



Agenda

Library Advisory Board Regular Meeting

Tuesday, September 16, 2025 at 5:30 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: 991 8847 0047 Password: 125016

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

CALL TO ORDER, 5:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

APPROVAL OF MINUTES

- [A.](#) Unapproved Minutes for August 19, 2025

VISITORS/PRESENTATIONS

- A. Homer Foundation, Stacey Shultz and Kyla Fox Rivers

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Welcome to new student representative

- [B.](#) Library Directors Report

- August 2025

- Stats for 2024

- Stats for 2025

- C. Fundraising report

- D. Legislative Report

PUBLIC HEARING

PENDING BUSINESS

- [A.](#) LAB recommendations to council on top 3 CIP Projects

Memo from Library Director re: LAB's priority's for the capitol Improvement plan

B. Fundraising

-Revised checklist for fundraising tasks

-Annual appeal letter

-Memo from library Director re: establishing a fundraising subcommittee

NEW BUSINESS

INFORMATIONAL MATERIALS

A. City Managers Report

B. LAB Calendar

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

COMMENTS OF THE BOARD

ADJOURNMENT

Next Regular Meeting is **Tuesday October 21, at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

CALL TO ORDER, 5:30 P.M.

Session 25-05, a regular meeting of the Library Advisory Board was called to order by Chair Baily at 5:32 p.m. on August 19, 2025, at the Cowels Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via zoom webinar.

PRESENT: BOARDMEMBERS BAILY, CARSSOW, CURTIS, HAAS, KUSZMAUL, & MCKINNEY

ABSENT: BOARDMEMBER ASSELIN-MARTIN (EXCUSED)

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK PETTIT, & DEPUTY CITY CLERK LYNN

AGENDA APPROVAL

Chair Baily requested a motion and second to approve the agenda.

KUSZMAUL/MCKINNEY MOVED TO APPROVE THE AGENDA AS NOTICED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

RECONSIDERATION

APPROVAL OF MINUTES

CARSSOW/HAAS MOVED TO CONTINUE CONSIDERATION OF THE APPROVAL OF THE MAY MINUTES TO THE MAY MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. Jenny Carroll, Special Projects & Communications Coordinator

Special Projects & Communications Coordinator Carroll presented to the Commission regarding the Capital Improvement Plan.

CARSSOW/KUSZMAUL MOVED TO SUSPEND THE RULES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

The Board reached a consensus for its top three priority projects in the Capital Improvement Plan, listed as follows:

1. Homer Public Library Siding
2. Multi-Use Community Recreation Center
3. Engineering Study – Homer Public Library Remodel

It was noted that the formal recommendation will need to come by way of motion at the Board's Regular Meeting in September.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Designate LAB Member to Report to Council

Boardmember Carssow volunteered to deliver the report to Council.

B. Library Director's Report

Library Director Berry provided his report included in the packet, covering the following items:

- FY26/27 budget has been resolved – no layoffs for Library staff
- Library's entire microfilm collection has been digitized
- Recap of Book and Plant Sale May 9th-10th
- Bookmobile at Safe and Healthy Kids Fair
- Progress on Western Lot Trail
- Council approved \$30,000 for front grill at security entrance
- Heating system leak in study room 3
- Resignation of Library Technician Kevin Co

There was a brief discussion regarding the vacancy of the Student Representative position on the Board.

C. Fundraising Report

Boardmember Kuszmaul provided a summary review of the quarterly report from April 1—June 30, 2025, and briefly discussed the 12-month matching gift opportunity via the Homer Foundation.

D. Legislative Report

PUBLIC HEARING

PENDING BUSINESS

A. Election of LAB Officers

Chair Baily noted that Boardmember McKinney had been elected to the position of Vice Chair at the Board's last Regular Meeting and turned the gavel over to Vice Chair McKinney to conduct the election of the Chair.

There was consensus of the group to hold the election for Chair by show of hand.

Vice Chair McKinney opened the floor to nominations for the office of Chair.

Boardmember Carssow was nominated for the office of Chair. She agreed to accept the nomination.

Without any other nominations, Vice Chair McKinney declared Boardmember Carssow as newly elected Chair of the Board and handed over the gavel.

NEW BUSINESS

A. Policy on Library Cards with Overdue Materials

BAILY/CURTIS MOVED TO ADOPT THE NEW POLICY ON OVERDUE MATERIALS.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. United for Libraries Virtual Conference

This item was continued to the Board's Regular Meeting in November.

C. Annual Giving Program

There was consensus among the Board that Boardmembers Kuszmaul, Haas, and Library Director Berry would revise the questions and come back to the next regular meeting with the agreed upon list of questions. There was a brief conversation regarding the potential avenues that the Board could take to create a task force or subcommittee for the purpose of soliciting funds.

D. Anniversary Celebrations

Library Director Berry noted that next year will mark the 20th anniversary of the Hazel Avenue Library Building. He added that 2027 marks the 50th anniversary of the library becoming a city department, and that 2028 is the 90th anniversary of the founding of the library.

The Board agreed to hold a worksession at 4:30 p.m. on Tuesday, September 16th to further discuss the planning of the various anniversaries.

E. Volunteer-Appreciation Lunch

Library Director Berry stated that he hopes to maintain the Annual Volunteer-Appreciation Lunch moving forward. He added that the Annual Lunch is taking place on October 25th from 12:00-3:00 p.m.

INFORMATIONAL MATERIALS

- A. List of Library Supporters, 1938-2024
- B. Resolution 25-074: Thanking Library Supporters
- C. City Manager's Report for August 11, 2025

D. 2025 LAB Calendar

Chair Carssow noted the informational materials included in the packet.

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

Boardmember Curtis thanked the rest of the Board.

Boardmember McKinney thanked former Chair Baily for the past year and added that he's looking forward to working with Chair Carssow for the next year.

Boardmember Baily shared his delight to hear that library funding hadn't been impacted as negatively as was previously anticipated.

Boardmember Kuszmaul shared her excitement that the foundation met its goal.

Boardmember Haas thanked former Chair Baily and newly elected Chair Carssow for their service, announced he will be absent from the next two meetings, and expressed appreciation that Boardmember Curtis retained her librarian position. He noted concerns about reduced funding for libraries and said he enjoys serving on the Board.

Boardmember Carssow thanked Vice Chair McKinney for taking on his role and former Chair Baily for his leadership and encouragement. She also thanked Boardmember Kuszmaul for all her hard work and added that Library Director Berry's reports from this summer were uplifting and great. She spoke about the success of the 4th of July Parade this past summer.

ADJOURNMENT

There being no further business to come before the board, Chair Baily adjourned the meeting at 8:02 p.m. The next Regular Meeting is **Tuesday, September 16th, 2025 at 5:30 p.m.** A Worksession is scheduled for 4:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Zach Pettit, Deputy City Clerk II

Approved: _____

Library Director's Report

August 31, 2025

General Notes

Naomi Klouda gave an author talk on August 14 about her new book, *The Alaska Glacier Dictionary*, which generated some interesting discussion from the audience.

