keep - ongoing through 21 and implementation in 2022)</u></p> <p>4. EDC promotes our assistance and capacity in recovery from economic damages within our community due to global pandemic fallout.</p> <p><u>DONE?</u></p>
<p>Long Term Goals 5 Years or More (2025+)</p>	<p>1. Economic resiliency planning</p> <p>2. Multipurpose community center <u>Move to Near Term Goals?</u></p> <p>3. BR&E</p>

OVERALL EDC DUTIES AND RESPONSIBILITIES

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

- Kenai Peninsula Economic Development District (KPEDD) – Regional Comprehensive Economic Development Strategy (link will bring you to all KPEDD reports): <https://kpedd.org/reports>
- 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.
- Notify Clerk in advance of meetings of planned absences and remote meeting participation.

Staff (Julie Engebretsen)

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

Clerk's Office

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



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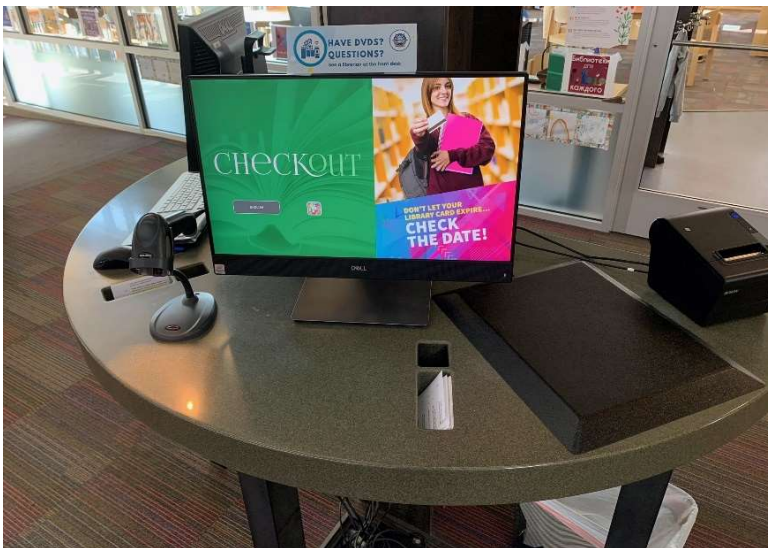
Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: August 18, 2021
SUBJECT: City Manager's Report for August 23, 2021 Council Meeting

FAA Outreach

In my July 26th report, I discussed outreach I had initiated with the Federal Aviation Administration (FAA) to address aircraft nuisance issues experienced by City residents. Since that time, Harbormaster Hawkins and his staff have continued to perform outreach with both the FAA and the Alaska Department of Transportation (AKDOT). We have learned that the FAA will be updating the Homer Airport Master Plan in 2022 and that they will only perform a noise impact study if requested. Attached to this report are a memo and a draft letter that I will be signing and sending to AKDOT which specifically requests an FAA Part 150 Noise Compatibility Study that included both the airport and the Beluga Lake Float Plane Facility.

Self-Check Out Machines at the Library



out at the front desk as always.

Update provided by Library Director Berry:
Over the past year, the Library has used CARES Act funds to upgrade remote services and streamline operations. Patrons have already seen outdoor wi-fi added in September 2020 and will shortly have the ability to submit print jobs over the internet from their personal phones and laptops. Another part of this project went live on August 3rd, when we switched on three new self-checkout machines! Checking out with the self-service stations is easy: all you need is your library card, PIN and the items to be checked out. If you've forgotten your PIN or need a new card, staff will be happy to help. And, of course, you can still check

COVID Testing at Library Parking Lot

The City, in partnership with South Peninsula Hospital and Public Health, hosted Capstone Clinic from August 15-August 20 to provide walk up, same day results COVID-19 testing in the library parking lot. The hospital initiated the testing contractor coming to Homer, as demand for testing has been high. At the time of this report, approximately 200 people per day were tested at the library, far exceeding expectations (and temporarily exceeding supplies!). As of Wednesday morning, the testing had identified over 60 positive cases,

which hopefully helps prevent about 70 additional cases in the community at a minimum (using the current Statewide Rt number of 1.164.) Services to library patrons were uninterrupted, beyond the additional cars parked on Hazel and in the library parking lot. The City appreciates our community partners and citizens for their patience and teamwork to provide additional testing during this time of high transmission.

COVID Mitigation

On August 12th I made a series of changes to the COVID mitigation measures implemented at City facilities. We are now requiring all visitors to wear a mask when visiting a City facility, regardless of vaccination status. The trends related to the highly transmissible delta variant and the impacts it's having on the State of Alaska's medical resources are a large driver in this decision to return to masking in all City facilities.

