



Agenda

Economic Development Advisory Commission Regular Meeting

Tuesday, May 13, 2025 at 6:00 PM

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

Homer City Hall

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

Zoom Webinar ID: 990 0366 1092 Password: 725933

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

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

AGENDA APPROVAL

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

RECONSIDERATION

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

- A. Unapproved Minutes- Regular Meetings March 11 & April 08, 2025 Page 3

VISITORS/PRESENTATIONS (10 minute time limit)

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Community Development Director Staff Report Page 10
- B. Chamber Director Report
- C. Homer Marine Trades Association Report Page 15
- D. Kenai Peninsula Economic Development District Report
- E. HERC Update
- F. Housing/Guiding Growth Update

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A.	Commission Priorities Discussion with Mayor Lord	Page 17
B.	New Community Center Discussion	Page 22
C.	Annual Bylaw Review	Page 24
D.	Election of Chair & Vice Chair	Page 29

INFORMATIONAL MATERIALS

A.	City Manager’s Report- April 28 th City Council Meeting	Page 30
B.	City Manager’s Report- May 12 th City Council Meeting	Page 43

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Tuesday, June 10th, at 6:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

CALL TO ORDER

Session 24-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:03 p.m. on March 11, 2025 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS AREVALO, BROWN, NOOMAH, DICKINSON, MARKS & ZUBEK

ABSENT: COMMISSIONER YOUNG (UNEXCUSED)

STAFF: COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN & DEPUTY CITY CLERK APPEL

AGENDA APPROVAL

Chair Marks requested a motion and second to approve the agenda as presented.

AREVALO/BROWN MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Michael Jones, Homer resident, expressed concerns about the plan's focus on climate change and sustainability, suggesting that it might not be inclusive of all community members. He also questioned the city's responsibility in addressing social equity and resilience.

RECONSIDERATION

CONSENT AGENDA

- A. EDC Unapproved Minutes of January 14th, 2025 Regular Meeting

Chair Marks requested a motion and second to approve the meeting minutes.

AREVALO/ZUBEK MOVED TO APPROVE THE JANUARY 14TH MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. EDC Staff Report

Community Development Director Engbretsen reported the decommissioning of the Coast Guard Cutter Naushon. She also discussed the City Council's decision to petition for additional liquor licenses.

B. Chamber Director Report
There was no report provided.

C. Homer Marine Trades Association Report
Meeting minutes were provided. There was no discussion.

D. Kenai Peninsula Economic Development District Report
Chair Marks stated that the quarterly meeting was later in the month and as a result, she would have a full report for the EDC Regular Meeting in April.

E. HERC Update
Community Development Director Engebretsen reported that the City receives technical support services from the state for the HERC building. She said the State of Alaska will have a consultant in Homer in May and will potentially hold an open house to provide more public information.

F. Housing Update
Commissioner Noomah and Chair Marks spoke on the MAPP organization and Guiding Growth's final report on March 21st. They also mentioned Guiding Growth was planning on hosting an event on March 25th to go over the changes in City code.

G. Planning Update
Community Development Director Engebretsen spoke on the Comprehensive Plan and how the comment period was about to close. She also mentioned other Advisory Bodies had it in their agendas to discuss the Comprehensive Plan and submit comments to the consultants for review.

PUBLIC HEARING

PENDING BUSINESS

A. Comprehensive Plan
Community Development Director Engebretsen stated she had three main questions for the Commission: Is there anything missing in the comp plan, does the Commission agree with the outlined goals on page 56 of the document, and if there were any big picture ideas or concepts missing or should be more focused?

Chair Marks opened the floor for discussion. The main topics the Commission discussed included:

- Taxation/Revenue Streams
- Support of Local Businesses
- Inclusion of Commercial Fishing in the Comp Plan
- Conservation of Wetlands and Critical Wildlife Habitats
- Condensing down to main priorities
- Representation of all demographics
- Quality of Life Section of the Plan
- Large Trucks on Pioneer Ave
- Land Use
- Housing

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. EDC Annual Calendar 2025
- B. SWOT Analysis
- C. City Manager's Report
 - January 27, 2025 City Council Meeting
 - February 10, 2025 City Council Meeting
 - February 24, 2025 City Council Meeting
 - March 10, 2025 City Council Meeting

Chair Marks noted the informational materials. Commissioner Arevalo volunteered to deliver the March report to City Council.

COMMENTS OF THE AUDIENCE

Michael Jones, city resident, said he appreciated the dialogue and enjoyed watching the Commission work together to navigate the document.

COMMENTS OF THE CITY STAFF

Deputy City Clerk Appel noted the EDC calendar and the deadlines for submitting items for the meeting agendas.

Community Development Director Engebretsen thanked the Commission for being so well prepared for the conversation.

COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE COMMISSION

Commissioner Dickinson thanked the audience for the comments they brought to the table, as well as Commissioner Noomah and Community Development Director Engebretsen for sharing knowledge and conversation topics.

Commissioner Brown thanked everyone for the discussion in processing the document.

Commissioner Arevalo noted the Homer Soil and Water Conservation District is on a freeze due to the executive order regarding federal funding.

Commissioner Zubek noted the packet availability online and stated she continues to have really great experiences at the Commission meetings.

Commissioner Noomah stated he was excited that the Commission takes things seriously but is comfortable with give and take.

Chair Marks thanked the Commission. She also said the Commission does make a difference as Economic Development is a foundation that not a lot of people think about, but is the bedrock for getting things done.

ADJOURNMENT

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:22 p.m. The next regular meeting is Tuesday, April 8, 2025 at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____

CALL TO ORDER

Session 24-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:02 p.m. on April 08, 2025 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS AREVALO, ISAAK, NOOMAH, YOUNG, MARKS

ABSENT: COMMISSIONERS DICKINSON, ZUBEK (ABSENT WITH NOTICE GIVEN)

STAFF: COMMUNITY DEVELOPMENT ASSOCIATE MCDONOUGH & DEPUTY CITY CLERK APPEL

AGENDA APPROVAL

Chair Marks requested a motion and second to approve the agenda as presented.

AREVALO/NOOMAH MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

- A. EDC Unapproved Minutes of March 11th, 2025 Regular Meeting

Chair Marks requested a motion and second to approve the meeting minutes.

ISAAK/NOOMAH MOVED TO APPROVE THE MARCH 11TH MEETING MINUTES.

There was discussion and the Commission agreed to postpone the Minutes for the May meeting.

ISAAK/AREVALO MOVED TO POSTPONE THE MARCH 11TH MEETING MINUTES TO THE MAY 13TH REGULAR MEETING.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

- A. Derotha Ferraro, South Peninsula Hospital

Derotha provided a slideshow providing explanation of the hospital's mission, economic impact, housing project, adoption of new electronic health record to go live Summer of 2025, and explaining the bond that was on the October ballot. She also stated the hospital is conducting a community input survey to gather concrete data to use when revisiting the strategic plan and master facility plan. She opened the floor for questions from the Commission.

B. Lance Prouse, Captain's Coffee

Lance provided explanation and information regarding tourism and cruise ships. He stated he's been working on the land tours for 3 years for the buses that bring passengers to/from town and the cruise ships. He spoke on a new festival this year called Harbor Fest and how the City could support future growth on the Spit by providing power outlets for food trucks/vendors. He spoke on ideas for developing safe tourism in city center like Pioneer becoming a walking street, slow traffic down and divert heavy traffic, more park benches and accessible bathrooms. He also spoke on developing a shuttle bus program to support the mid-size ships. He then invited the Commission to ask questions.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

Community Development Associate McDonough reported on the following:

- 907 Navigation App
- Decommissioning of the Naushon
- Mobile Food permits
- MAPP Community Meeting
- US Department of Transportation Rural and Tribal Assistance Pilot Project
- Borough Comprehensive Safety Action Plan

B. Chamber Director Report

There was no report provided.

C. Homer Marine Trades Association Report

Meeting minutes were provided. There was no discussion.

D. Kenai Peninsula Economic Development District Report

Chair Marks stated that the quarterly meeting was on March 20th. She said they worked on fiscal responsibility with federal funding and grant sources. She stated there was also work done on updating the Administration Policy. Chair Marks said the Borough has started working on CEDS, with the first phase started at the end of March and the second phase in the next couple months involving various communities.

E. HERC Update

There was no update provided.

