



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

## City of Homer Agenda

### Economic Development Advisory Commission Regular Meeting

Tuesday, October 11, 2022 at 6:00 PM

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**

**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. September 13, 2022 Regular Meeting Minutes **Page 3**

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

A. FY24/25 Budget Process & EDC Involvement – Elizabeth Walton, Finance Director **Page 8**

B. Transportation Plan – Julie Engebretsen, Economic Development Manager & Brad Parson **Page 10**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. EDC Staff Report **Page 11**

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Housing Staff Report **Page 13**

**NEW BUSINESS**

- A. Annual Review of the Strategic Plan **Page 14**
- i. DRAFT EDC 2022-2023 Strategic Plan/Goals **Page 15**
  - ii. Business Retention & Expansion (BR&E) Survey Executive Summary Section **Page 18**

[B.](#) Rescheduling or Canceling the November Meeting **Page 21**

[C.](#) Transportation Topics **Page 22**

### **INFORMATIONAL MATERIALS**

[A.](#) Memo from City Clerk Re: Implementation of New Agenda Management Software **Page 23**

[B.](#) Ben Walters Park Recognition Ceremony Flyer **Page 24**

[C.](#) EDC 2021-2022 Strategic Plan/Goals **Page 25**

[D.](#) PHC 2022-2023 Strategic Plan & Goals **Page 27**

[E.](#) City Manager's Report for September 12, 2022 **Page 29**

[F.](#) City Manager's Report for September 26, 2022 **Page 32**

[G.](#) EDC 2022 Calendar **Page 36**

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

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

### **COMMENTS OF THE COMMISSION**

### **ADJOURNMENT**

Next Regular Meeting is **TUESDAY, DECEMBER 13, 2022 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.

Session 22-08 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:02 p.m. on September 13, 2022 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, CHEROK, PERSON

**ABSENT:** COMMISSIONERS AREVALO (not excused), GAMBLE (not excused), PEREZ (excused), AND STUDENT REPRESENTATIVE PEARSON

**STAFF:** ECONOMIC DEVELOPMENT MANAGER ENGBRETSSEN  
DEPUTY CITY CLERK TUSSEY  
SPECIAL PROJECTS COORDINATOR FOSTER  
PUBLIC WORKS DIRECTOR KEISER

### **AGENDA APPROVAL**

PERSON/BROWN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA**

### **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. August 23, 2022 Special Meeting Minutes

Chair Marks read the Consent Agenda and requested a motion.

PERSON/CHEROK MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

A. Alaska Small Business Development Center (AK SBDC) Update – Robert Green, Homer Business Advisor

Chair Marks introduced Robert Green and Cliff Cochran of the Alaska Small Business Development Center (SBDC).

Mr. Green's presentation provided an overview of the no-cost confidential business advising his position provides to Homer, the metrics of the services offered, and the budget breakdown of the position's cost compared to the value it provides the community.

Mr. Green and Cliff Cochran, SBDC Kenai Peninsula Center Director, responded to questions from the commission.

- B. Short Term Rentals – Ryan Foster Special Projects Coordinator & Julie Engebretsen, Economic Development Manager

Chair Marks introduced Special Projects Coordinator Ryan Foster and Economic Development Manager Julie Engebretsen.

Ms. Engebretsen presented on considerations on short term rentals (STR) in the City of Homer. She gave an overview of the history of short-term rentals in Homer, how they are defined, the purposes of STR's in the community, and the positive/negative impacts of them.

Mr. Foster spoke to the overall feeling in the community that short-term rentals have a significant negative impact on the availability of long-term housing in Homer. He explained how the research was conducted and calculated that analyzes that concern, the number of potential displacement of year-round residents, and the estimated revenue from STR's for the community and the unrealized revenue in tax for the City. He reviewed the case studies used for regulation comparisons among similar communities and the findings of that research; many communities that have or are implementing STR regulations have seen several benefits.

Ms. Engebretsen and Mr. Foster answered questions from commissioners and facilitated feedback/critiques on the presentation itself. A similar, updated presentation on the topic will be given at a City Council worksession on October 10, 2022.

- C. Public Works Update – Jan Keiser, Public Works Director

Chair Marks introduced Public Works Director Jan Keiser.

Ms. Keiser spoke to her written report, responded to questions from commissioners, and facilitated discussion on current Public Works projects and the condition of Homer's infrastructure.

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

- A. EDC Staff Report

Economic Development Manager Engebretsen provided an overview of her written report. She shared information on Nine Star Education and Employment Services, a local organization that helps disenfranchised youth between the ages of 16 and 24 who offers services such as helping them get their GED, learn job skills, and provide wages and Workers Comp insurance for them to work for local businesses/individuals. These services are of interest to the City and she looks forward to discussing potential partnerships with them in the future.

- B. Homer Chamber of Commerce Report

Economic Development Manager Engebretsen reported the first Chamber luncheon of the season will be next week.

- C. Homer Marine Trades Association (HMTA) Report
- D. Kenai Peninsula Economic Development District (KPEDD) Report

**PUBLIC HEARING**

**PENDING BUSINESS**

- A. Balance of Quality of Life, Change, & Community Growth Discussion
  - i. Final Draft SWOT Plan & Graphic

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

Ms. Engebretsen requested edits from commissioners and facilitated discussion on the final draft of the EDC's Homer Quality of Life Strengths, Weaknesses, Opportunities, and Threats Analysis document.

MARKS/PERSON MOVED TO ADD BEFORE THE SECOND TO LAST SENTENCE IN THE BACKGROUND SECTION TO READ "AS THE COMMISSION DISCOVERED: IT'S THE PEOPLE WHO MAKE HOMER, HOMER."

Chair Marks explained how through all the discussions they have had on the topic, this was an important enough of a point that needed to be emphasized for all the other people who have not sat through the discussions.

Commissioner Brown inquired if it should read to incorporate that it's the small town community feel that we have that makes Homer, Homer. Chair Marks noted that small town community is the people, and she was just trying to find a way to identify that.

Commissioner Person opined we should not wordsmith the document too much but would be in support of the edit if it's something Chair Marks feels strongly about.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PERSON/MARKS MOVED TO AMEND THE LANGUAGE UNDER BUILT ENVIRONMENT, THREATS AND WEAKNESSES, BOX #4 TO BE MORE NEUTRAL LANGUAGE THAT SAYS "LOW DENSITY CAN CAUSE SPRAWL; COST OF UTILITIES AND INFRASTRUCTURE INCREASES AS A RESULT."

Commissioner Person commented how there are some places where higher-density areas might be more appropriate, and not to have a predetermined value statement about density is too low. However, when we do have low density the cost of infrastructure increases as a result and that's the threat and weakness they have identified.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

MARKS/PERSON MOVED TO AMEND THE WORDING UNDER SOCIAL CLIMATE, OPPORTUNITIES, BLOCK #4 TO ADD LANDSCAPING AFTER ART/MURALS.