Staff Notes

Director's meetings:

- Staff: 3
- LAB: 3
- FHL: 2
- Council: 2
- Department Heads: 2
- Other: Alaska Library Association meetings, fundraising workshop, city meetings with finance, IT, and recreation champions, interviews for library technologist position

Facility

No major problems in the building this month.

Library Advisory Board (LAB)

The LAB met at 4:30 for a worksession on parliamentary procedure. At the regular meeting, Special Projects Coordinator Jenny Carroll presented information about the City's Capital Improvements Plan and asked LAB members for their priorities. The LAB elected officers, endorsed revisions to the library's overdue policy, strategized around an annual giving program, began planning for anniversary celebrations in 2026, and discussed the Volunteer Appreciation Luncheon.

Friends of the Homer Library (FHL)

The FHL board discussed various upcoming author events, planned for the September book and plant sale, scheduled a special membership meeting to vote on revisions to the FHL bylaws, and

debated matters of internal business. The Volunteer Appreciation Luncheon is moving forward. The Chess Club is looking for adult volunteers.

Ongoing Events

- Mondays, 1:30-4:30: Knitting Club
- Tuesdays, 3:30-4:30: Chess Club
- Wednesdays, 10:30-11:00: Toddler Time
- Wednesdays, 3:00-4:45: LEGO Club
- Fridays, 10:30-11:30: Preschool Storytime
- Fridays, 3:30-5:45: Live-Action Role Playing (LARP)
- Saturdays, 10:00-12:30: Alaska Japanese Club
- First Tuesday, 6:30-8:00: SPARC Radio Club
- First Thursday, 1:00-3:00: Literary Ladies
- First and Third Thursdays, 5:30-7:30: Tech Help
- Second Wednesday, 4:45-5:45: Teen Advisory Board
- Third Thursday, 10:30-11:30: Radio Storytime on KBBJ
- Fourth Tuesday, 4:30-6:30: FHL/HPL Book Club
- Tuesday following the first City Council meeting of the month, 12:00-1:00: Conversations with a Councilmember (schedule may vary depending on availability)

Special Events

- **Aug. 5, 10:00-11:00: Virtual author talk with Jay Falk from the Smithsonian Institution about the institution's book *The Bird Book: The Stories, Science and History of Birds*.**
- Aug. 5, 4:30-6:30: Earthspeed.
- **Aug. 10: The story trail features *Guess Again*, by Mac Barnett.**
- **Aug. 14, 6:00-7:30: Naomi Klouda, author of *Anna's Whale*, visits the library to talk about her new book, *The Alaska Glacier Dictionary*.**
- Aug. 16, 2:30-5:00: See You at the Library: Community-Led Story Hour.
- Aug. 18, 11:15-12:45: Homer Hockey.
- **Aug. 20, 3:00-4:00: Virtual author talk with Casey McQuiston, author of the romantic comedy *The Pairing*, among others.**

- **Aug. 28, 10:00-11:00: Virtual author talk with Tascha Eurich, author of *Shatterproof: How to Thrive in a World of Constant Chaos*.**
- Aug. 18, 6:00-7:45: Death Café.
- **Aug. 20, 3:00-4:00: Virtual author talk with Casey McQuiston, author of several romantic comedies, about her new book, *The Pairing*.**
- **Aug. 28, 10:00-11:00: Virtual author talk with Tasha Eurich on her book *Shatterproof: How to Thrive in a World of Constant Chaos*.**
- Sept. 1: Library closed for Labor Day.
- **Sept. 3, 3:00-4:00: Virtual author talk with Hannah Nicole Maehrer on how to write darkly charming villainous love.**
- Sept. 9, 5:30-7:30: Friends of the Homer Skatepark.
- **Sept. 10: The story trail features *The Odd One Out*, by Britta Teckentrup.**
- **Sept. 10, 10:00-11:00: Virtual author talk with Jefferson Fisher, who explains how to reduce conflict in his book. *The Next Conversation: Argue Less, Talk More*.**
- Sept. 11, 3:30-5:30: Origami with the Origami Queen.
- **Sept. 17, 10:00-11:00: Virtual author talk with Gabe Henry about his book *Enough is Enuf: Our Failed Attempts to Make English Easier to Spell*.**
- **Sept. 18, 6:00-7:00: Candidate forum for KPB school board.**
- **Sept. 24, 6:00-7:00: Candidate forum for Homer city council.**
- **Sept. 26-27: Fall Book and Plant Sale.**
- Sept. 30, 6:00-7:00: Death Café.
- Oct. 7, 4:30-6:00: Teentober.
- Oct. 9, 5:00-7:45: Kachemak Bay Bridge Club Part 1.
- Oct. 11, 12:30-4:30: Kachemak Bay Bridge Club Part 2.
- Oct. 14, 4:30-6:00: Teentober.
- Oct. 18: Library closed for Alaska Day.
- Oct. 23, 4:30-6:00: Teentober.
- Oct. 30, 4:30-6:00: Teentober.
- Nov. 11: Library closed for Veterans' Day.
- Nov. 27-28: Library closed for Thanksgiving.

- **Dec. 11, 6:00-7:30: Brian Smith visits the library to talk about his memoir and the trilogy of books in the Ida Mae Joy series.**
- Dec. 24: Library closes at 1:00 for Christmas Eve.
- Dec. 25: Library closed for Christmas Day.
- Dec. 31: Library closes at 1:00 for New Year's Eve.