F. Housing/Guiding Growth Update

Commissioner Noomah spoke about a forum held regarding Homer's zoning code. He said there was discussion regarding the following:

- short term rentals and B&B's in city limits
- greater density in urban and central districts without conditional use permits
- reducing or removing requirements for open areas on lots
- reducing or removing parking minimums
- using geographic data in zoning and land use decisions
- creating walking trails and wildlife corridors

G. Planning Update
There was no update provided.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

INFORMATIONAL MATERIALS

A. City Manager's Report
March 24, 2025 City Council Meeting

Chair Marks noted the informational materials. Chair Marks volunteered to deliver the April report to City Council.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Community Development Associate McDonough thanked the visitors for presenting and the Commission for all their hard work.

COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE COMMISSION

Commissioner Young had no comment

Commissioner Isaak thanked Jackie for being present. She also commented on the Commission possibly taking a look at walkability of Pioneer.

Commissioner Arevalo thanked Jackie for being at the meeting. She stated she was disappointed that there will not be coast guard ship presence in town anymore.

Commissioner Noomah stated he was wondering what's going to happen to coast guard housing and maybe it can be utilized to help with the housing shortage in town.

Chair Marks noted the election for chair/vice chair in May. She also encouraged the Commission to think of ideas or presenters to add to future meeting agendas.

ADJOURNMENT

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 7:58 p.m. The next regular meeting is Tuesday, May 13, 2025 at 6:00 p.m. There is a Work Session scheduled at 5:30 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____



City of Homer

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Community Development

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planning@cityofhomer-ak.gov

(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Community Development Director
DATE: May 13, 2025
SUBJECT: May Staff Report

Highlights:

- Myself, Jackie McDonough and Ryan Foster attended the Kenai Peninsula Economic Development District (KPEDD) Industry Overview Forum in Kenai (as did local board members Karin Marks and Brad Anderson). You can read a great article about the forum [here](https://www.kdll.org/podcast/kenai-conversation/2025-05-02/econ-919-energy-dominates-at-annual-industry-overview-forum) and there are links to KPEDD's UTube channel if you'd like to see any of the presentations. Next year's Forum will be in late April in Seward. <https://www.kdll.org/podcast/kenai-conversation/2025-05-02/econ-919-energy-dominates-at-annual-industry-overview-forum>
- Comprehensive Plan: Lots of things happening at the consultant and staff level. Look for a public hearing draft later this summer, with Planning Commission and Council meetings roughly later August through September.
- If you'd like to follow the Zoning Code update, the project website is live: <https://homert21codeupdate.com/> Of interest is the Code Audit the consultant created – check it out in the Planning Commission work session packet: <https://www.cityofhomer-ak.gov/hapc/planning-commission-worksession-161> Stay tuned for public process this fall.
- KPEDD is updating their Comprehensive Economic Development Strategy (CEDS). I am participating in the project working group. See attachments for a flier on their upcoming Homer event. The CEDS survey is live; find it on the KPEDD website.
- I attended the Kenai Peninsula Sport Rec and Trade Show at the Soldotna Regional Sports Complex and volunteered with the Homer Chamber of Commerce. It was great to talk with our neighbors about Homer, upcoming events, and new restaurants. As you might expect, the Peony Celebration and the restaurant scene and Taste of Homer were popular topics.
- In partnership with the Kachemak Bay Research Reserve and the Kachemak Heritage Land Trust, I completed a grant application for \$1.5M to acquire land in the Bridge Creek Watershed. Hot off the press: the project has been recommended for funding by NOAA. All

grants have a further review process at the Federal level, but if approved we are on track for an October 1 start date.

Upcoming Events:

- HERC: AK DEC and environmental consultants are coming to Homer for some testing on the HERC site, and will hold a public meeting at the Library. Join us Tuesday May 20th. Doors open at 6 pm with presentation about Brownfields at 6:15.
- KPEDD: CEDS Outreach Thursday May 29, 11-12 at the college
- If you've never interacted with cruise ship visitors, I recommend the experience to familiarize yourself with that part of our visitor industry. The Chamber of Commerce has volunteer hosts that greet people as they get off the ship, and also at the Pratt Museum. Contact Jan 235-2328 at the Chamber office if you have some free time on a cruise ship day.

Attachments

HERC Event Flier

KPBEDD Event Flier

Cruise Ship Calendar



Homer Education and Recreation Center (HERC) Community Information Meeting

MAY 20, 2025
6 pm • Homer Public Library
500 Hazel Avenue

Send questions or comments to planning@ci.homer.ak.us



What are
Brownfields?

What challenges
are causing
delays?

What is
happening now?

Doors open 6 pm
Presentation 6:15 pm

This meeting is hosted by
the City of Homer
with support from the
Alaska Department of
Environmental
Conservation
and BGES, Inc.



COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

PUBLIC ENGAGEMENT

**Thursday, May
29, 2025**

11 AM - 12 PM

**Kachemak Bay
Campus**

"Big Room"

**533 E. Pioneer Ave
Homer, Ak 99603**

**Can't attend in person?
Join us virtually!**



What is the CEDS?

The Comprehensive Economic Development Strategy (CEDS) is a regionally-driven plan that guides economic growth and resilience across the Kenai Peninsula Borough. It's developed and led by KPEDD with input from the community.

Why it matters:

The CEDS drives long-term economic development—supporting job creation, improving infrastructure, and strengthening the region's ability to adapt and thrive.

Your voice matters:

Community involvement is key. Help shape the strategy by sharing your input and participating in the process.

Learn more or get involved at: www.kpedd.org/ceds/



WE WANT YOUR INPUT!

CEDS Outreach Opportunities

May 28th Kenai/Soldotna Joint
Chamber Luncheon CEDS
Presentation
@ Soldotna Sports Complex
12 PM - 1 PM

May 28th Soldotna City Council
Presentation @ Soldotna City Hall
6 PM

*Join virtually on the City of Soldotna website

**This digital flyer will be updated as outreach opportunities are scheduled

Homer, AK

2025 Cruise Ship Schedule



April

Wednesday
April 30, 2025
Viking
Venus
(930 guests)
08:00-18:00

May

Wednesday
May 7, 2025
Oceania
Riviera
(1250 guests)
08:00-16:00

Thursday
May 29, 2025
Viking
Orion
(930 guests)
08:00-18:00

June

Monday
June 9, 2025
Oceania
Riviera
(1250 guests)
07:00-13:00

July

Saturday
July 12, 2025
Hanseatic
Inspiration
(230 guests)
Arrives **7/12**
06:00
Departs **7/13**
22:00

Thursday
July 17, 2025
Hanseatic
Inspiration
(230 guests)
06:00-22:00

Monday
July 21, 2025
Villa Vie
Odyssey
(929 guests)
Arrives **7/21**
06:00
Departs **7/22**
22:00

August

Friday
Aug. 8, 2025
Hanseatic
Inspiration
(230 guests)
06:00-22:00

Sept

Monday
Sept. 15, 2025
Hanseatic
Spirit
(230 guests)
06:00-21:00

Monday
Sept. 22, 2025
Viking
Orion
(930 guests)
08:00-18:00

For more information on the
Cruise Ship Schedule please
contact the Homer Chamber of
Commerce & Visitor Center at
907-235-7740. Or visit us at
201 Sterling Highway,
Homer AK 99603



Homer Marine Trades Association Meeting

April 16, 2025

@ Harbormaster Conference Room

Meeting Minutes

Call to order: The meeting was called to order by President, Eric Engebretsen at 6:03 p.m.

Directors Present: Eric Engebretsen, Jen Hakala, Alita Mahan, Mark Zeiset, Trey Hill, Amy Woodruff, George Hall

Directors Absent: Bruce Friend, Aaron Fleenor, Matt Alward

Approve Minutes of the previous BOD Meeting held March 5, 2025: Motion by Mark Zeiset to approve minutes with guest name correction, seconded by George Hall, Approved as presented.

Approval of Agenda: Motion by Amy Woodruff to approve the Agenda as presented, Jen Hakala seconded, Agenda Approved

Guest Intro and Presentations:

- Kate Mitchell, Nomar; Cody Stadler, BulletProof Nets / LFS KGS; Victoria Brandt, Events Committee
- Brian Hawkins, Port and Harbor: Harbor expansion meeting was held last month, reviewed alternatives. Corps will pick an option in July. Geo technical work scheduled for July.

Treasurer's Report –Jen Hakala:

- Treasurer's Report read and attached to minutes
- Annual report and 990 have been filed.
- Second half of payment for PME due 7/1/25, Fortune Sea and Nomar are willing to split booths.