Special Projects Coordinator Jenny Carroll created a poster for staff that helps clarify what to do in different COVID-related situations. The poster (attached to this report) has been distributed to all City facilities. We are also including a version of this document in all paychecks this week to ensure all employees get the message.

Library Director Dave Berry and I worked together to update the COVID Risk Assessment Framework. Much has changed since it was originally written and introduced in October 2020. This updated version (attached to this report) will help guide the organization's ongoing review of the COVID context in Homer as it relates to City operations.

Finance Improvements Internal Stakeholder Group

On August 11th I convened an internal stakeholder group for a finance-related improvement scoping session. This was one of my major post-budget adoption priorities. This kick-off meeting included staff from Finance, Public Works, Harbor, and Administration. We zeroed in on some themes that had broad appeal to the group and are preparing a plan to begin developing updated policies for internal finance operations. I'll also be creating a broader finance stakeholder group with representation from all departments that will meet on a regular basis to discuss ongoing issues and develop training for Citywide consumption. I will provide updates as this project progresses.

Facebook and Email Newsletter

In December 2020 I initiated a conversation with staff regarding official social media accounts and general promotion of City activities. We came to a consensus that the existing social media policy was still relevant and effective for today's context, however, there were some opportunities identified which could improve our connection to the public. Included in that were a general City of Homer Facebook page (we currently have a small collection of department pages) and a City newsletter. Christine Drais, assistant to the City Manager, has been working to set up templates and develop content to get these new communication opportunities on track. The Facebook page is live at <https://www.facebook.com/cityofhomerak> and the goal is to launch the first edition of the newsletter on September 1st. Email Christine at cdrais@ci.homer.ak.us or visit: <https://www.cityofhomer-ak.gov/newsletter/subscriptions> to get signed up for the newsletter.

Personnel Updates

Port & Harbor: *Peter Alfiche will retire August 20th after 10 years with the City. Peter started as the Fish Dock Temp and was promoted to Operator in 2017. In addition to strong mechanical skills, Peter also has a background in carpentry and he would often think up useful things to build for the plant—such as stools and toolboxes. He also did a few larger projects, such as remodeling the bathroom lobby after a waterline broke in January 2020. Peter is well liked, respected, and his constant smile will be missed by everyone on the Dock. – Burt Gregory, Fish Dock Supervisor*

Dave Berry – Enterprise Cybersecurity Leadership Certification Finance

The City’s digital infrastructure is vitally important to the success of our organization and it is important to me as City Manager that we continually invest in cybersecurity skillsets and solutions. Our Library Director and IT supervisor, Dave Berry, successfully completed the National Association of Counties’ (NACo) Enterprise Cybersecurity Leadership Academy in July. The academy, led by industry experts, delivers a proven framework and insights on leading and securing a network and an organization.

Police Department: *Eve Dickmann resigned from the Police Department after a successful 10 year career as a 911 dispatcher. Eve was energetic, hard-working and knowledgeable. She’s heading off to Glennallen Alaska for new adventures. Eve will be missed.* – Chief Robl



Public Works: With a series of planned retirements happening this year in the Public Works Department, there are some big departures and new opportunities. See below for updates from the Public Works Director:

John Wythe retired, effective July 30, 2021, after 30 years of dedicated service to the Public Works Department. John was the Lead Operator for the Department responsible for, in addition to operating heavy equipment, training, coaching, and scheduling the other operators. John’s passions, which he’ll

be pursuing in his retirement, are playing with his brand-new tractor, his grandchild, and his cabin on Tutka Bay, but not necessarily in that order.

Paul Raymond, who has been with the Public Works Department for 7 1/2 years as an operator, was promoted to Lead Operator upon John's retirement. Paul has lived in Homer since 1977. Before starting work with the City, he worked as an operator for various construction companies in and around Homer and at the KPB Transfer Station. When asked what his hobbies were, Paul said enthusiastically, "BBQ!"



Left: John Wythe, Right: Paul Raymond

Owen Meyer joined the Public Works Department as the fulltime Project Technician. Owen will also serve as the ADA Coordinator for PW, working closely with the City's ADA Coordinator, Renée Krause. Owen was selected by the AML to be part of its Conference of Young Alaskans (COYA), which this year, focused on critical issues facing municipal governments. Owen is an accomplished guitarist and member of Toastmasters International.

Glenn Rauh, PW Custodian, left fulltime City Employment to work for Petro Marine as Fuel Dock Manager. Glenn had been with the City for just over a year and proved himself to be a capable and congenial employee in one of the City's most challenging positions – working nights cleaning other people's toilets. We wish him well!