Chair Marks commented it's evident that they are working on all kinds of things having to do with art, murals, and landscaping throughout downtown, so wanted to make sure it was included.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

BROWN/MARKS MOVED TO AMEND THE LANGUAGE UNDER SOCIAL CLIMATE, THREATS AND WEAKNESSES, TO READ "RESIDENTS" INSTEAD OF "PEOPLE".

Discussion ensued on it remaining the same to be more inclusive of all people who come to Homer. The term residents excludes visitors, tourists, and people who live outside of City limits.

VOTE: OBJECTION: UNANIMOUS CONSENT.

Motion failed.

Chair Marks asked for a motion to adopt the document.

PERSON/CHEROK MOVED TO ADOPT THE EDC'S HOMER QUALITY OF LIFE STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS ANALYSIS DOCUMENT.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Marks thanked the commission for all their hard work. She noted that she and Ms. Engebretsen will be giving a presentation on this document to City Council and requested commissioners attend the presentation in person once it's scheduled.

**B. Housing Staff Report**

Chair Marks introduced the agenda item by reading the title. She thanked Economic Development Manager Engebretsen for her and Special Projects Coordinator Foster's work on the Short Term Rentals presentation and deferred to her for comments.

Ms. Engebretsen had no further comments and thanked the commission for their time, efforts, and attention.

Chair Marks noted that these efforts do fulfill one of the EDC's 2022 primary strategic plan goals, and suggested that when the commission reviews their strategic plan and goals for 2023 that they consider housing as an area to work on for short-term goals.

**NEW BUSINESS**

**INFORMATIONAL MATERIALS**

- A. EDC 2021-2022 Strategic Plan/Goals
- B. City Manager's Report for August 22, 2022
- C. EDC 2022 Calendar

Chair Marks opened the floor for discussion on informational materials. In response to Commissioner Person's questions regarding HART funds in the budget, Economic Development Manager Engebretsen offered to gather more information from the Finance Director.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Economic Development Manager Engebretsen thanked Commissioner Person for her service. She is sorry to see her go and will let her know when topics of interest come up so she can attend as a visitor.

Deputy City Clerk Tussey had no further comments.

**COMMENTS OF THE COMMISSION**

Chair Marks commented on Commissioner Person’s resignation from the EDC, which was provided as a laydown. She is sorry to see her leave but understands and appreciates her great service. She asked the commission to keep a look out for a new city resident EDC member and to direct any potential members to herself and to the City Clerk’s Office for an appointment application.

Commissioner Cherok thanked everyone.

Commissioner Brown wished Commissioner Person good luck and she is sad to see her go.

Commissioner Person voiced how much she has enjoyed serving on the EDC; conflicting meeting schedules have made her refocus her efforts. She spoke to her involvement with the Homer Draw Down, their work on non-motorized transportation, and their upcoming meeting on September 22<sup>nd</sup>. She shared her appreciation for all the diverse viewpoints on the EDC and the significance of some of the topics they discuss, such as short-term-rentals.

There was brief discussion on the Homer Draw Down and where commissioners can find more information on it online.

**ADJOURN**

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:03 p.m. The next regular meeting is Tuesday, October 11, 2022 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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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

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



## Memorandum

TO: Economic Development Advisory Commission  
FROM: Elizabeth Walton, Finance Director  
DATE: October 5, 2022  
SUBJECT: FY24/25 Budget Process and EDC Involvement

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### **Purpose of Finance Discussion:**

The primary purpose of the outreach from the Finance Department is to encourage participation in the FY24/25 budget process. City Administration has lengthened the budget calendar this budget cycle to allow for more input by the boards/commissions, City Council and members of the public.

### **FY24/25 Budget Process:**

City staff is already actively engaged in the development of the FY24/25 budget.

The first steps occurred in July 2022, when budget discussions with departments took place and Homer City Council approved the budget development schedule (attached with this memorandum).

Finance Director Walton is now engaged with the various boards and commissions that serve the City of Homer to ensure their involvement in the FY24/25 budget process. These meetings will lead into Council discussing budget priorities for the coming years at the October 24<sup>th</sup> Homer City Council meeting.

The development schedule has budget worksheets being distributed to departments by the end of December 2022. From there, internal discussions will take place to produce a draft FY24/25 budget to City Council at the second Council meeting in March 2023. If everything runs smoothly, we are scheduled to have the FY24/25 budget adopted by the end of May 2023.

### **Economic Development Advisory Commission (EDC) Involvement:**

Although the EDC does not have a direct link into the City of Homer budget, there are opportunities for the Commission to promote EDC initiatives that indirectly connect with the City budget.

The Commission should spend time evaluating these initiatives and begin developing financial plans for accomplishment. City Administration will be working with respective departments through the budget process to develop long range financial plans.



**City of Homer**  
**Budget Development Schedule**  
**for Fiscal Year 2024 and 2025**

Dates	Event
1/10/2022	Preliminary Budget Development Schedule introduced to Council
July 2022	Begin FY24/25 budget discussions with departments
7/25/2022	Final Budget Development Schedule approved by Council
August - October 2022	Budget Worksessions
10/24/2022	Committee of the Whole, Council to discuss budget priorities for the coming year
	Regular Meeting, Public Hearing - public input on budget priorities for the coming year
End of December 2022	Submit to departments, budget work sheets including salary and fringe benefit costs
1st January 2023 Meeting	During Committee of the Whole, Council to discuss Revenue Sources for General Fund and preliminary budget assumptions.
End of January 2023	Departmental Draft Budget and narratives to Finance
Mid-February 2023	Compile data and return copy to departments for review
End of February 2023	City Manager - Budget Review with Finance Director and Department Heads
2nd March 2023 Meeting	City Manager's Budget (Proposed Budget) to Council
	Committee of the Whole, Council to discuss budget
	Regular Meeting - Public Hearing
1st April 2023 Meeting	Committee of the Whole, Council to discuss budget
	Regular Meeting - to introduce Budget Ordinance and Fee/Tariff Resolutions
2nd April 2023 Meeting	Committee of the Whole, Council to discuss budget
1st May 2023 Meeting	Committee of the Whole, Council to discuss budget
	Regular Meeting - Public Hearing
2nd May 2023 Meeting	Regular Meeting - Public Hearing & FY 24/25 Budget Adoption



# City of Homer Transportation Plan



**WE WANT  
— YOUR —  
FEEDBACK**



## Take the Survey!

The City is updating the Transportation Plan that will provide framework to improve roads, sidewalks and recreational trails for the next 20 years. Please take a few minutes to share with us how you travel in and around Homer.



**Scan here**

**Want to learn more?**

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



# 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, Economic Development Manager  
DATE: October 5, 2022  
SUBJECT: October Staff Report

- Planning Commission: Didn't meet October 5<sup>th</sup>.
- Two new staff have been hired for the Planning Office, with start dates around mid-November. I'll be very glad to have some help.



- Transportation Plan: On October 1<sup>st</sup>, the City and Homer Draw Down co-hosted the Homer Pathways Forward: Non-Motorized Transportation Symposium. Thanks to Homer Draw Down and Kachemak Campus for this event partnership! The event was well attended and the public had a lot of great comments and suggestions. It was great to be back in person and see community members fully engaged. There were many take-aways but one theme stood out: The sidewalks and paths that people most care about are on roads the City doesn't own. We will be discussing this more in the future.