Communication Director's Report – Samantha Jacobsen:

- Need HarborFest vendor commitments for billing to be sent out.
- Contacted DeeDee @ Homer Elks Lodge to rent space in September 2025 for HMTA annual meeting, quoted a higher fee than expected. Alita and George to reach out to Elks as well.
- The Harborfest event link is live on the HMTA website under the "Community" tab.
- Sam will reach out to Paul Story @ HHS to schedule volunteers for HHS upcoming end of year BBQ.
- Incoming HHS Principle has been hired – Eric Pederson. Need to set a meeting to discuss opportunities, very supportive of vocational education.

Committee Reports:

- Marketing – Mark Zeiset
 - Held joint committee meeting with Events focused on Harborfest
 - Reviewed proposed vendor application drafted by Victoria and finalized for publication.
 - Mark to get pricing for radio ads focused on the anchorage area
 - KPC course info was submitted to Michael Dukes for radio spots – no charge.
- Workforce Development – Aaron Fleenor
 - No report
- Scholarship – Alita Mahan
 - Two scholarship apps received, one not able to open attachment. Will follow up and allow opportunity to review before winner is selected.
- Events – Jen Hakala
 - Held combined committee meeting with Marketing

Old Business:

- Update Committee Members / assignments
 - Need to revamp / relist committees to included members, meeting schedule, and assigned tasks. The following are current committees, those in attendance at previous meeting signed up for desired committees. Need to keep as old business to poll absent members to be added to desired committees.
 - Marketing: George, Mark, Trey, Kate Mitchell (Chair – Mark)
 - Workforce Development: Aaron, Alita, Samantha (Chair – Aaron)
 - Scholarship :Alita, Jen, Samantha (Chair – Alita)
 - Events: Jen, Alita, Amy, Eric, Victoria (Chair- Jen)
 - Finance: Jen, Matt Alward, Alita (Chair-Jen)
 - Homer Job Fair Recap – Amy Woodruff
 - Fair was hugely successful. One objective of the job fair was to match students with opportunities to find a good fit. Great turn out from local businesses (30), KPEDD, KPC, Job Center, Avtec, and military recruiters also attended.
 - Student preparation and the passport requirement was a successful formula. Concept is good – would like to add more marine trades at the next fair.
 - Overall great conversations with students, educators, and employers regarding scholarship and course reimbursement.

New Business:

- Homer Harborfest update
 - Contract is signed. Prices for vendor space lowered. There is no expectation from Bay Weld to be reimbursed for \$12k HMTA sponsorship split, unless vendor booth proceeds exceed \$8k HMTA contribution – in that case any excess funds should go to Bay Weld. Filling/assigning boat and vendor spaces is fluid. Bruce and Victoria are handling all vendor related items.
 - Chamber exceeded sponsor goals, 125 tickets to date sold online. Deadline for Chamber vendor space has been extended to May 8th.
 - Victoria and Bruce currently have 9 apps from vendors, based on verbal commitments vendor space is sold out. Need to send billing to firm up vendors and fill as needed in case there are some that do not follow through. Vendor passes are set at 2 per vendor with opportunity to purchase additional passes.
 - Discussion around if HMTA should promote the “Boat Show” focus of Harbor Fest through radio ads, social media, Spotify, etc.
 - Motion by Mark to allocate up to \$500 and pursue matching funds from Chamber to promote boat show focused Harborfest via Radio ads targeting the Anchorage and valley areas. Second by Amy. Motion passed.
 - Same shared Harborfest event timeline/task list that she prepared for HMTA.
 - Request to share Chamber Harborfest committee meeting minutes as soon as available with HMTA events committee.
- City marketing funds
 - Reviewed draft agreement. Need comments back
 - Insurance Requirements are being reviewed by the City to see if they will be applicable.
 - Please submit any comments back to Eric this week.

Next Meeting: May 14, 2025 6pm @ Harbormasters conference room.

Adjourn: The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Alita Mahan
HMTA Secretary



City of Homer

www.cityofhomer-ak.gov

Community Development

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JULIE ENGBRETSSEN, COMMUNITY DEVELOPMENT DIRECTOR
DATE: MAY 13, 2025
SUBJECT: Commission Priorities Discussion with Mayor Lord

Requested Action:

- *Discussion with Mayor Lord on City and Commission Priorities.*
- *How can we make the best use of your volunteer time and staff time to make achievable recommendations to Council?*

Background

Mayor Lord will be attending the Commission meeting to talk about Commission and City priorities. Across the City, it has historically been a challenge to align the Council, Commissions and funded budget priorities so we are all working toward common goals. Prior joint work sessions with Council have helped, but Council will not likely have capacity to meet with every Commission every year. So we're meeting with the Mayor this month and we'll talk about some ways to use the Commission and staff time in ways that are useful to Council.

Attachments

EDC Strategic Plan
EDC Annual Calendar

ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2024 -2025 STRATEGIC PLAN & GOALS

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

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

OVERALL EDC DUTIES AND RESPONSIBILITIES

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; www.codepublishing.com/AK/Homer. 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
- Business Retention and Expansion Survey Report (BR&E): <https://www.cityofhomer-ak.gov/economicdevelopment/2017-business-retention-expansion-survey-report>
- Homer Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/comprehensive-plan>

DUTIES OF COMMISSION/STAFF

Commissioners

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

Staff (Julie Engebretsen)

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

Clerk's Office

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

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

Vision Statement

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

Mission Statement

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

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

ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2025 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/8 5:00 p.m.	Tuesday 1/14 6:00 p.m.	Monday 1/27 6:00 p.m.	
FEBRUARY	Wednesday 2/5 5:00 p.m.	Tuesday 2/11 6:00 p.m.	Monday 2/24 6:00 p.m.	<ul style="list-style-type: none"> • KPC Job Fair
MARCH	Wednesday 3/5 5:00 p.m.	Tuesday 3/11 6:00 p.m.	Tuesday 3/24 6:00 p.m.	<ul style="list-style-type: none"> • Clerk Reappointment Notices Sent Out
APRIL	Wednesday 4/2 5:00 p.m.	Tuesday 4/8 6:00 p.m.	Monday 4/14 6:00 p.m.	<ul style="list-style-type: none"> • Terms Expire April 1st • SPH speaker • KPEDD Industry Outlook Forum
MAY	Wednesday 5/7 5:00 p.m.	Tuesday 5/13 6:00 p.m.	Tuesday 5/23 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Commission's Bylaws • Advisory Body Training Work session • Election of EDC Officers • KPEDD CEDS Review • Update from Public Works Director
JUNE	Wednesday 6/4 5:00 p.m.	Tuesday 6/10 6:00 p.m.	Monday 6/24 6:00 p.m.	<ul style="list-style-type: none"> • Comprehensive Plan Review • Annual Review of EDC's Strategic Plan/Goals & BR&E
JULY	No Regular Meeting			
AUGUST	Wednesday 8/5 5:00 p.m.	Tuesday 8/12 6:00 p.m.	Monday 8/25 6:00 p.m.	<ul style="list-style-type: none"> • Capital Improvement Plan Review • Update from Public Works Director
SEPTEMBER	Wednesday 9/3 5:00 p.m.	Tuesday 9/9 6:00 p.m.	Monday 9/22 6:00 p.m.	<ul style="list-style-type: none"> • Workforce Development Speaker • Land Allocation Plan Review
OCTOBER	Wednesday 10/8 5:00 p.m.	Tuesday 10/14 6:00 p.m.	Monday 10/27 6:00 p.m.	<ul style="list-style-type: none"> • City Budget Review/Develop Requests <p>*may be n/a during non-budget years</p>
NOVEMBER	Wednesday 11/5 5:00 p.m.	Tuesday 11/1 6:00 p.m.	Monday 11/24 6:00 p.m.	<ul style="list-style-type: none"> • Chamber's Annual Presentation to EDC • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/3 5:00 p.m.	Tuesday 12/9 6:00 p.m.	No Council Meetings	<p>*to be scheduled: Strategic Plan review when needed</p>

*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.



MEMORANDUM

Possible Recreation Center Location-Town Center Lot

Item Type: Action Item Memorandum

Prepared For: Economic Development Advisory Commission and Parks, Arts, Recreation & Culture Advisory Commission

Date: May 7, 2025

From: Mike Illg, Recreation Manager/Staff Liaison

The City of Homer is continuing to take steps toward the construction of a Community Recreation facility. This project has been identified as a high priority by the community for a number of years supported by the PARC needs assessment, identified in the 2018 and current Comprehensive Plan process, listed as the #2 priority on the city's Capital Improvement Plan (CIP), the #2 short term goal of Parks, Arts, Recreation & Culture Advisory Commission's 2025 Strategic Plan and the city council's earmark of \$1.3 million towards the project.