One strategy noted during the Public Works section of the Council Budget Work Sessions was a plan to expand the skillsets of existing employees to bring certain tasks in-house more often. To that effect, Joe Inglis, PW Operator, is being cross-trained to manage the construction of, and inspect, some of the City's construction projects administered by the PW Department. Not only will this be more cost effective than using third party inspectors, it will provide in-house expertise when we need it. Aaron Yeaton, GIS Technician, is being cross-trained to produce Army Corps of Engineers permits, storm water plans, wet land delineations, ground water reports and other environmental protection-related documents, which will help the PW Department achieve its sustainability goals.

Enclosures:

1. Memo Re: Letter Requesting FAA Regulation Part 150 Noise Compatibility Study of the Homer Airport
2. Letter to AKDOT Chief of Planning Re: City of Homer Airport 2022 Master Plan
3. COVID Poster
4. COVID Risk Assessment Framework Update



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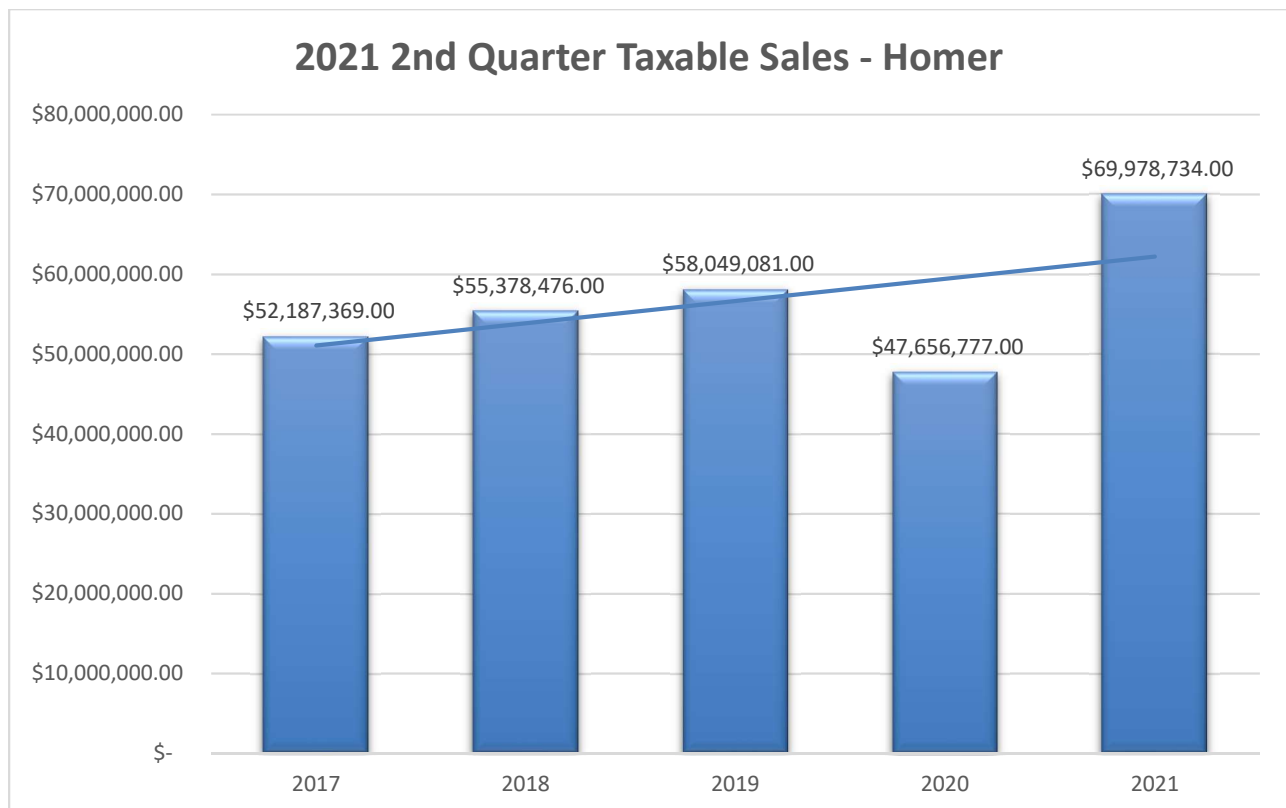
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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 8, 2021
SUBJECT: City Manager's Report for September 13, 2021 Council Meeting

Sales Tax Update – 2nd Quarter of 2021

The sales tax data (provided by the Kenai Peninsula Borough) is beginning to back up the observations many of us have made regarding the strength of the local tourist and consumer markets. The graph below shows the total taxable sales for the City of Homer during the second quarter from 2017 to 2021. The dip for COVID in 2020 is quite obvious, as is the strength of the comeback in 2021. The \$69M in reported taxable sales equated to approximately \$3.4M in revenue, an increase of over \$1M from 2020.