Next up for the Transportation Plan are two surveys; one is a survey monkey, and the other is a mapping tool where people can make comments with a pinpointed location. You can find the project website and surveys here:

<https://www.cityofhomer-ak.gov/publicworks/transportation-plan>.



Paper survey copies are available at the Library and City Hall. Economic Development Manager Julie Engebretsen and Brad Parsons of the Independent Living Center will be providing broad project overviews to all City Boards and Commissions during the month of October. An update will be provided to Council at the October 24<sup>th</sup> meeting. The next community meeting is scheduled for Wednesday, November 9<sup>th</sup> at the college.

- I could use some help posting Transportation Plan fliers if you can take one or two at the meeting.
- I have been selected to participate in a statewide cohort for the Alaska Municipal League's new "Cities of Opportunity" program. The cohort will meet monthly over the next year with an emphasis on economic development and healthy communities, in concert with the Alaska Conference of Mayors. Determinants of economic development and community health include the physical, social, economic and work and service environments. The cohort includes up to twenty municipal leaders to share experiences and challenges, evaluate community data trends, identify potential local government roles, produce a road map for local action, and connect with strategic partners to discuss implementation. At the first meeting, I was able to share with other communities the success of Homer's Community Health Needs Assessments, and the partnerships created through MaPP. Homer is an amazing community to be part of. I'm looking forward to sharing our learned experiences with colleagues in other Alaskan communities, as well as learn from their successes.
- City Council will vote on the \$10,000 request for the Alaska Small Business Development Center, Homer Advisor funding on Monday the 10<sup>th</sup>. I'll have an update at the meeting.
- I have been working with a team of City staff in preparation for applying for state grants funds for transportation projects, renewing the City lease with the state for the Homer airport terminal, and participating with City lease renewals on the Homer Spit.
- Port & Harbor Commission (PHC): They continuing working on the Spit Comprehensive Plan and making some recommendations to the Planning Commission. They requested some help with facilitation for a worksession on October 19<sup>th</sup>. City Planner Rick Abboud will be working with them.
- Job openings: <https://cityofhomerak.applicantpro.com/jobs/2512821.html> IT Support Specialist. The wage has been increased! We really need a qualified applicant!



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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, Economic Development Manager  
DATE: October 4, 2022  
SUBJECT: Housing Staff Report

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Chair Marks requested this item remain on the agenda as a standing item.

### **Staff UPDATE:**

No action needed.

### Short Term Rentals “STR’s”

- Ryan Foster and myself appreciated your feedback on our presentation. We modified it, and spoke at a Chamber of Commerce Luncheon.
- I’m working on a joint meeting between city and borough staff to talk about tax collection – fairness between in-city and out of city businesses has been a repeating theme. All the businesses should be paying taxes and KPB is the tax collector.
- On October 10<sup>th</sup>, Council will have a work session for a more in depth presentation and discussion. It will be Council’s decision what happens next.

### Housing in general

- Housing is a complex topic. I’ve been talking with Ryan about the upcoming comprehensive plan and he is thinking of ways the public process can be used to address the many issues. He mentioned some communities have a “Housing Plan” and that is a direction Homer could go. None of these are fast conversations; a comprehensive plan and code rewrite could easily take two years.



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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, Economic Development Manager  
DATE: October 4, 2022  
SUBJECT: Annual Review of the Strategic Plan

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### ***Requested Action: Review the draft 2022/2023 EDC Strategic Plan***

Annually, the EDC prioritizes a list of ongoing short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task. Staff uses this document as a guideline to schedule speakers and make agendas. The draft 2022/23 EDC strategic plan is provided for your review and any edits. We typically review the plan and make comments in October and approve the final version in November.

- Please see staff comments on the draft Strategic Plan. Be ready to remove items that are either resolved or that you don't think the Commission will make progress on. Bring your ideas of what you would like to work on over the next year!
- Staff comment: My work over the next year will focus in the Transportation Plan, continued HERC building discussion, implementing the Wayfinding plan, in addition to having a role with city land management and partnering with the Chamber of Commerce. If the EDC would like to work in this realm, we can accomplish a lot. If the EDC wants to go a different direction, EDC Commissioners will need to champion a topic.

### **Attachments**

Draft 2021-2022 Strategic Plan

Executive of the Business Retention and Expansion Plan (BR&E) (page 2 is the area of focus)

**DRAFT ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
2022-2023 STRATEGIC PLAN/GOALS**

<p><b>Ongoing Goals</b></p>	<p>1. Define what is positive economic development for Homer, and how it leads to the quality of life and growth outcomes desired in the Comprehensive Plan. <u>We've completed the SWOT Analysis. The larger conversation is the Comprehensive Plan. Any next steps or action items in the next 6 months?</u></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><b>Near Term Goals</b> &lt; 6 Months</p>	<p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.</p> <p><i>Task:</i> Staff to provide smart growth resources.</p> <p><i>Task:</i> <u>JE comment: I've spoken with a member of this Commission – they are operating at a much larger scale than Homer.</u></p> <p><u>BR&amp;E item: Improve business climate/quality of life by focusing environmental efforts: protect land and water resources and develop alternative energy</u></p> <p><i>Task:</i> <u>Tulio has suggested inviting a speaker to talk about energy as that impacts cost of doing business and cost of living.</u></p> <p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does.</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><u>JE comment: Both tasks need an EDC champion to work on them. A mission statement would be most helpful at this point. Any volunteers?</u></p> <p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc affordable year round housing.</p> <p><i>Task:</i> <u>JE comment: The city has started looking at short term rentals.</u></p> <p><u>Task: Stay engaged with the City for all housing conversations</u></p> <p>4. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> _____</p> <p>5. Do some outreach to local businesses to take the pulse of the business community in pandemic recovery. <u>JE comment: still needed?</u></p> <p>6. Present an annual report of EDC accomplishments to the City Council</p>

**Deleted:** Invite a member of the KPB Resiliency and Security Commission make a presentation to the EDC about what the Commission does

**Deleted:** Define one or two housing types/populations of people to focus on

**Deleted:** KPEDD/Chamber to host in Homer will be hosting a jobs meeting for employers to help them learn how to attract workers, and a job fair for job seekers.