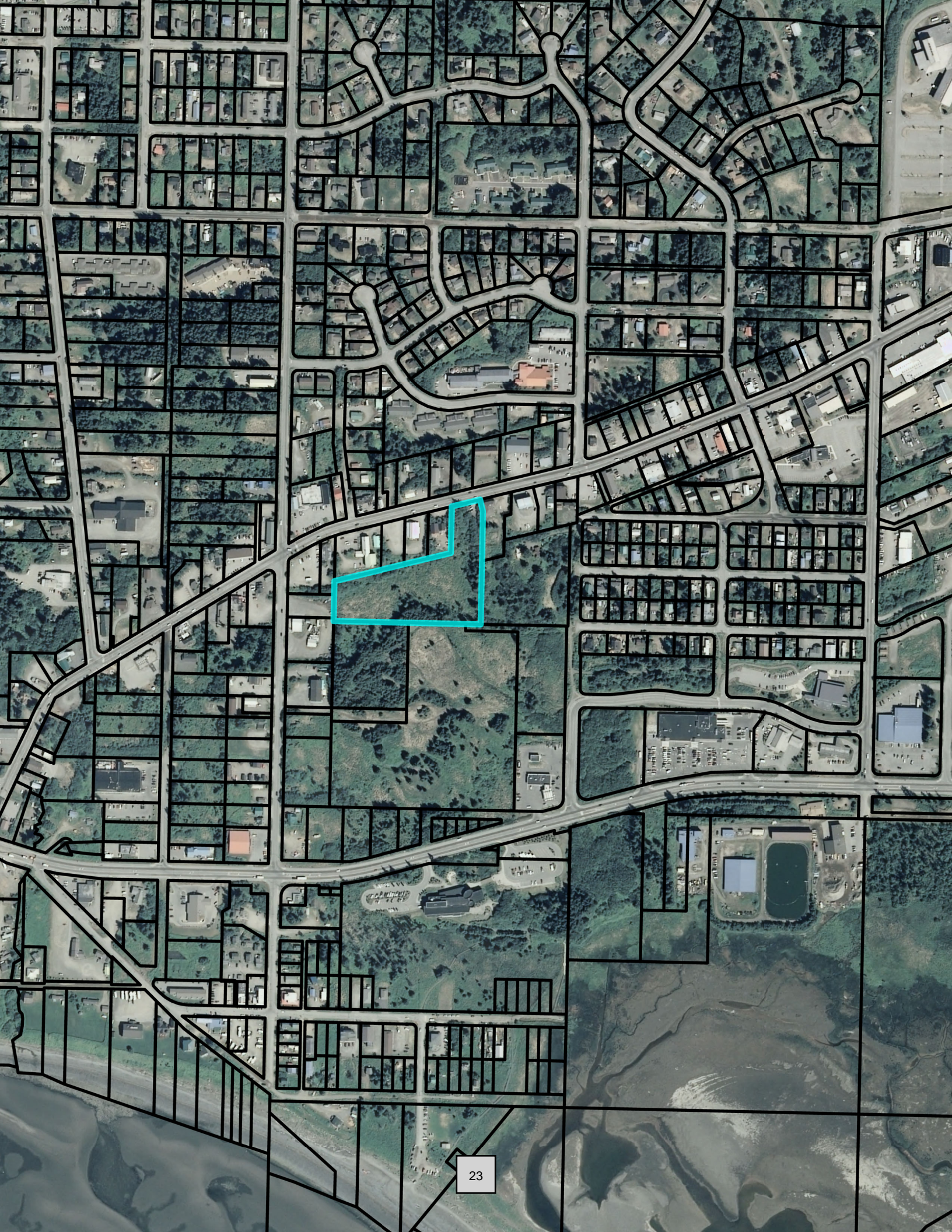
Identifying and securing a location is key to moving the project forward and is considering a parcel/location that is centrally located and is already owned by the city. The property is located within the undeveloped town center area located directly behind Alice's. The City Council has requested feedback from the Economic Development Advisory Commission (EDC), Parks, Art, Recreation, and Culture Advisory Commission, Planning Commission, adjacent property owners and general community feedback regarding this proposed location. This will come back to the EDC on June 10, PARCAC on June 19, and Planning Commission on May 21. Adjacent property owners will be notified by mail of these opportunities to attend and provide input on the proposed location. Information is available on the City Manager's webpage and citizens can provide comment through the webpage if they are unable to participate at the meetings.

The specific questions staff is requesting are:

1. Do you support this location as the preferred location for the future community recreation facility?
2. What are the existing concerns against using this location for this project?
3. What are the potential positive attributes for using this location for this project?

Action:

Review the questions and submit a formal recommendation.





City of Homer

www.cityofhomer-ak.gov

Community Development

491 E Pioneer Avenue
Homer, Alaska 99603

planning@cityofhomer-ak.gov

(p) 907-235-3106

(f) 907-235-3118

Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JULIE ENGBRETSSEN, COMMUNITY DEVELOPMENT DIRECTOR
DATE: MAY 13, 2025
SUBJECT: BYLAWS REVIEW

Requested Action:

- Review Commission Bylaws
- Ask questions
- Discuss any changes. If there are no changes, we can move on to the next agenda item
- If there are changes: Move to amend the Bylaws
- Postpone action to the next meeting

Background

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

Recommended Amendments: None

I reviewed the Bylaws and didn't see anything that needed to be addressed.

Requested Action: If there are any suggested changes, move to amend the bylaws, and then postpone action to the next regular meeting. (Bylaw changes must be heard at two meetings)

Attachment:

EDC Adopted Bylaws

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

ARTICLE I - NAME AND AUTHORIZATION

The Economic Development Advisory Commission was established October 25, 1993 with the adoption of Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated February 27, 2006 by Resolution 06-20. The following bylaws were adopted on August 26, 2024 and shall be in effect and govern the procedures of the Economic Development Advisory Commission.

ARTICLE II - PURPOSE

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 2.76.040.

ARTICLE III - MEMBERS

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

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

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

Section 4. A member's appointment is vacated under the following conditions:

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

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

ARTICLE IV - OFFICERS

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

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

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

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

ARTICLE V – CITY STAFF ROLES

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

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

ARTICLE VI – MEETINGS

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

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

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

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

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

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

CITY LOGO

NOTICE OF MEETING
REGULAR MEETING AGENDA
NAME OF BODY

DEPT. CONTACT INFO
(City Clerk's Office)

DAY OF WEEK, DATE, AND TIME OF MEETING
PHYSICAL LOCATION OF MEETING & MEETING ROOM

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)
16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

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

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

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

ARTICLE VII – GENERAL OPERATING PROCEDURES

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

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

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

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

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

ARTICLE VIII - COMMITTEES

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

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

ARTICLE IX - BYLAW AMENDMENTS

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



MEMORANDUM

Election of EDC Officers – Chair and Vice Chair

To: Economic Development Advisory Commission
From: Ashley Appel, Deputy City Clerk I
Meeting Date: 9 May 2025

Summary Statement:

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

Recommended process for Election of Vice Chair:

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

Recommended process for Election of Chair:

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



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: April 23, 2025
SUBJECT: City Manager's Report for April 28, 2025 Council Meeting

Resolution 25-016 Follow-Up

In March the City Council adopted Reso 25-016 giving staff the direction to petitioning the Alaska State Alcoholic Beverage Control Board to Issue Ten Additional Restaurant or Eating Place Licenses within the City. At the Alcoholic Beverage Control Board meeting public comments were taken and five additional Restaurant or Eating Place Licenses (REPL's) were granted. The City's process of advertising and conducting a public hearing was appreciated.

Save the Date – HERC update!

The City of Homer is hosting a community informational meeting regarding the Homer Education and Recreation Center (HERC) on May 20, 2025 at 6pm. Special guests include staff from the State of Alaska Department of Environmental Conservation Brownfields Program, consultants from BGES – an environmental consulting firm hired by the state to conduct hazardous materials testing, and a facilitator from the Center for Creative Land Recycling. Join us at the Homer Public Library to discuss Brownfields, challenges, and what is happening now at the HERC. The presentation will begin at 6:15pm. Please send questions or comments to planning@ci.homer.ak.us.