Homer Public Library Statistical Summary for 2024

Date: 13-Aug-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,636	14,431	15,039	14,426	14,469	13,937	15,411	15,254	13,542	13,354	13,191	12,558	170,248
*Physical Print/Audio/Video	11,344	11,115	11,546	11,133	11,081	10,772	12,113	11,988	10,389	10,315	10,134	9482	131,412
*Other Physical items (n. 2)	91	90	75	83	92	96	113	106	99	101	97	109	1,152
*Alaska Digital Library	2,936	2,975	3,219	2,990	3,118	2,893	2,967	2,985	2,879	2,768	2,821	2858	35,409
*Flipster e-magazines	41	18	36	18	21	41	14	8	61	26	18	3	305
*Kanopy streaming video	224	233	163	202	157	135	204	167	114	144	121	106	1,970
INTERLIBRARY LOANS													
Incoming (Borrowed)	19	11	12	11	21	14	11	11	14	11	16	14	165
Outgoing (Lent)	28	26	24	28	28	17	20	21	18	14	9	23	256
BUILDING USE													
Gate Count	8,880	8,111	8,662	8,564	9,795	8,258	9,312	8,596	8,636	8,460	7,467	6465	101206
Study Rooms (# of group sessions)	266	238	229	206	205	180	197	234	222	241	239	211	2668
Study Rooms (# of people)	499	454	442	373	390	309	344	415	399	427	462	376	4890
Meeting Room (# of group sessions)	27	30	36	34	31	38	29	22	24	35	23	26	355
Meeting Room (# of people)	206	214	309	213	254	244	256	205	231	329	243	197	2901
INTERNET USE													
TOTAL (*Included)	2,315	3,288	3,045	3,065	2,324	2,111	2,782	3,333	2,464	2,367	1,793	1,686	30,573
*Wireless Internet sessions	1,169	2,190	1,923	1,926	1,221	1,011	1,616	2,122	1,262	1,127	885	897	17349
*Hardwired Internet sessions	1,146	1,098	1,122	1,139	1,103	1,100	1,166	1,211	1,202	1,240	908	789	13224
Website visits (sessions)	3,415	3,136	2,813	2,861	2,825	2,697	2,888	2,809	2,729	2,803	2,263	2,227	33,466
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,205	1,101	1,223	1,216	1,436	1,196	1,415	1,064	1,231	1,214	1,021	891	14213
*Programs for Age 0-5	900	884	922	990	891	845	867	821	975	841	676	630	10242
*Programs for Age 6-11	31	47	62	24	239	171	288	74	134	135	101	82	1388
*Programs for Age 12-18	26	16	41	37	54	52	62	50	46	45	7	14	450
*Programs for Age 19+	150	134	196	131	115	84	63	119	74	108	56	36	1266
*Programs for All Ages	98	20	2	34	137	44	135	0	2	85	181	129	867
OUTREACH													
# Events	3	1	2	2	5	4	0	2	2	2	2	3	28
# People	11	9	9	9	11	18	0	20	10	20	10	4	131
NEW CARDS ISSUED													
City	38	24	20	25	17	37	45	36	36	37	33	28	376
Borough	19	28	21	20	18	17	44	19	20	17	19	12	254
Temporary	1	0	0	0	1	8	2	1	2	0	0	0	15
Reciprocal	0	0	3	1	4	2	6	6	3	1	2	1	29
VOLUNTEER HOURS													
# of people	71	75	76	90	87	84	93	81	81	105	79	72	994
# of hours	248	217	243	251	360	293	308	264	248	242	246	156	3076
MATERIALS ADDED													
Books	287	219	155	248	337	192	209	186	114	229	182	177	2535
Audio	9	9	11	25	12	9	0	5	5	10	26	6	127
Video	41	34	33	29	32	26	32	38	12	17	16	34	344
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	50	41	60	28	106	167	84	90	51	136	47	77	937
MATERIALS REMOVED													
Books	73	25	57	106	116	223	282	306	593	76	89	34	1980
Audio	21	74	4	8	0	1	1	0	0	0	3	0	112
Video	0	101	1	34	0	37	31	41	2	0	1	0	248
Serials	1	0	0	0	1	0	0	1	0	0	0	0	3
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUES DEPOSITED													
Fines/Fees/Copies	1000.00	791.00	1453.00	1405.60	932.06	1100.20	1422.15	869.31	1355.65	815.40	634.97	699.24	12,478.58
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants	725.00									1829.00	11633.00		14,187.00
TOTALS	1,725.00	791.00	1,453.00	1,405.60	932.06	1,100.20	1,422.15	869.31	1,355.65	2,644.40	12,267.97	699.24	\$26,665.58

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment and videogames.

Homer Public Library Statistical Summary for 2025

Date: 11-Sep-25

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
TOTAL (*Included)	14,671	12,980	14,190	13,685	13,428	14,851	15,822	15,186	0	0	0	0	114,813
*Physical Print/Audio/Video	11,415	10,220	10,821	10,273	10,126	11,739	12,772	11,875					89,241
*Other Physical items (n. 2)	126	108	106	132	111	107	97	131					918
*Alaska Digital Library	2,995	2,551	3,136	3,096	2,968	2,889	2,790	3,025					23,450
*Flipster e-magazines	13	17	14	3	22	13	8	24					114
*Kanopy streaming video	122	84	113	181	201	103	155	131					1,090
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22	20	13	14	15	7	10					122
Outgoing (Lent)	36	25	22	31	21	25	26	22					208
BUILDING USE													
Gate Count	9,261	7,817	8,254	8,757	8,908	8,859	9,441	8,988					70,285
Study Rooms (# of group sessions)	320	283	313	327	310	257	303	298					2,411
Study Rooms (# of people)	608	517	609	618	574	571	633	529					4,659
Meeting Room (# of group sessions)	32	29	32	35	28	32	36	28					252
Meeting Room (# of people)	308	354	348	342	240	220	326	264					2,402
INTERNET USE													
TOTAL (*Included)	2,377	1,963	2,350	2,193	2,322	2,773	2,910	2,185	0	0	0	0	19,073
*Wireless Internet sessions	1,259	1,013	1,182	1,111	1,305	1,680	1,777	1,021					10,348
*Hardwired Internet sessions	1,118	950	1,168	1,082	1,017	1,093	1,133	1,164					8,725
Website visits (sessions)	3,016	2,590	2,945	2,793	2,593	2,772	2,707	2,746					22,162
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	1,173	1,244	1,416	1,147	1,477	1,100	0	0	0	0	10,279
*Programs for Age 0-5	897	1,109	846	853	755	775	812	819					6,866
*Programs for Age 6-11	163	178	177	155	346	177	248	81					1,525
*Programs for Age 12-18	94	41	46	49	33	48	138	63					512
*Programs for Age 19+	34	94	61	75	137	52	34	50					537
*Programs for All Ages	65	47	43	112	145	95	245	87					839
OUTREACH													
# Events	4	2	3	3	2	4	2	3					23
# People	11	14	9	10	10	15	10	13					92
NEW CARDS ISSUED													
City	35	9	27	16	34	47	29	31					228
Borough	28	16	22	20	24	33	33	24					200
Temporary	0	0	0	1	8	2	7	3					21
Reciprocal	2	0	0	0	0	1	3	1					7
VOLUNTEER HOURS													
# of people	90	85	78	108	75	64	80	53					633
# of hours	231	226	271	312	257	174	250	141					1862
MATERIALS ADDED													
Books	228	193	174	339	323	340	359	208					2164
Audio	13	7	0	23	2	7	9	3					64
Video	26	40	27	26	43	27	7	24					220
Serials	0	0	0	0	0	1	0	2					3
Electronic Resources	55	19	0	102	49	49	77	20					371
MATERIALS REMOVED													
Books	33	98	37	89	60	12	131	73					533
Audio	20	0	1	0	0	20	40	0					81
Video	0	8	3	127	0	2	0	64					204
Serials	0	2	0	23	4	0	0	0					29
Electronic Resources	0	0	0	0	0	0	0	0					0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	909.37	779.40	1151.05	1257.15	767.55	888.15	369.05				8,025.63
Building Fund (151-)													0.00
Library Gifts (803-)													0.00
Endowment													0.00
Grants			1000.00										1,000.00
TOTALS	934.46	969.45	1,909.37	779.40	1,151.05	1,257.15	767.55	888.15	369.05	0.00	0.00	0.00	\$9,025.63

Data not available yet or incomplete

Note 1: Program attendance includes all programs sponsored by the library or the Friends of the Library. It does not include meetings of community groups. Programs are sorted by the age of the target audience, but totals include all attendees (i.e. parents as well as toddlers, etc.)