	<p><i>Task:</i> approve memo to Council, read accomplishments to Council (<u>November?</u>)</p> <p><u>7. Increase partnership between the Chamber of Commerce and the City, including the EDC.</u></p> <p><i>Task:</i> <u>Review the Chamber of Commerce Strategic Plan and consider what actions the EDC and the City can take to support the community</u></p> <p><i>Task:</i></p>
<p><b>Mid Term Goals</b> 1 - 3 Years (2020 – 2023)</p>	<p>1. Multipurpose community center (HERC) <i>Status:</i> Scoping study has been funded <u>JE comment</u></p> <p>2. Downtown vitalization momentum and wayfinding/streetscape plan <i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022-<u>2024</u></p> <p><u>Task: Participate in the Transportation Plan, focusing on a walkable town with greenspace and connected business districts</u></p> <p><i>Longer term: Consider storefront/Downtown and landscaping improvement program</i></p> <p>3. Economic resiliency planning. <i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.</p>
<p><b>Long Term Goals</b> 5 Years or More (2025+)</p>	<p>1. BR&amp;E – review annually and plan for a new report (5 year mark is 2022-2023) <i>Opportunity:</i> consider a funding request for <u>the FY 2024-2025 budget. JE comment: I requested funding for the AKSBDC position, and funding for a new BR&amp;E study, \$70K in FY 2025. (not sure either will be funded)</u></p>

Deleted: the FY

**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.

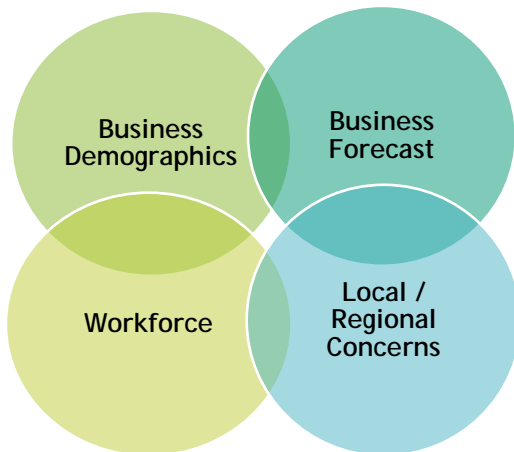
Clerk's Office

- 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).

# EXECUTIVE SUMMARY

95% of the businesses that responded to the City of Homer's Business Retention & Expansion survey are locally owned and operated, with 80.4% located within City limits. While the EDC outreached to all business-license holders, and received feedback from 14 major industry types, 43% of respondents came from within the retail, tourism and arts & entertainment sectors. Some businesses reported they work across a couple industry categories.

## Report Summarized in 4 KEY AREAS:



88% of survey respondents originally started their business in Homer. Quality of life and proximity to home were listed as the primary reasons for 54% of respondents starting or keeping their business in Homers. Homer's recreational and entertainment opportunities were named by 29% of respondents, followed by quality of schools and to be near extended family each at 11%. The majority of respondents started and continue their businesses in Homer because they are attracted here as a place to live.

Only 12% of respondents said they moved their already established business to Homer - on average 17 years ago and for many of the same reasons businesses started up in Homer, quality of life.

Of the businesses responding, 75% utilize help to operate their business, primarily employees on payroll and casual laborers. The vast majority of employers report hiring one to three full-time, part-time and/or seasonal employees.

**Overall, 65% of respondents rated Homer as either a good or excellent [place to do business](#). 91% rated Homer as either a good or excellent [place to live](#).**

Survey responses indicate increasing businesses activity overall. When asked to gauge change over the past three years, half the respondents reported increased numbers of customers and total revenues, with a quarter reporting no change and 18% reporting decreases. 40% reported an increase in profits in those three years. Businesses also reported a very slight increase overall in the number of employees in those three years.

Workforce issues emerged as a challenge for most businesses. 73% of businesses utilizing labor reported recruitment challenges, with poor work attitudes and inadequate labor skills cited most frequently. While fewer survey-takers reported retention challenges (53%), the highest ranking retention challenge matches recruitment challenge: poor work attitudes among labor force. Many of the employers responding to the survey indicated a need for a larger pool of better trained and more highly skilled local workforce and cited difficulty in finding and hiring professionals with highly specialized skills.

The EDC also wanted to hear business owner thoughts on what contributes positively to Homer's business climate, and other factors that impact local business retention and expansion. Although the BR&E survey respondents are only a small representation of the entire Homer-area business community, responses to several open-ended questions provide some insight into areas that the City and other government and business organizations might want to address as a starting place to improve business and economic development through the community.

The Commission based broad take-away themes on the assumption that the more frequently an answer came up, the more value it had to this group of respondents. Themes from these open-ended question responses are summarized on the following page. Less frequent responses and insights gained during interviews were also included in the EDC's discussions, leading to an initial list of topics the EDC proposes to begin their work to address business retention and expansion concerns.

**MOST MENTIONED IDEAS TO IMPROVE BUSINESS CLIMATE/QUALITY OF LIFE IN HOMER:**

10X	Walkable town with greenspace	•pedestrian-accessible town with trail connected business districts
7X	Town Appearance	•kept-up appearance, cleanliness and storefronts
7X	Environmental Efforts	•protect land and water resources; develop alternative energy

**MOST MENTIONED IDEAS TO MAKE IT EASIER TO EXPAND OR KEEP BUSINESS IN HOMER:**

10X	Less or Stable Taxes	•tax burden topped a longer list of costs of doing business that impact area businesses
10X	Good Labor Pool	•access to a good labor supply was mentioned as frequently as tax rates
7X	Pro-Business City Policies	•City take into account the implications of ordinances and permitting procedures for business

**MOST MENTIONED SUGGESTIONS FOR CITY OF HOMER INFRASTRUCTURE & SERVICES:**

7X	Keep boat/marine business in Homer	•affordable harbor; large vessel harbor & haul out; fish processing incentives
7X	Improve or Control Gov't Regulation	•better sign ordinance, building codes for safety and appearance; consistent enforcement
7X	Road quality & transportation infrastructure	•more paved roads, intersection sight lines, strategic crosswalks; paved Spit parking

## EDC Proposed Action Items

Local business concerns the EDC proposes to work on in short-term:

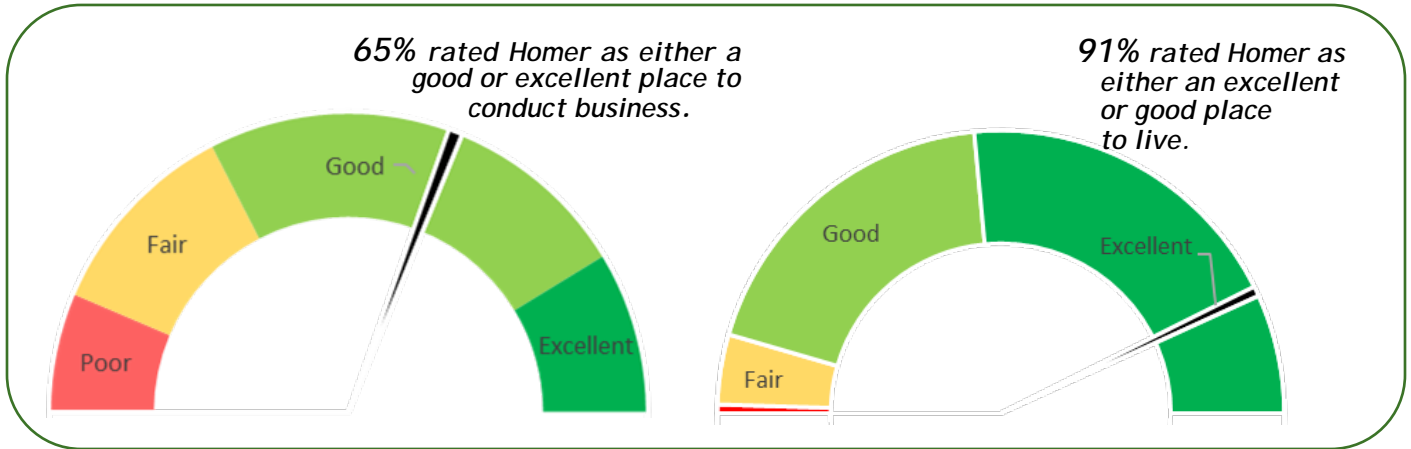
- ✓ Clarify specific City regulatory barriers in the areas of zoning options and the permit process, sign ordinance (particularly in regard to several businesses co-located in one building) and lease policy and procedure -- while keeping safety, town appearance and quality of life elements in the balance;
- ✓ Explore public-private partnership to create a master plan for a more vibrant, connected central commercial district with attention to appearance, trail connections, way-finding, arts, wi-fi zone, etc.
- ✓ Support efforts to develop large vessel haul-out;
- ✓ Share survey results with other organizations/government units engaged more directly in the issues as a catalyst for solutions;
- ✓ Educate ourselves and others about the actual scope of City government reach in the various challenges brought out by the survey and connect individual business owners with information about the organizations and resources available for to address concerns and for business assistance.