Land Purchase North of Hornaday Park

In January, the Homer City Council unanimously approved the purchase of twenty acres north of Karen Hornaday Park. When the property came on the market, community members quickly stepped in to buy the land and hold it until the City was able to complete the property transaction process, securing the area for permanent public use. Through the current Comprehensive Plan process, it's clear the community supports greenspace and trails within the community and this purchase will increase outdoor recreation within walking distance to many residents. The City anticipates closing on the transaction in mid-May.

This new property adjoins the 38.3 acre Karen Hornaday Park and an additional 10-acre city owned property, creating the potential for nearly 70 acres of public lands with future hiking trails. To guide the planning of this enlarged recreation space, the City is in conversation with the Kachemak Heritage Land Trust on the possibility of applying for planning assistance with the Rivers, Trails, Conservation Assistance Program through the National Park Service. This program has been used several times in Homer, such as the design of the Kachemak Bay Water Trail, the lower end of Woodard Canyon with the Pratt Museum and other community members, with KHLT on the site planning for the Poopdeck Platt Community Trail and most

recently with the Homer Library on the western lot. Planning for high use trails that may cross private lands and traverse steep hillsides will benefit from the assistance provided by this free program. Stay tuned for future trail discussions if KHLT and the City are successful in the application for this program!

Camping at Hornaday Park

This year's mild winter provided the opportunity for Parks and Public Works staff to do work in the Karen Hornaday Park Campground. Sightlines were opened throughout the campground by clearing and cutting back overgrown alders and cleaning up brush and opening up lovely views from all the campsites. A memo is attached to this report that identifies the many improvements. Efforts are in place to bring a Camp Host on to spend the summer at the park to help facilitate the soft opening of 20 campsites for the 2025 season.

Homer Volunteer Fire Department (HVFD)

Last month the City Council held an off cycle worksession to discuss concerns that had been raised by citizens regarding turnover in department staff and volunteers, under budgeting for department plant and equipment, and the City's ISO rating. Attached to this report is department call volume for Homer, Kachemak City, KESA, and WESA responses over the last three years. Also included is a spreadsheet that includes a breakdown of runs per employee and per volunteer. For privacy reasons the names have been changed to numbers and you'll see some have served in both capacities. The chart is organized so instead of names; each employee or volunteer have the same number (employee # or volunteer #) over the course of 4 years.

I have drafted an RFP for evaluation services of the HVFD as was discussed that is attached for review and have also been in conversation with Robert Purcell very recently about conducting the evaluation locally. There are plusses and minuses for both options, so interested in feedback on Council's thoughts. Chief Kirko and I continue meet on a regular basis, fire fighter classes are underway, and the staff and volunteers continue their regular training. I was asked for a schedule or timeline for next steps, internal matters that are personnel related are being addressed in accordance with our personnel regulations. The next steps for the evaluation are in place, if we go out for RFP that will be put on the streets as soon as possible, and if the desire is to remain local, we'll need to make sure we are following proper procurement procedures and would start as soon as we're able.

City Manager Meetings and Events:

- April 15th – Conversations with a Councilmember w/ Councilmember Parsons
- April 16th – Attended Kachemak City Council Meeting
- April 20th – Met with Dr. Tyler Haas re: HVFD Medical Director
- Budget meetings with Departments
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- AMCO Board Action Letter
- HERC Flyer
- Homer Foundation Quarterly Reports
- HVFD Run Volume 2022-2024
- HVFD Staff and Volunteer Annual Run Count spreadsheet
- HVFD Evaluation Draft RFP



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 16, 2025

City of Homer
491 East Pioneer Ave
Homer, AK 99603

Re: Petition for additional licenses under AS 04.11.405

Dear City of Homer,

At the April 15, 2025 meeting of the Alcoholic Beverage Control Board in Nome, Alaska, the board voted to approve the City of Homer's resolution to grant additional licenses. The City of Homer requested 10 additional licenses and the Alcoholic Beverage Control Board approved 5 additional Restaurant or Eating Place Licenses (REPLs) in accordance with AS 04.11.405. The board also stipulated that the licenses are immediately available for application.

Restaurant or Eating Place licenses allowed by population:	4
Restaurant or Eating Place licenses currently in the City of Homer:	15
New allowed limit of Restaurant or Eating Place licenses:	20

The Alcohol and Marijuana Control Office (AMCO) will update the numerical allowance of this license type within the City of Homer. In accordance with subsection (d), the board may not authorize additional Restaurant or Eating Place Licenses under this section until 2027. Please contact our office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristina Serezhenkov".

Kristina Serezhenkov
Local Government Specialist
Alcohol and Marijuana Control Office



**Homer Education and
Recreation Center (HERC)
Community Information Meeting**

MAY 20, 2025
6 pm • Homer Public Library
500 Hazel Avenue

Send questions or comments to planning@ci.homer.ak.us



What are
Brownfields?

What challenges
are causing
delays?

What is
happening now?

Doors open 6 pm
Presentation 6:15 pm

This meeting is hosted by
the City of Homer
with support from the
Alaska Department of
Environmental
Conservation
and BGES, Inc.

2024:

Homer (2500):

- EMS: 738
- Fire: 150

Kachemak City (2500K):

- EMS: 10
- Fire: 5

KESA:

- EMS: 4
- Fire: 8

WES:

- EMS: 0
- Fire: 8

2023:

Homer (2500):

- EMS: 628
- Fire: 123

Kachemak City (2500K):

- EMS: 24
- Fire: 7

KESA:

- EMS: 12
- Fire: 7

WES:

- EMS: 2
- Fire: 20

2022:

Homer (2500):

- EMS: 635
- Fire: 93

Kachemak City (2500K):

- EMS: 19
- Fire: 6

KESA:

- EMS: 10
- Fire: 7

WES:

- EMS: 1
- Fire: 13

Year	2021	2022	2023	2024
Employee 1	172	266	275	318
Employee 2	88			
Employee 3	65	101	107	94
Employee 4/Volunteer 58	127/0	57/0	0/1	0/124
Employee 5	209	199		
Employee 6/Volunteer 64	168/0	51/0	0/1	
Employee 7/Volunteer 50	203/0			
Employee 8/Volunteer 3	0/31	175/0	125	23
Employee 9/Volunteer 12	0/43	0/72	0/31	0/27
Employee 10/Volunteer 33		0/158	208/0	
Employee 11/Volunteer 31		0/111	160/0	59
Employee 12			144	188
Employee 13/Volunteer 14	0/127	0/239	16/0	
Employee 14/Volunteer 68			164/0	0/28
Employee 15/Volunteer 46		0/24	246/0	105/0
Employee 16			206	76
Employee 17				216
Employee 18				215
Employee 19/Volunteer 16	0/11	0/19	0/7	236
Employee 20				82
Employee 21/Volunteer 60			0/25	208/0

Volunteer 1	3			
Volunteer 2	6			
Volunteer 4	6	9		
Volunteer 5	10	10	11	8
Volunteer 6	17	19	29	50
Volunteer 7	1	23	2	1
Volunteer 8	11	3		
Volunteer 9	6	1		
Volunteer 10	4	4	2	
Volunteer 11	89	20		
Volunteer 13	3	11	10	10
Volunteer 15	98			
Volunteer 17	10			
Volunteer 18	15	26	23	30
Volunteer 19	13	1		
Volunteer 20	2			
Volunteer 21	4			
Volunteer 22	24	13	4	
Volunteer 23	24	15		
Volunteer 24	20	47	1	
Volunteer 25	138	15		
Volunteer 26	2	9		
Volunteer 27	2	7	2	

Volunteer 28	24	13	9	
Volunteer 29	6	11		
Volunteer 30	33			
Volunteer 32		14		
Volunteer 34		11	1	
Volunteer 35		17	19	14
Volunteer 36		12	11	
Volunteer 37		174	124	44
Volunteer 38		3		
Volunteer 39		2		
Volunteer 40		24		
Volunteer 41		46	3	
Volunteer 42		44	27	
Volunteer 43		2	1	
Volunteer 44		2	5	
Volunteer 45		9	7	18
Volunteer 47		19	2	
Volunteer 48		48	23	20
Volunteer 49		14	17	
Volunteer 50		15		
Volunteer 51			2	
Volunteer 52			11	
Volunteer 53			42	49
Volunteer 54			28	
Volunteer 55			3	
Volunteer 56			11	41
Volunteer 57			62	
Volunteer 59			59	
Volunteer 61			23	
Volunteer 62			33	2
Volunteer 63			3	27
Volunteer 65				10
Volunteer 66				1
Volunteer 67				4
Volunteer 68				28
Volunteer 68				2
Total Annual Response Count	1815	2187	2326	2330

REQUEST FOR PROPOSAL
By the City of Homer, Alaska
Professional Services to Perform
An Independent Evaluation of the Homer Volunteer Fire Department

The City of Homer, Alaska is seeking proposals from qualified consultants or firms to conduct an independent, comprehensive evaluation of the Homer Volunteer Fire Department which consists of both career and volunteer personnel. The goal of this evaluation is to assess current operations, identify areas for improvement, and provide actionable recommendations to ensure continued excellence in emergency services delivery.