Note 2: Other physical items includes electronic devices, kits, toys, board games, sports equipment, videogames and tickets to the movie theater.



MEMORANDUM /AGENDA ITEM REPORT

Confirming the LAB's Priorities for the Capital Improvements Plan

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: September 5, 2025
From: Dave Berry, Library Director
Through:

At the August LAB meeting, Special Projects Coordinator Jenny Carroll gave a presentation about the Capital Improvements Plan and asked the LAB to list its top three priorities for projects to include. By general agreement, those priorities were:

1. Library siding replacement
2. Multi-use recreation center
3. Library engineering study

The LAB did not make an official recommendation to council at that time but has the opportunity to do so now. The LAB could simply reaffirm its previous choices or discuss the matter further and come up with new recommendations.

Recommendation:

Make an official recommendation to city council regarding the LAB's priorities for the Capital Improvements Plan.

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Checklist for a Sustainable HPL Giving Program

Key Questions

- ☒ Recognize the limits of donor influence.

The public library serves everybody, as does the city government, and its services are particularly used by the poor. Library staff can express gratitude for gifts, but cannot offer special privileges or access to any individual. We can invite donors to programs that show appreciation (such as a tour of the building), but such programs must also be open to the general public.

- ☒ Who will manage this program?

*Library staff should not solicit funds, though they can assist with a LAB campaign. The LAB should take the lead on raising money for the **endowment**, not the library per se. The Homer Foundation can help, but it's primarily a LAB responsibility.*

We suggest that the LAB create a subcommittee of 2 members, whose job is specifically to liaise with the Homer Foundation and handle communications with donors.

- ☒ How much time and effort are they willing to commit?

Zach will check on whether City procedure allows for a subcommittee.

The LAB subcommittee has the following specific tasks:

- *Write quarterly thank-yous to donors (Library Director will write thank-yous weekly, but it doesn't hurt to thank people repeatedly)*
- *Coordinate the production of fish for the fish wall*
- *Coordinate with library staff and the Homer Foundation on special donor-appreciation events*
- *Communicating with potential donors and answering questions*
- *Maintaining existing relationships with donors. Cold-calling is not required.*

- ☒ What skills do the members of the subcommittee need to have?

- *Communications and public relations*
- *Basic knowledge of giving options and implications for estates (can always consult with the Homer Foundation for more detailed info)*
- *Salesmanship*

- ☒ What's the transition plan for when LAB members retire/move/whatever?

This is why we need two people—a lead and a successor. We should also have a system for preserving institutional knowledge. The city clerks can keep copies of relevant documents.

☒ What's the benefit to the donors?

- *Belonging to a long tradition of community support for the library*
- *Witnessing the impact of their gifts*
- *Tax advantages*
- *All the recognitions listed in the library's donor recognition policy:*
 - *Thank-you cards*
 - *Mention in the annual report*
 - *Fish plaques*
 - *A joint FHL/LAB letter of recognition can be written in special cases*

Basics

☒ Set a target for fundraising

Reach \$200k within 3 years

☒ Use donor management software?

No—it's not needed for an organization this size.

☒ Draft a final plan

☒ Set a timeframe covered by the plan

Library strategic plan for 2025-29 is good to go!

☒ Write a narrative of the library's goals

Covered by the strategic plan and the capital improvements plan.

☒ Develop a calendar with month-by-month tasks

- *Annual appeal letter: send out in Oct.-Nov.*
- *February: Trivia night at Alice's?*
- *May-June: Fun run from KBBJ to the library?*

☒ Designate responsibilities for specific people

- *Dave: Weekly thank-you letters, draft annual appeal letter, write annual report with list of donors*
- *Marcia: Quarterly thank-you letters from the LAB, coordinate fish*

- *Andy: Events organizing*

☒ Identify how to measure success

- *Funding totals in the endowment*
- *List of projects funded by the endowment*
- *Growing the list of donors—ask the Homer Foundation to inform us when someone notifies them that they plan to leave a legacy donation*

☒ Have a backup plan if things aren't working

Start with the items above and reassess in fall 2026

☐ Make sure everyone—LAB and library staff—understand how the system works

Marketing Plan

☒ Draft materials for advertising

We have bookmarks, thank-you cards and a donation page on the library website.

☒ Design a system to ensure we have permission to publish names

- *Donors through the HF are automatically included in the annual report unless they're anonymous*
- *Marcia will follow up with qualifying donors to find out if they would like a fish*

☒ Establish routine communications

- *Weekly thank-you cards*
- *Quarterly thank-you cards*
- *Annual appeal letter*

☒ Figure out how to do a big fundraising drive once a year (December, probably)

Push this into late 2026, after we have some experience

Start Small

☐ Focus on an *annual* giving program first, which can lead to a *planned* giving program

☐ Identify 4-6 key donors

☐ Host events

All events must be open to the general public as well as donors, though donors can be contacted specifically to invite them.

☐ Highlight projects funded by the endowment

- ☐ Concentrate on donor retention

Most donors only give for 2-3 years before they figure it's "someone else's turn."

Advice from Other Libraries and Foundations

1. When did you establish your giving program?

The Legacy Society existed before I got here, but it's been at least 11 years. The Library Foundation was created about 20 years ago to finance building a new central branch. Its mission is philanthropy, advocacy and outreach, and it also runs the retail shop. The Foundation's purpose is to add a layer of excellence on top of basic operations, not replace City funding. The term "legacy society" is specifically for people who make planned gifts through wills, trusts or designated beneficiaries. The Library Foundation encourages donations of all kinds, which is much broader than planned giving, and planned giving is broader than legacy giving.

2. If your foundation is separate from the local government, how do you handle relations with that government?

The Foundation must be seen as a partner for the City. We invest regular, ongoing attention in all our relationships, whether with the government or with donors. If you have an event, you have to keep following up with the participants. Do things that you can sustain. Always pay attention to how things are perceived by the public. A government agency can't offer special services for donors, so it's important to make it clear that donors are supporting a public service, not buying special favors.

Public employees can't do fundraising, so the foundation takes the lead on it. That said, we work closely with our library director to set priorities and identify needs.

3. What's the biggest benefit you've seen from the giving program?

Building programs and branches that otherwise wouldn't exist.

4. What sort of donor recognition do you do? Special events? Swag?

Relationship-building is the key thing. We concentrate on stewarding the gift first, showing the donor the impact that they're having. A big challenge is providing information clearly and keeping communications active. We've done donor walls when new branches open, but people are attached to their local branch rather than the system as a whole. Many donors aren't motivated by recognition, they just want to support the library.

People hate tchotchkes. Save the T-shirts and the mugs; what they want is personal attention. Sending handwritten thank yous is a great start. You can offer an annual lunch or coffee with the director. The estate-planning workshop is worth trying, but it would help to have an established group of regular donors before moving on to the end-of-life planning.

We host webinars for donors. Consistency is essential and storytelling is valuable.