Longer-term issues that cut across many businesses and require various stakeholder involvement in both strategy development and implementation:

- ✓ Explore City participation in coordinated public-private initiatives to recruit workforce;
- ✓ Support large vessel harbor development with attention to competitive rates and multi-use Spit management.

# HIGHLIGHTS

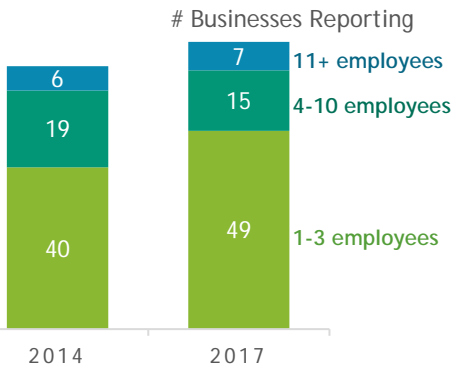
## SATISFACTION WITH HOMER



## WORKFORCE

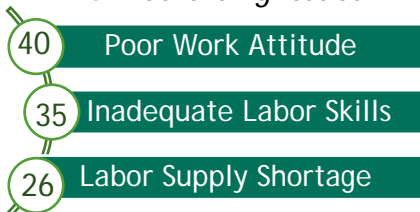
### STABLE HIRING

From the data collected, hiring has been relatively stable over last three years.



73% reported challenges with recruiting employees for positions.

### Top recruiting issues:

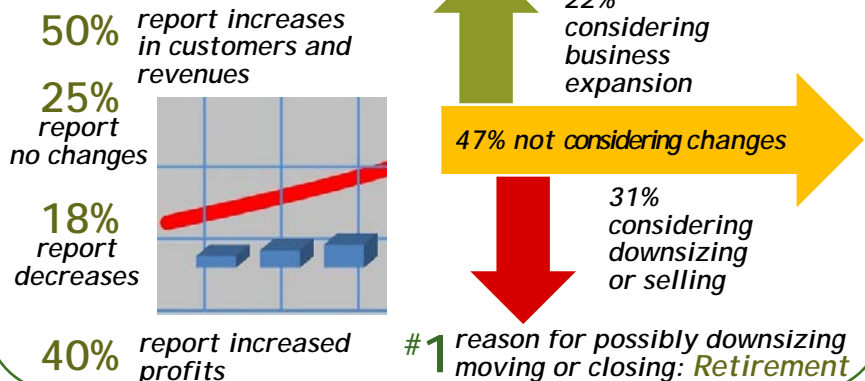


## LOCAL ISSUES - WHAT WE HEARD

1. Maintaining the quality of life elements in Homer that attract residents, especially young families as well as visitors is important to improving the business climate.
2. Keeping the cost of doing business down, including limiting tax burden, improving the quality of the local workforce and access to a skilled labor increase the odds that local businesses will succeed.
3. Local government needs to have the reputation of responding to local business needs through review of zoning, sign ordinance, and other regulations. Consistent enforcement also helps business.
4. Infrastructure to support our economy includes an affordable harbor with expanded infrastructure to support marine industry, including shipping, a large vessel haul-out and harbor. Road infrastructure and traffic planning is also important.

## BUSINESS FORECAST

### Over Past Three Years:





# 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, Economic Development Manager  
DATE: October 4, 2022  
SUBJECT: Rescheduling or Canceling the November Meeting

---

**Requested Action:** Reschedule the November meeting, or cancel until December

The EDC's next meeting was supposed to be Tuesday, November 8<sup>th</sup>. It has been cancelled; City Council Chambers will be in use because it's Election Day, and the upstairs conference room is also booked.

Options – EDC can:

- Meet Tuesday November 1 (right after Halloween) or
- Meet November 22 (Thanksgiving week) or
- Skip a November meeting.

December 13<sup>th</sup> is the last regular meeting for the year.

**Requested Action:** Reschedule the November meeting, or cancel until December



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(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Economic Development Manager  
DATE: October 4, 2022  
SUBJECT: Transportation Topics

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**Requested Action:** None; informational only.

There are several transportation related things happening and Chair Marks requested to have it on the agenda for potential discussion.

1. City Transportation Plan – this \$210,000 City project has launched! Keep an eye out for advertising, the surveys, and November 9<sup>th</sup> Community Meeting. (At the college, in the evening.) <https://www.cityofhomer-ak.gov/publicworks/transportation-plan>
2. Rural Transit/potential bus route – A consortium of groups is looking at expanding rural transit, so the southern Kenai Peninsula could have more transportation... the Central Peninsula has a system called CARTS, but the southern peninsula is lacking. Stay tuned for a survey geared toward special populations/those with transportation constraints.
3. The State of Alaska is updating the statewide long range transportation plan and freight plan <https://alaskamoves2050.com> – There is a survey through the month of October. While this is a really long range plan, the policies have a direct effect on how DOT operates and what is constructed (or not). Take the survey!

**Requested Action:** None; informational only.



# City of Homer

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

Office of the City Clerk

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Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: BOARD, COMMISSION, AND COMMITTEE MEMBERS  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: SEPTEMBER 15, 2022  
SUBJECT: IMPLEMENTATION OF NEW AGENDA MANAGEMENT SOFTWARE

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The Clerk's office staff currently uses a product called Municode Meetings to compile and publish agendas and packets for Council, the Board, Commissions, and Committees. Earlier this year we met with two other companies that provide agenda management services and have selected iCompass.

iCompass provides improved internal routing capabilities to assist staff in preparation for Council, Board, Commission, and Committee packets. There is an app available if you're a tablet user and if not there will be easy access through the online portal on the City website. It also has an easy to use public-facing portal for citizens to stay informed on meeting schedules and agendas.

Although the new software won't go live until the first of the new year, we will be using it internally, so next month you'll start to see the changes in your packet materials. As we make this transition we will present at each groups meeting to give you an overview of how to navigate the new software.