It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined herein.

The following subjects are discussed in this RFP to assist in preparing a proposal.

- I. Introduction
- II. Project Overview
- III. Scope of Work
- IV. RFP General Requirements & Submittal Instructions
- V. Proposal Format & Content Requirements
- VI. Evaluation Criteria & Selection Process
- VII. Schedule

I. INTRODUCTION

The City of Homer recognizes the critical role the Homer Volunteer Fire Department plays in ensuring the safety and well-being of our community. As a combination department comprised of both professional and volunteer personnel, the organization has long benefited from the dedication and service of its members. However, like many fire service agencies across the nation, the department is facing evolving challenges—most notably, a steady decline in volunteerism, increasing service demands, and the growing complexity of emergency response.

In light of these challenges, the City is seeking an independent, comprehensive evaluation of the fire department to assess current operations, internal policies and procedures, and overall service delivery. The intent is to ensure that the department is well-positioned to meet both present and future demands with a clear, sustainable model that reflects best practices in emergency services management.

This evaluation will also seek to align departmental capabilities with the actual needs of the community, identify opportunities for improvement, and support the development of clear, modernized internal policies and procedures that strengthen organizational consistency, accountability, and performance.

II. PROJECT OVERVIEW

The primary goal of this evaluation is to identify strengths and areas for improvement, ensure best practices are being followed, and offer strategic recommendations that will support effective service

to the community now and into the future. The final deliverable will inform leadership, elected officials, and community stakeholders and serve as a roadmap for operational and structural enhancements.

III. SCOPE OF WORK

The selected consultant will be expected to provide the following deliverables as part of the project:

1. **Project Kickoff Meeting**
An initial meeting with city leadership and fire department representatives to confirm project scope, timeline, key contacts, and expectations.
2. **Stakeholder Engagement Plan**
A plan outlining how the consultant will gather input from key stakeholders, including fire department personnel (volunteer and career), city leadership, and community representatives.
3. **Departmental Assessment Report**
A comprehensive evaluation of the fire department, including analysis of:
 - Organizational structure and leadership
 - Staffing levels and deployment (volunteer and career)
 - Internal policies, procedures, and training
 - Operations and response capabilities
 - Equipment, apparatus, and facility conditions
 - Financial and budgetary practices
 - Compliance with applicable standards and regulations
 - Community needs and risk profile
4. **Benchmarking and Best Practices Review**
Comparative analysis of the department against similar-sized combination departments and industry best practices (e.g., NFPA standards, ISO ratings, strategic staffing models).
5. **SWOT Analysis**
A documented analysis of the department's strengths, weaknesses, opportunities, and threats.
6. **Community Needs Alignment**
Assessment of current services and resources compared to identified and anticipated community risks and expectations.
7. **Recommendations Report**
Clear, actionable recommendations prioritized by impact and feasibility, covering:
 - Operational improvements
 - Policy and procedural updates
 - Staffing models and recruitment strategies
 - Volunteer integration and support
 - Equipment and facility investments
 - Long-term strategic planning
8. **Executive Summary**
A concise, non-technical summary suitable for presentation to elected officials, stakeholders, and the general public.

9. **Presentation of Findings**

At least one in-person or virtual presentation of key findings and recommendations to municipal leadership and fire department leadership.

10. **Final Report Submission**

A complete final report, including appendices and supporting documentation, in both editable (e.g., Word) and print-ready (PDF) formats.

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City.

- A. **There will be an optional Pre-Close RFP meeting/teleconference held via Zoom on _____** This will give all proposers involved the opportunity for questions/ answers with City Staff to ensure all information is open and concise. Zoom meeting invitations will be sent to all qualified entities listed on the Plan Holder's List.
- B. **All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**
- C. **Sealed proposals must be received by the City Clerk's Office at the address referenced below no later than 4:00 p.m. on _____.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- D. Proposers must submit one original and five (5) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer 2025 RFP
Independent Evaluation of the Homer Volunteer Fire Department

date _____
Bidders Name and Address

- E. Proposal submittals shall be delivered in person or mailed to:
City of Homer
City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603
- F. Proposals may be withdrawn by written, email, or facsimile notice received prior to the deadline for proposal submittal.
- G. Inquiries must be received at least 10 days prior to the RFP submittal deadline. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.
- H. Inquiries regarding the Scope of Work or clarification of the RFP must be directed in writing to:
Melissa Jacobsen, City Manager
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354

Email: citymanager@ci.homer.ak.us

I. General RFP and proposal submission inquiries must be directed in writing to:

City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Email: clerk@ci.homer.ak.us

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

To be considered responsive, each proposal must include (at a minimum) the following:

A. Letter of Transmittal (one page maximum): The transmittal letter shall briefly state the firm's understanding of the City's request, make a positive commitment to provide the professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

B. Proposal Narrative: The proposal narrative must provide the following information:

1. Specify in detail the firm's ability to fulfill the Scope of Work that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Other items that must be included in the proposal:
 - Standard, all-inclusive cost schedule that is to be used in this contract, including staff time per task, travel expenses, and incidentals. *Please include cost schedules with and without the optional site visit described in item 4 of the project scope.*
 - Schedule – An outline of the anticipated schedule for completing the Scope of Work beginning with issuance of a notice to proceed to submitting the final work product.
 - Insurance – Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits:
 - i. The City of Homer shall be named as additional insured during the project's duration.
 - ii. Worker's Compensation in accordance with the laws of the State of Alaska, and Employer's Liability Insurance with minimum limits of \$1,000,000/ \$1,000,000/ \$1,000,000.
 - iii. General Liability Insurance in an amount not less than \$1,000,000 per occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate for bodily injury or death and for property damage.
 - iv. Professional Liability with minimum limits of \$1,000,000 aggregate and each claim.

- v. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.
2. Proposed Project Manager and Team Members and Statement of Qualifications and Experience: This section shall introduce the project manager (Single Point of Contact) and members of the firm that will be performing the work for this project. This section will cover the project team/firm's qualifications for the proposed work and experience with similar projects. Full resumes are not required but can be included; 1-2 paragraphs on each member of the team will be sufficient.
3. Methods and Work Plan: Proposer will outline a work plan detailing the firm's step-by-step procedures for accomplishing the Scope of Work and the City's objectives for this project.
4. References: List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria

All proposals must meet the following minimum requirements.

Proposals will be evaluated on the following criteria and scored according to the point scale:

Proposed Contract, Work Plan, and Cost	
• Company Overview and Qualifications	5 points
• Project Understanding and approach	10 points
• Work plan and timeline	10 points
• Qualifications, experience, and training of staff to be assigned to project.	30 points
• Record of past performance of Firm in similar, previous projects.	25 points
• Quality of 3 references.	10 points
• Conformance with RFP requirements, including compliance and timely submission of all documents requested.	5 points
• Cost	5 points
Total Possible Points 100	

B. Selection Process

A selection committee comprised of two City Councilmembers, one Homer Volunteer Fire Department Captain, one active Homer Volunteer Fire Department Volunteer, and one member of the public will be confirmed by the Mayor to evaluate the proposals and make a recommendation to the City Manager and Homer City Council. If the Council approves, the City will offer the highest ranking Proposer an opportunity to negotiate a Contract.

Other Proposal selection terms, conditions, and exceptions:

1. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes projects referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.
2. This request for proposals is designed to be qualifications based, with cost playing a secondary role in the selection process. The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the right to terminate contract negotiations with any proposer should it be in the City of Homer's best interest.
3. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.
4. The City reserves the right to waive informalities and minor irregularities in proposals received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
5. The City reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.
6. Proposals will be kept confidential until contract is awarded, subject to law.