Put donors in your annual report, and put the report front and center on your website when it's published.

5. Who is responsible for keeping the program going? Library staff? The library board? A nonprofit foundation?

We're a separate charity from the library, with full-time professional staff.

We merged the Friends and the library foundation some years ago. I'm a library employee, but part of my salary (and staff's salary) is paid by the Friends/foundation, which is a 501(c)3. Always keep your bandwidth in mind. We have roughly 2.25 fundraising employees, but you can get by with a smaller staff if you keep it simple.

6. How do you communicate with potential donors?

We have a monthly email newsletter, and once a year we include a funding drive. We print the names of donors in our annual magazine and thank people for sponsoring specific programs.

First and foremost, you NEED to do an annual mailing. Not email, physical mail. Start planning it in September or October, since most donations come in around the end of the year. It can be a light-touch suggestion, but if you don't ask, you won't receive. If you have phone numbers, it's definitely worth calling major donors to thank them personally.

Put giving into everything you do—your newsletter, your annual appeal letter, your website. Stay in touch with donors constantly and don't take them for granted. About 60-70% of the gifts we receive are expected, while the rest are surprises.

FreeWill is a marketing company that will put together an entire advertising campaign for a fee. We pay them about \$11,000 a year. They can also help donors with estate planning, so it's less of an uncomfortable conversation.

We used to have FreeWill, but found it wasn't giving a great return on investment.

MarketSmart is another alternative.

Internally-developed brochures and forms have helped a lot.

We've pointed donors towards a couple of nonprofits, the Realty Gift Fund and Leave10.org, which help people streamline their philanthropy.

Send out an annual letter in November-January. Email your annual report to that year's donors.

7. Software (Donor-management and/or other supporting software):

Signing a contract with a database company is a long-term relationship. We use Razor's Edge, which is very powerful but very expensive, and more sophisticated than a small library would need.

A library the size of Homer doesn't really need specialized software—Excel will do.

8. General advice:

Start simple. Identify some easy projects to use as advertising.

Annual giving is the gateway drug to all other forms of giving. You can transition from a regular annual gift to a regular mandatory minimum retirement disbursement, and then from that to estate planning. Planned giving should really be the end of your process, not the beginning. Focus on building the core group of major supporters and let it grow from there. Partnering with your local community foundation is excellent, and take advantage of the data provided by the funding portal. Focus on the people who have a history of giving, particularly those over 55. Build that core group of supporters, because loyalty matters more than dollar amounts. Who are the 25 people you should most stay in touch with? The director should concentrate on the top 10% in particular.

An annual read-a-thon, where donors can sponsor a reader in the same way they might sponsor a runner in a 5k race, can be a great way to drum up interest. Consider inviting some local authors to read!



City of Homer

www.cityofhomer-ak.gov

Library Advisory Board

491 East Pioneer Ave.
Homer, Alaska 99603

(p) 907-235-3180

(f) 907-235-3136

September 5, 2025

Thank you for supporting the Homer Public Library!

In 2020, the City of Homer created an endowment fund to support the Homer Public Library by purchasing library materials, upgrading or replacing equipment, or making improvements to the library's infrastructure. The Library Advisory Board set itself the goal of reaching \$100,000 in the endowment. Thanks to the generosity of the Homer community, **we reached that mark this year**, and have set a new goal of reaching \$200,000 within the next three years!

Donations to the endowment benefit the library forever. Whether they are **one-time gifts, recurring annual donations, disbursements from a retirement account or an estate**, contributions continue to make a difference indefinitely. If you're looking for a way to benefit your community over the long term, please consider a tax-deductible contribution to the fund.

The library endowment fund is managed by the Homer Foundation and information about it is available on their website. The Foundation can also assist with non-monetary donations or estate planning. If you have any questions, don't hesitate to contact Library Director Dave Berry or the Homer Foundation directly.

Thank you again,

Kathy Carssow
Chair, Library Advisory Board



MEMORANDUM /AGENDA ITEM REPORT

Fundraising Subcommittee

Item Type: Action memorandum
Prepared For: Library Advisory Board
Date: September 5, 2025
From: Dave Berry, Library Director
Through:

At the August LAB meeting, the body discussed creating a two-person subcommittee to focus on fundraising for the library endowment fund. Since then, the city clerks have looked into the procedural requirements for such a subcommittee. Chief Clerk Renee Krause has listed the requirements below.

- *All additional Task Forces or Committees must be approved by City Council.*
- *The requested Committee or Task Force must have the following:*
 - *Mission or List of tasks identified*
 - *Time frame*
 - *Final Report deadline to Advisory Body*
 - *Deadline for Submittal of recommendations/results to Council (if appropriate)*
 - *Number of members and whether members of the public are to be appointed (process used is the same as any other appointment)*
- *Meetings are held in City Hall available to the public for attendance in person or via Zoom*
- *Meetings are recorded*
- *A clerk attends the meetings providing parliamentary/administrative services similar to the main Advisory Body*
- *Dependent on the length established for the Committee/Task Force a member of the body may be appointed to take minutes or synopsis of the meetings. (Clerks' Office will still be required to process, produce and distribute the agendas, packets and minutes.)*
- *Reports must be provided to the main body at the next regular meeting.*

The public can attend the meetings of the subcommittee and provide input, but the subcommittee itself must consist exclusively of board members. The subcommittee can perform public outreach, such as communicating with potential donors.

There are significant downsides to this idea, mainly in the time and administrative workload it consumes.

If the LAB does wish to proceed, here are my suggestions for meeting the requirements:

- Mission: To solicit donations to the library endowment fund, both through direct communication with potential donors and through fundraising activities or events
- Timeframe: 3+ years
- Final report deadline to LAB: Dec. 31, 2028
- Deadline for submitting results to council: N/A
- Number of members: 2
- Are members of the public appointed to the subcommittee?: No

Recommendation:

Consider recommending the formation of a fundraising subcommittee to the city council.

Library Endowment Fund

Q&A

What is the Library Endowment Fund?

The Library Endowment Fund is a Field of Interest Fund with The Homer Foundation, a local 501(c)(3) community foundation. Established in 2020, the Fund offers people who care about access to information, literacy and life-long learning in our community the opportunity to make a major tax-deductible gift to ensure the legacy of the Homer Public Library continues for everyone and forever.

Why does the Library need an Endowment? Doesn't the city budget cover all the Library's expense?

The Homer City Council funds the operation of City departments, including the public library. Over the years, individuals have supplemented those funds with donations to the Library for numerous reasons -- in appreciation, to build a new building, to enhance services, to acquire materials, and more.

Many public library systems across the nation, including those in Fairbanks, Juneau, Seward and Sitka, have found that an endowment fund is a simple and effective means to accommodate such financial assistance and ensure gifts are used for their intended purpose.

The Library Endowment Fund also creates a mechanism to bridge funding gaps that could occur during an economic downturn or due to an unplanned need. This helps ensure the sustainability of a top-notch library collection and high-quality library services over time.

How does the Library Endowment Fund work?