If you'd like a quick peek at what's to come, visit the following municipality webpages to see what the iCompass public portal offers:

- City of Wasilla: <https://cityofwasilla.civicweb.net/Portal>
- Village of Lisle: <https://villageoflisle.civicweb.net/portal/>

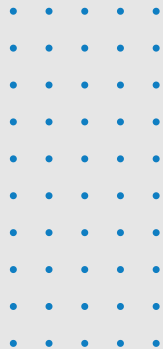
City of Homer  
Parks, Arts, Recreation & Culture  
Advisory Commission Presents:



Dave Brann



Kachemak Bay Club



# BEN WALTERS PARK RECOGNITION CEREMONY

Thursday,  
October 20, 2:00–3:30pm

Acknowledging the adoption of the Ben Walters Park by the **Kachemak Bay Rotary Club** and their efforts in continuous improvements to make it better for all.

**Ben Walters Park**  
(near McDonald's)

Join us!  
**Serving hamburgers,  
hot dogs and drinks.**  
Open to the public.  
Rain or shine!





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

<p><b>Ongoing Goals</b></p>	<p>1. Define what is positive economic development for Homer, and how it leads to the quality of life and growth outcomes desired in the Comprehensive Plan.</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><b>Near Term Goals</b> &lt; 6 Months</p>	<p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.</p> <p><i>Task:</i> Staff to provide smart growth resources.</p> <p><i>Task:</i> Invite a member of the KPB Resiliency and Security Commission make a presentation to the EDC about what the Commission does.</p> <p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does.</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>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc affordable year round housing.</p> <p><i>Task:</i> Define one or two housing types/populations of people to focus on.</p> <p>4. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> KPEDD/Chamber to host in Homer will be hosting a jobs meeting for employers to help them learn how to attract workers, and a job fair for job seekers.</p> <p>5. Do some outreach to local businesses to take the pulse of the business community in pandemic recovery.</p> <p>6. Present an annual report of EDC accomplishments to the City Council</p> <p><i>Task:</i> approve memo to Council, read accomplishments to Council</p>
<p><b>Mid Term Goals</b> 1 - 3 Years (2020 – 2023)</p>	<p>1. Multipurpose community center (HERC) <i>Status:</i> Scoping study has been funded</p> <p>2. Downtown vitalization momentum and wayfinding/streetscape plan <i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022 <i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p>

	<p>3. Economic resiliency planning.  <i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.</p>
<p><b>Long Term Goals</b>          5 Years or More (2025+)</p>	<p>1. BR&amp;E – review annually and plan for a new report (5 year mark is 2022-2023)  <i>Opportunity:</i> consider a funding request for the FY 2024-2025 budget</p>

**OVERALL EDC DUTIES AND RESPONSIBILITIES**

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

**PORT AND HARBOR ADVISORY COMMISSION**  
**2022-2023 STRATEGIC PLAN**

Approved April 27, 2022

Annually, the PHC 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.

<b>Ongoing Goals</b>	1. Provide timely, relevant comment to the City Council on Port and Harbor issues.
	2. Harbor Budget: Gain a better understanding of the process, have more communication on budget/projects between City and Harbor Staff, and review it at least annually at meetings.
	3. Establish committees when needed to work on specific tasks.
	4. Maintain the Port and Harbor Marketing Plan, continue lobbying efforts to City Council to maintain marketing funds and working closely with the Homer Marine Trades Association.
	5. Promote and support the new Large Vessel Port Expansion Project.
<b>Short Term Goals</b> By End of 2022	1. Continue working with City Council and City Manager to lower administrative costs to the Harbor Enterprise.
	2. Continue developing more paid parking on the Spit.
	3. Continue identifying other sources of revenue.
	4. Establish a goal for reserves and continue to understand the budget, include setting fees, and dedication of sales tax.
	5. Promote workforce development and housing on the Spit, specifically to seasonal workers.
	6. Develop recommendations to hire a Port and Harbor Project Manager.
<b>Mid Term Goals</b> 1 - 3 Years (2023 – 2025)	1. Create a 5-year Float Replacement Plan for the Small Boat Harbor.
	2. Seek funding to construct the Large Vessel Haul-out and Repair Facility.
	3. Develop a Homer Spit Parking Lot Improvement Plan.
	4. Explore a vessel and vehicle traffic study for the Spit to address congestion issues in the harbor.
	5. Review and provide support on rewriting the Spit Comprehensive Plan.
<b>Long Term Goals</b> 5 Years or More (2027+)	1. Work with Federal and State agencies to develop long-term erosion control measures for the Spit.
	2. Continue to work on overslope opportunities and leasable properties.

## **OVERALL PHC DUTIES & RESPONSIBILITIES**

The purpose of the PHC is to act in an advisory capacity to the City Manager and the City Council on the problems and development of the City's Port and Harbor facilities. Consideration may include the physical facilities, possible future development, and recommendations on land use within the port and harbor areas. Duties and responsibilities are outlined in the PHC's Bylaws and under Homer City Code 2.64.040.

Links to online info:

- Homer City Code 2.64: [www.codepublishing.com/AK/Homer](http://www.codepublishing.com/AK/Homer)
- Homer Port and Harbor Website: [www.cityofhomer-ak.gov/port](http://www.cityofhomer-ak.gov/port)
- Port of Homer Terminal Tariff No. 1: [www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1](http://www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1)
- City of Homer Adopted Budget: [www.cityofhomer-ak.gov/finance/budgets](http://www.cityofhomer-ak.gov/finance/budgets)
- Spit Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/spit-comprehensive-plan-2011>

## **DUTIES OF COMMISSION/STAFF**

### **Staff Liaison**

- Assisting the Chair in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.
- Drafting/submitting reports, memos, and recommendations for those agenda items requiring decisions or recommendations by the Commission to City Council.
- Provide yearly information about the budget.
- Inform the Commission of City Council actions and discussion of harbor-related issues.

### **Commissioners**

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Request information from the Staff Liaison or Presiding Clerk.
- Understand their role as an advisory body to City Council; for any change to happen regarding City policies or code usually a council member has to support a PHC's idea and be willing to sponsor a resolution or ordinance to change established City policies or rules.
- How the commission (as a whole) can communicate:
  - Work with the City Manager through the Staff Liaison to keep City Council informed on developing initiatives.
  - Send memos to Council periodically so they have a written report of what's going on; these are written by staff and likely will be part of the City Manager Report or under the PHC Report.
  - Have a Commissioner speak at a Council Meeting under Reports; the PHC is scheduled to give a report at the next City Council meeting following the PHC's regular monthly meeting. It is best to rotate members so Council gets to see and hear from each of you over time. Pay attention to feedback from Council; the Commission may need to change direction, or come up with more support for the topic.