VII. RFP TIMELINE & AWARD SCHEDULE

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

ACTIVITY	DATE/TIME
RFP Publish Dates	City of Homer Website Homer News
Optional Pre-Close Meeting	
Submittal Deadline for Proposals	
Evaluation Period and Proposal Selection	
Authority to Proceed by Homer City Council	
Contract Signing/Notice to Proceed	
Project Kickoff Meeting	



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov
(p) 907-235-8121 x2222
(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: May 7, 2025
SUBJECT: City Manager's Report for May 12, 2025 Council Meeting

KPEDD Industry Overview Forum 4/24/25

The Kenai Peninsula Economic Development District put on their annual forum this year in Kenai, with three staff members from the City's Community Development department in attendance: Julie Engebretsen, Ryan Foster, and Jackie McDonough. They were treated to a day of presentations from area experts on workforce development, the future of energy in Cook Inlet, mariculture, and other topics. According to a KPEDD-commissioned report, the Kenai Peninsula Borough's economy "has fared much better than most other places in Alaska in recent years" and the outlook for 2025 is "relatively positive." Challenges include housing availability, the retention of young workers, and health care for a growing senior population.

The forum also marked the launch of the next Comprehensive Economic Development Strategy (CEDS), a regional plan that is revised every five years and guides economic growth across the borough. Public input is being solicited in many communities, including Homer on May 29th. More information can be found at kpedd.org/ceds.

Reminder: Homer Education and Recreation Center (HERC) Community Meeting

The City of Homer is hosting a community informational meeting regarding the Homer Education and Recreation Center (HERC) on May 20, 2025 at 6pm. Special guests include staff from the State of Alaska Department of Environmental Conservation Brownfields Program, consultants from BGES – an environmental consulting firm hired by the state to conduct hazardous materials testing, and a facilitator from the Center for Creative Land Recycling. Join us at the Homer Public Library to discuss Brownfields, challenges, and what is happening now at the HERC. The presentation will begin at 6:15pm. Please send questions or comments to planning@ci.homer.ak.us.

Bridge Removal at the big HERC Building

Public Works staff have done a structural assessment on the bridges and surrounding ground on the west side of the big HERC building. The south bridge is 40 plus year old bridge and as it is now, repairs are not feasible. Public Works equipment operators will be replacing bridge over the next few days with a 36" culvert for drainage and creating a temporary 8ft- 10ft gravel walking path.

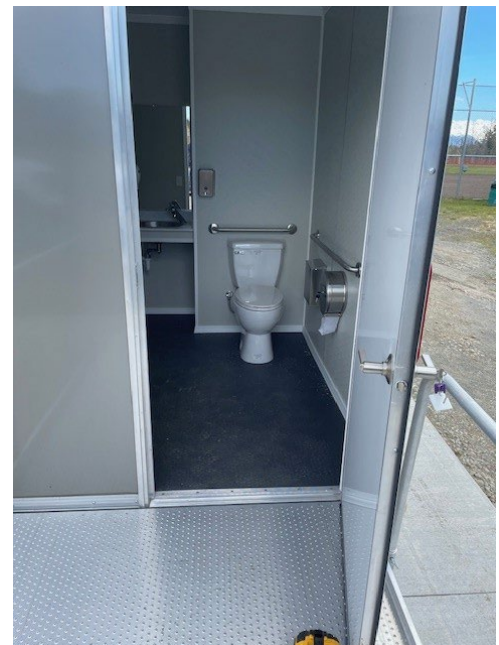
Homer Spit Rock Revetment Work Complete

Contractors for the Alaska Department of Transportation & Public Facilities recently completed the final section of rock hard facing that closes the gap between the end of the Homer Spit Road rock revetment and the Glacier Drive-In property. This critical section of rock was added to the existing rock revetment to protect properties that were particularly impacted by erosion and left vulnerable following last November's storm surge event. While over the long-term more comprehensive erosion mitigation measures are essential, we appreciate the State completing this important emergency protective measure to help protect coastal infrastructure and local properties from immediate erosion damage.



Mobile Restroom Update

In 2024, Council approved funds to complete water/sewer connections and purchase Mobile Restroom units to provide improved public facilities at city parks. We are happy to report that we now have two of these mobile restroom units, each featuring 3 individual stalls with full City water/sewer service, and that they will be operational for the kick-off of the 2025 recreational season. One unit has just been installed and is operational at Jack Gist Park, pictured below. The second unit will be placed at Karen Hornaday Park and is expected to be operational in time for Homer Little League's opening day.



Public Input Opportunity on a Proposed Community Recreation Center Site

At the beginning of the year Council approved Memorandum CC-25-011 requested feedback from Parks, Art, Recreation, and Culture Advisory Commission (PARCAC), the Economic Development Advisory Commission (EDC), Planning Commission, neighboring property owners, organizations, and community members on a City owned parcel in the town center for a future Community Recreation Center. Recreation Manager Mike Illg has drafted an informational memo for Commission's upcoming May meetings and the PARCAC and EDC will have a second meeting in June. Property owners adjacent to the site and organizations will be notified by mail that they're invited to attend the June meetings, and/or provide input through the webpage that is being developed. Community members are invited to provide comments at the meetings and through the webpage as well. This is an exciting next step in this effort!

City Manager Meetings and Events:

- April 30th – FY26/27 Budget update at Employee Committee meeting
- May 1st – Monthly Lease Property Team meeting
- May 7th – KBNERR and staff re: Kachemak Peatlands NOAA Grant check in
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Memorandum from Special Projects & Communications Coordinator Re: Status of the Sterling Highway Erosion Mitigation Project
- HERC Flyer
- Employee Anniversaries for May



MEMORANDUM

Status of the Sterling Highway Erosion Mitigation Project #34708 proposed in the 2024-2027 Statewide Transportation Improvement Program, Amendment #2.

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: May 7, 2025
From: Jenny Carroll, Special Projects & Communications Coordinator
Through: Melissa Jacobsen, City Manager

Update on Status of the Sterling Highway Erosion Mitigation STIP Project #34708

In mid-February 2025, the Alaska Department of Transportation and Public Facilities (DOT&PF) informed the City that they were nominating a Sterling Highway Erosion Mitigation Project on the Homer Spit for inclusion in the 2024-2027 Statewide Transportation Improvement Program (STIP) through the STIP amendment process. Additionally, DOT&PF proposed that the City of Homer take the lead on planning efforts by contracting with engineering firm(s) to complete planning and design.

The erosion mitigation STIP project, numbered 34708, proposes \$800,000 (\$727,760 in Federal PROTECT formula funds and \$72,240 in State matching funds) for FY25 planning activities to “evaluate needed improvements to protect the Sterling Highway from erosion along the Homer Spit. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocations”.

Amending the STIP is a formal process that requires a public comment period and response to comments before it is submitted to the Federal Highway Administration for final approval. Staff forwarded [City Council Resolution 23-083\(A\)](#) to the State as the City’s official comment during the Public Comment period, which closed on March 20, 2025.

On April 24, 2025, City staff met with Alaska Department of Transportation and Public Facilities (DOT&PF) Deputy Commissioner Katherine Keith to get an update on the status of the proposed project. Presently, DOT&PF is wrapping up their review and making edits in response to public comments and is preparing to send the final proposed Amendment #2 to FHWA. She also informed staff that DOT&PF prepared a very preliminary Scope, Schedule, Cost Estimate (SSE), which increased planning funding for the project and added construction funding in a future year.

On April 30, 2025, DOT&PF Commissioner Anderson emailed a response to the Mayor and City Council (attached) thanking you for your “detailed and proactive letter of support” and that “local commitments strengthen the case for federal funding through grant programs and will be essential as we scope data collection and planning efforts under Project #34708.”

Deputy Commissioner Keith connected the City with Wyatt Sorensen who is DOT&PF’s Project Management Office Director and will be our liaison for the proposed project. Mr. Sorensen shared the preliminary SSE which estimates \$1.5M for project planning (\$1M for FY25 and \$500,000 for FY26) and estimates \$6.1M in construction costs in year four (FY28).

In a May 5, 2025 phone meeting with Mr. Sorensen, staff learned that the construction cost estimate is based on a ***Rough Order of Magnitude cost estimate*** from HDR’s 2019 Technical Memo which focused on rock revetment as the solution for erosion prevention and estimated per-linear-foot costs for revetment that likely have changed since that time. The construction cost estimate presently programmed in the STIP is subject to change depending on planning and design outcomes, i.e. rock revetment work and/or offshore mitigation measures.

While there is still much to learn about the process of working with DOT&PF on this project, we are very pleased to be working collaboratively on long-term mitigation strategies to protect the Homer Spit and its essential transportation infrastructure.