The principal of the Library Endowment Fund was initially funded by the City of Homer from gifts made to the library over time. More donations have been made to add to the principal through The Homer Foundation. The principal value of the fund will be kept intact and invested. Each year, investment income from the fund is distributed to the library or reinvested in the fund, based on the needs of the library. This creates a permanent and continuous stream of supplemental funds for the library.

Who decides how the money is spent?

Guidelines for how income from the Library Endowment Fund is spent were established at its founding. Donations supplement materials for the library's collection, purchases or upgrades for library equipment, and improvements or repairs to library facilities and services. The Library Director, in consultation with the Library Advisory Board, directs the earnings within these guidelines.

Is there a goal in mind for the endowment?

The goal is to establish a principal of \$100,000, which will generate an annual supplemental income stream to the library of several thousand dollars. The response to the Library Endowment Fund has been strong, and we already are more than 45% of that goal. The principal and resulting income will continue to grow over time.

The Friends of the Library have an endowment, too. What's the difference? How do I decide which to give to?

Both endowments through The Homer Foundation benefit the library. Donations to the Library Endowment Fund supplement materials for the library's collections, purchases or upgrades for library equipment, and improvements and repairs to library facilities and services.

Donations to the Friends of the Homer Public Library Endowment Fund benefit the Friends' mission to support library programs and services, enrich the library experience, and promote use and enjoyment of the library.

You can be confident that a donation to either fund is tax-deductible and will greatly benefit the library.

How do I make a donation?

To make a gift to either the Library Endowment Fund or the Friends of the Homer Public Library Endowment Fund, visit The Homer Foundation (<https://www.homerfoundation.org/give-now/>), click the black Donate button, and select the fund your donation is for from the drop-down menu.

Can I give in installments?

Donors to the Library Endowment Fund enjoy a wide range of giving options. The Homer Foundation works to make giving as simple and flexible as possible and can discuss giving options to determine the best plan to meet your philanthropic goals.

Can I make a gift from my estate and know it will go to the library?

Through a bequest, you can establish an enduring commitment to the library and the Homer community. A bequest helps ensure the things you supported and cared about can continue. A bequest can be made easily by naming the "Library Endowment Fund at The Homer Foundation" or the "Friends of the Homer Public Library Endowment Fund at The Homer Foundation" as a beneficiary in your estate planning documents. This ensures that your wishes are honored. For more information and to get started, visit <https://www.homerfoundation.org/planned-giving/>

How are gifts reported and acknowledged?

The Homer Foundation provides the Library Director and designated LAB member a quarterly report gifts received with donor information (unless anonymous). The Homer Foundation immediately acknowledges all gifts upon receipt. The LAB sends Thank Yous to donors quarterly based on The Homer Foundation reporting. In addition, donors are recognized yearly on the Library's Fish Wall outside the front entrance. Gifts of \$500+ are recognized with a small fish. Gifts of \$2500+ are recognized with a big fish.

Outreach for Major/Planned Gifts to Benefit the Homer Public Library

The Library Advisory Board (LAB) and the Friends of the Homer Public Library (FHL) have agreed to collaborate to build financial support for the ultimate benefit of the Homer Public Library, primarily through major/planned gifts. This collaboration is based on our shared common vision and core values:

Shared Vision: to ensure that the community has an outstanding public library, today and into the future.

Shared Core Values:

- Free Access to Information
- Literacy
- Lifelong Learning
- Community Engagement

The purpose of the Common Messaging Framework is so anyone participating in this effort can speak and write knowledgeably, with one voice and a common message for the target audiences.

Common Messaging Framework for Significant Gifts to Benefit HPL, V2.2 11/19/2021

Short Message

If you care about access to information, literacy and life-long learning in this unique community we call home, a gift to benefit the Homer Public Library is a smart choice.

Extended Message

In the 1940s, the Homer Women's Club founded our first library in a 600-square-foot log cabin. Later generations invested in new buildings, pioneered new services and programs, adopted innovative technologies, and found creative ways to meet our community's needs. Now it's our turn. A significant gift for the Library will help ensure the legacy of the Homer Public Library continues for everyone and forever.

Target Audiences

Individuals who are strong library supporters, enthusiasts, and frequent library users.
Individuals who care about quality of life and opportunity in the local community.
Local influencers who are helping individuals in their financial and estate planning.

Top Audience Motivations

Individuals: To use their capacity to give to benefit the causes they believe in and the community they love. To express appreciation for the significance of libraries and literacy in their lives and pass forward the promise of libraries to future generations.
Influencers: To provide meaningful and relevant giving options in their financial and estate planning advice.

Missions

Homer Public Library

The Homer Public Library serves the diverse needs of our community members by providing access to information, promoting literacy, and facilitating lifelong learning. We foster education, personal well-being, cultural creativity, community engagement, and economic development. Our resources are offered without charge to people of all ages and abilities within our service area.

Friends of the Homer Public Library

Our mission is to provide support for the Homer Public Library programs and services, to raise funds that enrich the library experience, and to promote the use and enjoyment of the library.

Core Values	Access to Information	Literacy	Lifelong Learning	Community Center
Gifts to the Library Supplement	<p>Library Collection</p> <ul style="list-style-type: none">• Free access to an up-to-date collection of more than 86,000 fiction, nonfiction and reference resources in a variety of print and digital formats.• Special collections of local authors and Alaskana. <p>Core Services</p> <ul style="list-style-type: none">• Free use of in-library computers and circulating laptops; wireless Internet in and outside the library.• Reference services.	<p>Resources for All Ages</p> <ul style="list-style-type: none">• Children’s Room and collection.• Computer and computational literacy• Annual Lit Lineup reading list• Storytimes for all ages	<p>Resources for All Stages</p> <ul style="list-style-type: none">• Homework help• Entrepreneurial resources• Language learning• Tax prep resources• Homebound services• Accessible materials	<p>Library Facilities</p> <ul style="list-style-type: none">• Community meeting room.• Study rooms.• Photocopying and printing.• Community art.• Public-use computers, wifi.
Gifts to the Friends of the Homer Public Library Support		<p>Programs for All Ages</p> <ul style="list-style-type: none">• Summer Reading Program• Bob the Bookmobile• FHL Book Club• Radio book reviews (Reading Between the Lines)• Storytime for Grownups• Author visits• Big Read/Alaska Read• Travelogues• Exhibits• Support for youth programs• Book Boxes for local underserved schools	<p>Promoting Lifelong Learning</p> <ul style="list-style-type: none">• Celebration of Lifelong Learning<ul style="list-style-type: none">◦ Sue Gibson award for lifelong learning◦ Adult lifelong learning award◦ Student lifelong learning award• Publicizing Library resources.• Tech Help	<p>Enriching Library Experiences</p> <ul style="list-style-type: none">• Planning and maintenance of Library gardens.• Storywalk.• Book and plant sales.• Outreach and advocacy.• Sponsoring community groups (SPARC, Knitting, LARP, Chess Club)• Seed Catalog• Community Discussion/Civic Engagement<ul style="list-style-type: none">◦ Lunch with a Councilmember◦ Candidate Forums• National Love Your Library Month!• Rotating exhibits by local artists (Art in the Library)
Ways to Give	Homer Public Library		Friends of the Homer Public Library	
For Immediate or Specific Use	<ul style="list-style-type: none">• To make a gift to the Library for immediate or specific use, contact the Library Director at 907-435-3151 or dberry@ci.homer.ak.us.		<ul style="list-style-type: none">• To make a gift to the Friends of the Homer Public Library for immediate or specific use, visit the Friends’ donate page (https://friendsofthehomerpubliclibrary.wildapricot.org/Donate).	
For Sustained Support	<ul style="list-style-type: none">• To make a gift to the Library Endowment Fund to purchase materials, purchase or upgrade equipment, and improve or repair facilities and services, visit The Homer Foundation (https://www.homerfoundation.org/give-now/) and select Library Endowment Fund.• See the Library Donation Acceptance Policy (https://www.cityofhomer-ak.gov/library/donate) for full information about giving to the Library.		<ul style="list-style-type: none">• To learn how to support the Friends’ mission through Planned Giving, visit the Friends’ Planned Giving page https://friendsofthehomerpubliclibrary.wildapricot.org/Planned-Giving• To make a gift to the Friends of the Homer Public Library Endowment Fund, visit The Homer Foundation (https://www.homerfoundation.org/give-now/) and select Friends of the Homer Public Library Endowment Fund.• You also can support Friends through volunteer activities and fund-raisers such as book and plant sales throughout the year.	