### **Clerks**

- Helps with packet preparation and dissemination
- Records meetings and prepares meeting minutes
- Ensures meetings are properly advertised
- Helps members understand and comply with City policies and procedures governing advisory bodies
- Helps the Commission learn to better communicate with City Council (Memorandums vs Resolutions and Ordinances)



# City of Homer

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

Office of the City Manager

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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: Rob Dumouchel, City Manager  
DATE: September 7, 2022  
SUBJECT: City Manager's Report for September 12, 2022 Council Meeting

---

### Main Street Sidewalk Construction

The Main Street Sidewalk project continues to march up the hill. The section from Pioneer Ave to Fairview Ave is ready to be paved and we're waiting for the confluence of asphalt availability and rain-free weather to do this. The rain is a challenge because it washes away the prepared subgrade. The upper section, from Fairview to Dehel involves some serious storm drain work, so the contractor is doing that section last.



### US Coast Guard Meet and Greet

Lieutenant Commander Winterberger, who recently took command of the Coast Guard Cutter Hickory, and her executive officer Lieutenant Davis joined Harbormaster Bryan Hawkins, Deputy Harbormaster Matt Clarke, Assistant to the City Manager Christine Drais, and I for an informal lunch at City Hall to talk about how we can best work together with Coast Guard members and families while they're in Homer. We talked about a wide range of things like housing, harbor expansion, recreation, volunteer opportunities, and the City

Council priority of becoming recognized under the Coast Guard City program. I'm excited to continue to strengthen our relationship with the Coast Guard and we all look forward to next year when the USCGC Aspen will arrive in Homer as a replacement to the Hickory.



### **Harbor Visit with Murkowski Staffer**

Kevin Swanson, a Legislative Assistant to Senator Murkowski, visited Harbormaster Hawkins and I to discuss the large vessel expansion project. We were able to share a lot of information with Kevin and he explained a lot of the bureaucratic elements required to take a project from the receipt of federal funds to an actual construction project.

### **Murkowski Grant Symposium**

At the time of this report's writing, I am in Anchorage to attend a grant symposium hosted by Senator Murkowski's office which is followed by two more days of programming sponsored in part by the Alaska Municipal League. One take away from the first day of the event is that Alaskan municipalities should not underestimate the complexity and the challenge of competing for federal funds. I believe that Homer has taken great efforts to set ourselves up for success by partnering with firms like HDR and R&M Engineering to prepare technical grant applications and conduct studies in preparation for upcoming grant cycles. I'm currently planning to attend further sessions on transportation and water/sewer funding after this report is submitted.

### **4<sup>th</sup> Quarter Sales Tax**

Sales tax numbers are in from the Borough, and they are strong for the 4<sup>th</sup> quarter of FY22 (or second quarter of the 2022 calendar year). We had \$76M in taxable sales which generated \$3.7M in local sales taxes (does not include remote sales tax). This is an increase of 9% over 2021 and 32% over 2019. The total expected sales tax revenue for FY22, per Kenai Peninsula Borough and ARSSTC (Alaska Remote Sellers Sales Tax Commission) reporting, should be approximately \$12.3M.

### **Emergency Repair at Spencer Drive/Paradise Place**

Within the last 2 weeks, the road crew, conducting routine maintenance, noticed a collapsed culvert on Paradise Place. We immediately searched for replacement materials, which was not easy because the existing culvert is larger than what we normally have in our inventory or what can be sourced locally. We were able to cobble together pipe from multiple sources, so that when the culvert was ultimately washed out with last week's rain deluge, we had replacement materials on hand. Public Works did not have sufficient staff capacity to do the job in-house. East Road Services was able to provide support by delaying some of their contracted KPB road grading work to help us dig out the failed culvert and put the road back into service.

## **Rotary Presentation**

On September 1<sup>st</sup>, I visited Rotary to give a talk on the City Council's 2022 priorities as determined by our two-day visioning work session in March. We covered a lot of ground very quickly, and the audience had some very good questions at the end of my talk. This report is accompanied by a quarterly update memo regarding the progress made so far on Council priorities.

## **Lease Management**

In April, staff began discussing lease management challenges and potential solutions. We have moved the bulk of the front-end lease administration to City Hall instead of the Port. The Clerk's Office and Economic Development will team up to help new applicants vet ideas for code compliance and navigate the City's lease process. Attached to this report is a memo from Deputy City Clerk Rachel Tussey to the Port & Harbor Commission explaining what's changing and what's staying the same.

## **AML Visit – We're Hosting the 2023 Summer Conference**

Homer is slated to host the 2023 Alaska Municipal League summer conference. The City had bid on this a couple years before I arrived in Homer, but COVID delayed our turn to host by a few years. As part of the preparation for the conference, we hosted AML staffer Portland Highbaugh and helped her scout locations for the conference, receptions, etc. Assistant to the City Manager Christine Drais will be assisting Portland on the City-side of the conference. We look forward to hosting AML next year!

## **Fire Fleet Challenges**

As we have discussed in the past, much of our fire fleet is quite old and beyond what would be the typical service life for these types of emergency vehicles. During the week of August 29<sup>th</sup>, we found ourselves in a fire fleet dilemma caused by the age and condition of these vehicles. Four out of five pumping apparatus were out of commission simultaneously. There was a period of time during which we had to notice our mutual aid partners that we would be unable to respond for requests involving pumps or water. We would still provide personnel in rescues or utility vehicles if needed. Public Works motor pool has been working with the Volunteer Fire Department to get our pumping apparatus back on the streets, but we will need to continue to work towards replacements for our fire fleet.

## **Short Term Rentals – Work Session in October**

The special projects team is preparing to discuss short term rentals (STRs) with Council in October. We've completed some research related to the current context in Homer and various cases throughout the western United States. We are aiming to get in brief discussions with the Economic Development Commission and Chamber of Commerce before engaging the Council on the topic in a work session. We anticipate a follow up work session will be held to work on potential solutions.

Enclosures:

1. FY22 Q4 Report from Finance Director
2. 2022 Visioning Session Follow Up #2
3. Letter from the Department of the Navy Re: Alaska Navy Training Activities Final Supplemental EIS/OEIS Statement



# City of Homer

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Office of the City Manager

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: September 22, 2022  
SUBJECT: City Manager's Report for September 26, 2022 Council Meeting

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### Main Street Sidewalk Construction

There is now a concrete curb laid all the way up Main Street! Expect to see paving in the near future as the project works its way towards a conclusion.



### Master Transportation Plan Update

Work continues on the Master Transportation Plan (MTP). Economic Development Manager Julie Engebretsen and Public Works Director Jan Keiser made a presentation to the Homer Drawdown group on September 22<sup>nd</sup> about the MTP and how non-motorized transportation will be addressed. Drawdown and City staff are also planning for the Trails Symposium which is scheduled for October 1<sup>st</sup> at Kenai Peninsula College's Kachemak Bay Campus. Public input collected at the Trails Symposium will be incorporated into the non-motorized transportation element of the MTP. Additionally, Kinney Engineers, the MTP consultant, will be conducting a mini-neighborhood traffic study of the Ohlson/Bunnell (Old Town) neighborhood, to help inform the engineering of the pavement restoration project.

### Red Cross Visit

Bridget Vivoda, a Red Cross Disaster Program Manager for Anchorage and the Kenai Peninsula, met with Fire Chief Mark Kirko, Special Projects Coordinator Jen [redacted] rroll, Assistant to the City Manager Christine Drais,



and myself to discuss Red Cross programs and opportunities for partnership. We are tentatively looking at an emergency shelter training opportunity to be held in spring of 2023.