Mass Casualty Emergency Response Drill at Homer Airport

On August 24, the City of Homer, Alaska DOT & PF and other area agencies participated in an emergency drill at Homer Airport. The drill is required by the Federal Aviation Administration for airport certification, and gives area responders the opportunity to practice their response procedures to a large number of casualties from an airplane crash or other aircraft emergency and. The exercise simulated a crash landing of a Dash 8 with 23 people on board which required rapid establishment of incident command, scene security and safety, automatic aid from other agencies, triage, medic services, and transport. Thanks to everyone who participated in the successful exercise, including Guardian Air Ambulance, Ravn, and the many volunteers from HVFD and mutual aid partners, Western Emergency Services and Kachemak Emergency Services.



City Hall Safety Training

Back in November 2020 my office coordinated with AMLJIA to host an online de-escalation training program that was delivered to more than 50 staff members. To build on that foundation, I asked the Police Department to develop a safety training program for City Hall that would involve a presentation followed by office visits to discuss individual situations. On August 20th, Sergeant Sean Perry delivered a 30-minute presentation to City Hall staff via Zoom. Afterwards he held sessions with the City Manager's Office, Finance, Clerk's Office, Planning, and IT. Each office space was evaluated and analyzed for risk and self-defense opportunities and staff were able to ask questions directly to Sergeant Perry. Based on the success of this pilot project, we will be expanding the program to other City facilities like the Library, Public Works, and Harbormaster's Office in the near future.

Visit from J&H Consulting, Homer's Lobbying Partners

Reggie Joule and Christine Hess from J&H Consulting, the City's lobbying firm, made a site visit in Homer on August 30th. We toured the HERC campus, the Homer Airport Terminal, and a number of port and harbor facilities. That evening, they presented to the City Council in a special meeting. J&H have been great partners for the City across the last year and I look forward to continuing to move City projects forward with their team.



J&H Consulting team listens to Port Maintenance Supervisor Aaron Glidden discuss maintenance operations

Electronic Payment for Airport Parking Coming Soon

The City has been installing self-service payment kiosks at various locations around town, including the RV dump station near the Public Works building, the airport, and three campgrounds. The RV dump station and the airport parking kiosks are currently operational. The kiosks will allow the public to pay for parking using cash or credit cards.



Strategic Plan for Homelessness on the Kenai Peninsula

Through the Kenai Peninsula Continuum of Care, I have been invited to participate in a pair of stakeholder meetings related to a homelessness strategic plan for the peninsula. City Planner Rick Abboud will be joining me in the discussions. I expect to have more to share at a future Council meeting.

Council Chambers Training and Improvement

Audio and video from the Council Chambers have generally worked very well, except during Council Meetings. Because of the intermittent technical difficulties with systems in the Council Chambers, I asked the Clerks and IT to get together to conduct in-depth training on the system and discuss how to make it better in the future. Additionally, we are expecting new microphones to arrive, possibly as soon as this month, which we believe may help with some of the problems we've been experiencing.



IT and Clerks working together to improve the flow of future hybrid meetings

Email Newsletter

The email newsletter launched on September 1st. We've received a lot of positive feedback on the initial volume. A copy of the newsletter is attached to this report. Those interested in receiving future newsletters can subscribe by emailing Christine Drais at cdrais@ci.homer.ak.us or by visiting: <https://www.cityofhomer-ak.gov/newsletter/subscriptions>.

Personnel Updates

Fire: *Assistant Chief, Lillian Hottmann began her employment with HVFD in February of 2020 as the EMS Assistant Chief, a position responsible for the operations and training of emergency medical responders for the department and to assist the Chief with administrative duties related to EMS. Chief Hottmann has done some really great things for HVFD over the past 18 months and brought our EMS service to a new level. Because of her we now have very comprehensive, up to date protocols that better serve our EMS system and allow us the opportunity to better serve the public. She has more than doubled our capacity to perform ALS care and made some much needed changes to the equipment used by our EMT's. She has raised the bar with each EMT's ability to care for patients and build their confidence as care providers. Because of her persistence and dedication to better the EMS system we now have the best charting EMT's in the area. Thank you Chief Hottmann for all you have done for HVFD. – Chief Kirko*

Public Works: With a series of planned retirements happening this year in the Public Works Department, there are some big departures and new opportunities. See below for updates from the Public Works Director:

Dan Gardner worked for the Public Works Department in various capacities since 1991, rising to the position of Superintendent. He retired on August 23, 2021. Dan enjoys riding his motorcycle and spending time at his cabin on Caribou Lake.

Mike Zelinski has worked for Building Maintenance since 2015. As Dan Gardner has retired, Mike was promoted to fill his position as the Public Works Superintendent. Mike is an avid hockey fan and enjoys cheering on his favorite team, the North Dakota Fighting Hawks.

Enclosures:

1. September 2021 Newsletter

ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2021 Calendar

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

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