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: September 3, 2025
SUBJECT: City Manager's Report for September 8, 2025 Council Meeting

Homer Harbor Expansion Study Tentatively Selected Plan Release Date Delayed

On August 26, 2025, the Army Corps (USACE) Project Development Team (PDT) for the Homer Harbor Expansion (HHE) General Investigation Study (GI) met with the City of Homer to discuss realignment of the Tentatively Selected Plan (TSP). The PDT explained that economic and engineering analyses have continued since the TSP milestone meeting in July of 2025, and the PDT and USACEs teams have identified data gaps that will be addressed before selecting a final plan. The draft report will be delayed until the 1st quarter of 2026, the date to be announced as soon as it's available. More detailed information is included in the Memorandum attached to this report.

NOAA Grant Funding Recommendation

Great news! The City of Homer has been notified that NOAA grants are moving forward again. In January, the City applied for a \$1.5 million grant to purchase land within the Bridge Creek Watershed Protection District, and our project was recommended for funding. While grants have experienced a few bumps this year, we've received confirmation that these projects are now progressing. The City can expect to receive grant agreement paperwork in the near future. Once received, staff will bring forward an ordinance for Council consideration to formally accept the grant.

Rural and Tribal Assistance Pilot Program

Staff will be applying for a no-match grant from the Rural and Tribal Assistance Pilot Program for funds to assist with financial planning and Local Services Facilities (LSF) project implementation planning (i.e. conceptual design, more detailed cost estimating, phased project planning and regulatory planning) to advance the City's understanding of infrastructure needs and development strategies for local infrastructure responsibilities in the Homer Harbor Expansion General Investigation feasibility study. The RTA Program awards grants to eligible entities on a first-come, first-serve basis to support legal, technical, and financial advisors to help advance infrastructure projects in rural and tribal communities.

2025 Candidate Forum Series

KDLL and the Peninsula Clarion are hosting live, open-to-the-public candidate forums in partnership with the League of Women Voters, KBBI and KSRM radio. Two forums will be held at Homer Public Library: September 18 will feature Kenai Peninsula School Board candidates for Homer and Southern Kenai Peninsula seats; September 24 will feature Homer City Council candidates. Each forum will be from 6-7 pm. The public is encouraged to attend in person, or listen to a live broadcast on KBBI AM 890 radio or on kbbi.org. If you have suggestions for questions for the candidates, you can submit them in advance to news@kbbi.org. Flyer attached.

State of Alaska Long-Range Transportation Planning

The Alaska Department of Transportation & Public Facilities (DOT&PF) is updating the Statewide Long-Range Transportation Plan. This plan will guide Alaska's transportation policies and investments through 2055. This 30-year plan will set the course for how people and goods move across Alaska by:

- Roads & Highways
- Airports & Air Travel
- Ferries & Ports
- Rail Connections
- Walking & Biking Paths

To help build the plan, they are collecting User Stories, a quick way to share your transportation needs in one short sentence stating what kind of user you are, what you need and why it matters.

Let them hear from Homer! Go to the link [Alaska Long Range Transportation Plan 2055 - PublicInput](#). DOT&PF News Release is attached for more information. Council Member Aderhold reached out to my office to coordinate a Resolution or action memo, providing City Council the opportunity to provide official input.

City of Homer Zoning Permit Application

At the last meeting Council asked for information about the City's zoning permit process, following some public outreach regarding a US Army Corps of Engineers public notice of a recent application for a permit. A copy of the City's zoning permit is attached for informational purposes. Per Homer City Code (HCC), a private property owner who wishes to develop their private property is required to have all appropriate permissions and permits in place to develop their property. A zoning permit must be obtained prior to the commencement of any activity for which the permit is required. An applicant for a zoning permit must provide copies of any permits required by applicable Federal, State, or local laws or regulations as part of their application. When an application is submitted to City Planning, it is reviewed to ensure all appropriate permitting is in place and that it meets the requirements outlined in Homer City Code for the zoning district in which the property is located. The City's Zoning Permit process is outlined in HCC 21.70. Additional information regarding permits can be found at <https://www.cityofhomer-ak.gov/planning/permits>

City Manager Meetings and Events:

August 21st – Lease application meeting with a citizen

August 22nd - Special Assessment District meeting with a citizen

August 27th – Meeting with KPB, KBNERR, KHLT and Staff on Kachemak Green Infrastructure properties

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Memorandum re: Homer Harbor Expansion Update
- 2025 Candidate Forums Flyer
- DOT&PF Long Range Transportation Planning News Release
- City Zoning Permit Application
- Memorandum from Public Works re: Eric Lane Paving
- Water/Sewer Rate Model for FY25
- Employee Anniversaries for September



Homer Harbor Expansion Update

Item Type: Informational Memorandum

Prepared For: Homer City Council, Port & Harbor Advisory Commission

Date: August 27, 2025

From: Jenny Carroll, Special Projects Coordinator

Through: Melissa Jacobsen, City Manager

On August 26, 2025, the Army Corps (USACE) Project Development Team (PDT) for the Homer Harbor Expansion (HHE) General Investigation Study (GI) met with the City of Homer to discuss realignment of the Tentatively Selected Plan (TSP). City of Homer attendees were Mayor Rachel Lord, Melissa Jacobsen, Bryan Hawkins, Amy Woodruff and Jenny Carroll.