### **Chamber of Commerce**

Economic Development Manager Julie Engebretsen and I met with Chamber Executive Director Brad Anderson and two Chamber Board members to discuss ways the City and the Chamber can better partner in the coming years. We have an upcoming opportunity to update our agreement with the Chamber, and this was a great opportunity for each party to learn more about how we expect our organizations to grow and change into the future.

### **Seldovia Visit**

I made my way to Seldovia to meet with leadership from the City and Seldovia Village Tribe. I spent an afternoon with Seldovia City Manager Rachel Friedlander, Seldovia Mayor Jeremiah Campbell, and President/CEO of the Seldovia Village Tribe Crystal Collier. We discussed visions for the future of Homer and Seldovia. We also looked for various ways that we can continue to partner together to create regional benefits.

### **Cosmic Hamlet Pickleball Tournament**

Homer Community Recreation hosted a 3 day competitive pickleball tournament over Labor Day weekend. This inaugural event attracted 56 players from Alaska, 2 from Hawaii, 1 from Arkansas and 1 from Canada for a total of 60 people. The event ran very smoothly with a volunteer team including Lin Reid, Janie Leask, Christopher Mullikin and Recreation Manager Mike Illg. The general feedback from the participants was very positive with the exception of only having the ability to play on 3 pickleball courts inside the HERC gym without any space for participants and spectators to watch nor was there much room for eating, bags, socializing etc. We are looking forward to offering this again in the years to come.



### **Short Term Rentals – Work Session in October**

The special projects team will be presenting at the next scheduled work session in October on short term rentals (STRs). They made stops at the Economic Development Commission and Chamber of Commerce in the last couple weeks to preview the concept with important stakeholders. We anticipate a follow up work session will be held to work on potential solutions later in October.

Enclosures:

1. September Employee Anniversaries
2. Flyer for non-motorized transportation symposium



# City of Homer

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

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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: September 26, 2022  
SUBJECT: September Employee Anniversaries

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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>Aaron Glidden</b>	<b>Port</b>	<b>18</b>	<b>Years</b>
<b>Ryan Browning</b>	<b>Police</b>	<b>12</b>	<b>Years</b>
<b>Nick Poolos</b>	<b>Admin</b>	<b>12</b>	<b>Years</b>
<b>Tracie Whitaker</b>	<b>Police</b>	<b>8</b>	<b>Years</b>
<b>Lisa Linegar</b>	<b>Police</b>	<b>7</b>	<b>Years</b>
<b>Jakob Richter</b>	<b>Fire</b>	<b>3</b>	<b>Years</b>
<b>Charles Benson</b>	<b>Police</b>	<b>1</b>	<b>Year</b>
<b>Andrew Cranley</b>	<b>Public Works</b>	<b>1</b>	<b>Year</b>
<b>Samantha Cunningham</b>	<b>Fire</b>	<b>1</b>	<b>Year</b>
<b>Jedidia Gautier</b>	<b>Port</b>	<b>1</b>	<b>Year</b>

# HOMER PATHWAYS FORWARD: NON-MOTORIZED TRANSPORTATION SYMPOSIUM

Come learn about and give community feedback towards a safe, walkable, bikeable, and trail friendly community.



LOCATION: Kachemak Bay Campus

DATE: Saturday October 1st 1 - 4pm.

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## JOIN HOMER DRAWDOWN AND THE CITY OF HOMER TO HELP DEVELOP A VISION FOR A SAFE WALKABLE, BIKEABLE, TRAIL FRIENDLY COMMUNITY

- Learn about People-Oriented Transportation efforts
- Comment on current walk/bike/trail infrastructure and future desires
- Make recommendations for the 2022 Homer Transportation Plan

### Snacks and Beverages Provided

For more information:

[www.homerdrawdown.info](http://www.homerdrawdown.info) and [homerdrawdown@gmail.com](mailto:homerdrawdown@gmail.com)

or contact Economic Development Manager Julie Engebretsen at [JEngebretsen@ci.homer.ak.us](mailto:JEngebretsen@ci.homer.ak.us) or 907-435-3119



## ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>	Wednesday 1/5 5:00 p.m.	Tuesday 1/11 6:00 p.m.	Monday 1/24 6:00 p.m. <a href="#">[Arevalo]</a>	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests *may not be applicable during non-budget years</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/2 5:00 p.m.	Tuesday 2/8 6:00 p.m.	Monday 2/14 6:00 p.m. <a href="#">[Person]</a>	
<b>MARCH</b>	Wednesday 3/2 5:00 p.m.	Tuesday 3/8 6:00 p.m.	Monday 3/14 6:00 p.m. <a href="#">[Gamble]</a>	<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 4/6 5:00 p.m.	Tuesday 4/12 6:00 p.m.	Monday 4/25 6:00 p.m. <a href="#">[Speakman]</a>	<ul style="list-style-type: none"> <li>• Terms Expire April 1<sup>st</sup></li> <li>• Advisory Body Training Worksession</li> <li>• Election of EDC Officers</li> </ul>
<b>MAY</b>	Wednesday 5/4 5:00 p.m.	Tuesday 5/10 6:00 p.m.	Monday 5/23 6:00 p.m. <a href="#">[Brown]</a>	<ul style="list-style-type: none"> <li>• Comprehensive Plan Review</li> </ul>
<b>JUNE</b>	Wednesday 6/8 5:00 p.m.	Tuesday 6/14 6:00 p.m.	Monday 6/27 6:00 p.m. <a href="#">[Cherok]</a>	
<b>JULY</b>		Regular Meeting Cancelled		
<b>AUGUST</b>	Wednesday 8/17 5:00 p.m.	Special Meeting Tuesday 8/23 6:00 p.m.	Monday 9/12 6:00 p.m. <a href="#">[Marks]</a>	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/7 5:00 p.m.	Tuesday 9/13 6:00 p.m.	Monday 9/26 6:00 p.m. <a href="#">[Marks]</a>	<ul style="list-style-type: none"> <li>• Workforce Development Speaker</li> <li>• Update from Public Works Director</li> </ul>
<b>OCTOBER</b>	Wednesday 10/5 5:00 p.m.	Tuesday 10/11 6:00 p.m.	Monday 10/24 6:00 p.m. <a href="#">[Gamble]</a>	<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 11/2 5:00 p.m.	Tuesday 11/8 6:00 p.m.	Monday 11/28 6:00 p.m. <a href="#">[Cherok]</a>	<ul style="list-style-type: none"> <li>• Chamber's Annual Presentation to City Council *usually occurs 1<sup>st</sup> Council Meeting in Nov.</li> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>DECEMBER</b>	Wednesday 12/7 5:00 p.m.	Tuesday 12/13 6:00 p.m.	Monday 1/9/23 6:00 p.m. <a href="#">[Perez]</a>	<ul style="list-style-type: none"> <li>• Upcoming Year Schedule Review</li> <li>• Land Allocation Plan Review</li> </ul>

\*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.