This collaborative effort represents a significant undertaking for the City, where details are critical to managing a project of such magnitude and complexity. Staff is proceeding with appropriate diligence in gathering information, evaluating options, and understanding implications—and will keep Council fully informed of all developments. It’s important to note that no formal agreements can be executed with the State until the STIP amendment receives FHWA approval, and the City will neither enter into agreements with the State nor undertake specific planning tasks or commitments without prior Council consideration and formal decision.

Recommendation: N/A. This is an informational memo only.

Attachments:

Letter from DOT&PF Commissioner Ryan Anderson
Sterling Hwy Erosion Mitigation Study proposed STIP project #34708
Scope, Schedule, Estimate (SSE) Confirmation

From: [Commissioner, DOT \(DOT sponsored\)](#)
To: [Jenny Carroll](#)
Cc: [DOT STIP \(DOT sponsored\)](#)
Subject: RE: STIP Amendment #2 – Project #34708 Sterling Highway Erosion Mitigation Study
Date: Wednesday, April 30, 2025 4:55:17 PM

Dear Mayor and City Council,

Thank you for your detailed and proactive letter of support for Project #34708, the Sterling Highway Erosion Mitigation Study, included in the Draft Amendment #2 to the 2024–2027 Statewide Transportation Improvement Program (STIP).

We recognize the City of Homer’s long-standing advocacy for protecting the Homer Spit and the critical infrastructure it supports, including transportation links, port operations, and public access. We also appreciate your reference to the recent storm damage and disaster declarations in November 2024, which have underscored the urgent need for coordinated erosion mitigation and resilience planning.

The Department values the City’s formal resolutions, ongoing leadership, and willingness to collaborate in pursuing federal partnerships, including a potential co-sponsored U.S. Army Corps of Engineers General Investigation. These local commitments strengthen the case for federal funding through grant programs and will be essential as we scope data collection and planning efforts under Project #34708.

We are encouraged by the City’s vision and engagement, and we look forward to continued cooperation as the project progresses. Your support and collaboration will be key in shaping a durable and sustainable response to erosion vulnerabilities along the Homer Spit.

Thank you again for your leadership and your commitment to strengthening infrastructure resilience in coastal Alaska.

Sincerely,

Ryan Anderson, P.E.
Commissioner
Alaska Department of Transportation and Public Facilities

34708**Sterling Highway Erosion Mitigation Study**

This planning study will evaluate needed improvements to protect the Sterling Highway from erosion along the Homer Spit. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocations.

Strategic Investment Area		Work Type	Place Name		Bridge Condition		
Resiliency			Homer		Bridge #	Year Built	Condition
Landscape			Pavement Condition				
Corridor			Current Condition	Expected Condition	No Bridge Work		No Rating or N/A
Toll Credits	PEB Score		N/A	N/A			
\$0	N/A						

2024-2027 STIP Funding by Phase			2024-2027 STIP Funding by Source		
Phase Total		\$800,000	Fund Source Total		\$800,000
FY	Phases	Planned Obligation	FY	Fund Source	Programmed
FY25	P9	\$800,000	FY25	PROTECT Program	\$727,760
			FY25	State Match	\$72,240

Additional Project Details									
STIP ID #	IRIS Code	Total Project Cost by Stage	Obligated Prior to FY25	FY25-27 Planned Obligation w/o ACC	Post FY27 Planned Obligations	Start	Finish	AC Balance Prior to FY25	Post FY27 ACC
34708-Single Project	STIP 34708	\$800,000	\$0	\$800,000	\$0			\$0	\$0

Scope, Schedule, Estimate (SSE) Confirmation

Project Name	Sterling Hwy Milepoint 134 to 138 Erosion Improvements along Homer Spit Road		
DATE	12/6/2024	CATEGORY	Modernization
NEED ID	TBD	REASON	<input checked="" type="radio"/> New Project <input type="radio"/> Update SSE

PLANNING SSE

PROPOSED SCOPE	This project will construct improvements to protect the Homer Spit Road from coastal erosion. Improvements may include excavation, coastal erosion protection, paving, signing and striping, and utility relocations.
-----------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PLANNING ESTIMATE	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL
Design	1,000,000	500,000									1,500,000
Utilities				100,000							100,000
Right of Way											-
Construction				6,000,000							6,000,000
TOTAL											-

CONFIRMED SSE

CONFIRMED SCOPE	
------------------------	--

ENGINEERS CONFIRMED	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL
Design											-
Utilities											-
Right of Way											-
Construction											-
TOTAL	-	-	-	-							-

Scope, Schedule, Estimate (SSE) Confirmation

Project Name	Sterling Hwy Milepoint 134 to 138 Erosion Improvements along Homer Spit Road		
DATE	6-Dec-24	CATEGORY	Modernization
NEED ID	TBD	REASON	<input checked="" type="radio"/> New Project <input type="radio"/> Update SSE

CONSIDERATIONS

SSE	Value	Comments
<i>Basis for Estimate</i> <i>Field Review or Recon</i> <i>List Assumptions & Unknowns</i>	Itemized Approx	Assume a 25% (of construction) design cost for small non-typical
	No	
	Assumes construction cost is approximately \$6M based on the Rough Order of	
	Magnitude Costs included in the attached Coastal Erosion Assessment memo.	
ENVIRONMENTAL	Value	Comments
<i>Anticipated Environmental Doc</i> <i>Environmental Doc Prep Time</i> <i>4(F) Involvement</i> <i>Permits Required</i> <i>List Assumptions & Unknowns</i>	CE	
	8 months	
	No	Unknown at this time
	Yes	USACE, ADEC, City of Homer, NMFS, US Fish and Wildlife
	Additional permits may be required beyond those listed above.	
ROW	Value	Comments
<i>Confidence in ROW Estimate</i> <i>List Assumptions & Unknowns</i>	Moderate	
	Assumes all improvements are within existing DOT ROW or on DNR land (below OHW)	
UTILITY	Value	Comments
<i>Confidence in Utility Estimate</i> <i>List Assumptions & Unknowns</i>	Moderate	
	Assumes all utilities are located on the east side of the Homer Spit Road and impacts are minimal.	
OTHER	Value	Comments
<i>Impacts to Annual M&O</i> <i>Bridge Work Included</i> <i>Geotech Considerations</i> <i>List Assumptions & Unknowns</i>	Yes	M&O efforts should be reduced as a result of this project.
	No	
	This SSE is based upon the Sept. 30, 2019 Coastal Erosion Assessment of the Sterling Hwy Termini on Homer Spit by HDR.	

CERTIFICATION & APPROVAL

Please adjust comment boxes to fit all text before converting to PDF

Confirmed SSE Prepared By	Aaron Hunting	12/6/2024
Confirmed SSE Pre-Construction Approval	<small>Name</small> <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">DocuSigned by:</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 5px;">Luke Bowland</div>	<small>Date</small>
	<small>Signature, P.E. Construction Engineer</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;">775BE2E04D534FE</div>	
	<small>Name</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;">DocuSigned by:</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 5px;">Luke Bowland</div>	4/24/2025
	<small>Signature, Planning Engineer</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;">B4620DC58A2343B</div>	
Confirmed SSE Planner Approval	<small>Name</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;">DocuSigned by:</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 5px;">Ben white</div>	4/25/2025
	<small>Signature</small> <div style="border: 1px solid black; padding: 2px; display: inline-block;">B4620DC58A2343B</div>	<small>Date</small>



**Homer Education and
Recreation Center (HERC)
Community Information Meeting**

MAY 20, 2025
6 pm • Homer Public Library
500 Hazel Avenue

Send questions or comments to planning@ci.homer.ak.us



What are
Brownfields?

What challenges
are causing
delays?

What is
happening now?

Doors open 6 pm
Presentation 6:15 pm

This meeting is hosted by
the City of Homer
with support from the
Alaska Department of
Environmental
Conservation
and BGES, Inc.



MEMORANDUM

Employee Anniversaries for May

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: May 12, 2025
From: Andrea Browning, HR
Through: Melissa Jacobsen, City Manager

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.

Pike Ainsworth	Port	17	Years
Mike Gilbert	Public Works	11	Years
Sean McGrorty	Port	9	Years
Ralph Skorski	Public Works	7	Years
Taylor Crowder	Police	4	Years
Sean Love	Public Works	4	Years
Brenden Fuson	Port	2	Years
Galina Orlova	Fire	1	Year