Background:

At the USACE TSP Milestone meeting in late July, General Goetz of the Pacific Ocean Division told the PDT to reassess economic benefits before deciding on a recommended TSP under the Comprehensive Benefits policy. He also indicated that a USACE policy change at Headquarters now requires Feasibility Studies to come in at 35% design.

Meeting recap:

The PDT explained that economic and engineering analyses have continued since the TSP milestone meeting in July of 2025. Both teams have identified data gaps that will be addressed before selecting a final plan.

The Economic team started considering more comprehensive benefits under the Remote and Subsistence Harbor category to model the broader benefits of additional harbor capacity.

The Engineering team identified that they require data from the geotechnical investigation, scheduled for late September 2025, to reevaluate the design of the breakwater for seismic stability. Breakwater design is a major driver of costs; boring data is necessary to reduce the risk that project costs are underestimated.

Precise project costs are especially important because the Economics team has quantified additional community benefits that may change which plan is selected as the recommended

plan for Harbor Expansion. The updated models show Alternative 1b and Alternative 3 as Best Buy Plans. However, at this point, the PDT is looking at the full suite of [Alternatives](#) for potential recommended plans.

Updated list of study tasks prior to release of draft report:

1. Geotech investigation and analysis & Economics focused Agency Tech Review **~3 months**
2. Vertical Team alignment and draft report finalization **~1 month**
3. Quality Control, and legal sufficiency review **~1 month**

Scheduling has not yet taken place, but release of the draft report will be delayed until the 1st quarter of 2026. Ship simulation will be postponed until after the TSP is finalized. The release for the Chief's Report, which is the final component of the GI study, is currently scheduled for spring of 2027; however, that may also change under the updated schedule.

The City expressed that we want a solid study, and the reassessment is positive from the City's point of view, but the longer the process takes, the more expensive the study is. PDT Project Manager Curtis Lee said he still needs to work with his team to develop a full timeline and budget and get vertical team alignment, and that he'll keep the City's concerns in mind.

This delay will increase overall study cost. At present the USACE has received all federal funds programmed for the study and they will use those funds to reach the draft feasibility report release milestone. Additional funds will be required from USACE and the City (in match), probably in Spring 2026. The bulk of the additional project cost will be staff labor from USACE PDT members to bring the TSP to 35% design. Curtis Lee estimated that additional funding required will be on the order of hundreds of thousands, not millions, of dollars. More precise costs will be shared with City Council as soon as they are received from the PDT.



2025 CANDIDATE FORUMS



Sept 18
KPBSD School Board
Homer & Southern Peninsula Seats



Sept 24
Homer City Council



6 pm – 7 pm at Homer Public Library

**Attend in person
or listen to a live broadcast
on KBBI AM 890 radio or kbbi.org.**

Have questions for this year's candidates? Submit them in advance to news@kbbi.org.

These events are being hosted by KDLL and KBBI ³³ radio and the Peninsula Clarion in partnership with the League of Women Voters, The Seward Folly, KSRM radio station. Event questions? Call KBBI at 907-235-7721.

Ryan Anderson, P.E.
Commissioner

www.DOT.Alaska.Gov



Department of Transportation
and Public Facilities

Juneau, Alaska

STATE OF ALASKA

PRESS RELEASE

FOR IMMEDIATE RELEASE: August 25, 2025

Press Release: 25-0033

Contact: Sara Lucey, [907-451-2315](tel:907-451-2315), sara.lucey@alaska.gov

Alaska DOT&PF Launches Long-Range Transportation Plan 2055

Alaskans are encouraged to share their transportation stories.



[Visit Long Range Transportation Plan 2055](#)

(ANCHORAGE, Alaska) – The Alaska Department of Transportation & Public Facilities (DOT&PF) is inviting Alaskans to help shape the state’s transportation future by contributing their experiences and ideas to the Alaska Long-Range Transportation Plan 2055 (LRTP 2055). This 30-year plan will guide how people and goods move across Alaska by road, air, water, rail, bike, and foot—setting priorities that will influence generations to come.

An LRTP is required by state and federal law and provides a long-term vision for the state’s transportation system. It ensures that funding is directed toward projects that advance safety, mobility, preservation, resilience, and economic vitality, while addressing Alaska’s unique regional needs. LRTP 2055 goes further by positioning Alaska within a rapidly changing global context—where shifts in energy, trade, technology, and climate are reshaping how transportation connects people and economies.

“Alaska’s transportation system is our link to the world,” said Ryan Anderson, DOT&PF Commissioner. “As international trade routes evolve, resource development expands, and communities adapt to new technologies and climate realities, we must plan for a system

that keeps Alaskans connected and competitive into the future. We want this plan to reflect local voices while recognizing Alaska’s global importance.”

The public is encouraged to learn more and get involved at publicinput.com/alaskaLRTP2055, where they can share a personal “user story” about their transportation experiences and sign up for updates. These stories ensure the final plan reflects the diverse ways Alaskans interact with the transportation system.

“The LRTP is our long-term vision document,” said Sara Lucey, DOT&PF Statewide Planning Chief. “It adapts to changing conditions, integrates opportunities, and prepares Alaska to meet challenges head-on. By sharing their stories, Alaskans will help guide investment decisions that balance community needs with long-term growth, development, and resilience.”

Public participation is central to the LRTP 2055 process. Alaskans will have multiple opportunities to engage through virtual open houses, surveys, public meetings, and working sessions.

#

The Alaska Department of Transportation and Public Facilities oversees 237 airports, 9 ferries serving 35 communities along 3,500 marine miles, over 5,600 miles of highway and 839 public facilities throughout the state of Alaska. The mission of the department is to **“Keep Alaska Moving.”**



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

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

Zoning Permit Application

Property Owner

Name: _____ Phone #(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Applicant (if different than the property owner)

Name: _____ Phone #(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Project Property Information

Address: _____ KPB Tax ID #: _____

Legal Description: _____

Lot Size: _____ Zoning District: _____

Describe the use of all existing structures: _____

For each proposed structure, describe the use & list the square footage of each floor: _____

Estimated market value of finished improvements: _____

Water Permit # (City) _____ Sewer Permit # (City) _____ Driveway Permit # _____

Will site be served by a: well or cistern? Y or N (circle one) DEC approved septic system? Y or N (circle one)

For staff use:

**** New Fees ****

Date: _____ Fee \$ _____ Residential \$300 / Commercial \$400 / Deck \$100 Late fee _____

Received by: _____ Date application accepted as complete _____

Finance Code 21-2106. Zoning Permit required by HCC 21.70

Site development standards for all projects (applies to all development in the City)

- Drainage design must deposit all runoff into either an engineered drainage system or into a natural drainage. Building setbacks are 15ft. from open ditches and 10 ft. from closed drainage systems.
- All exposed, cleared, filled and disturbed soils must be revegetated within 9 months of initial earthwork or reseeded by the next August 31st.
- Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, siltation, intentional or inadvertent fill or root damage to neighboring trees, or other damaging physical impacts.

All Projects in Any Zoning District (Check all that apply)

New

- ☒ A **Site Plan** is required for all projects. This “bird’s eye view” must show the entire lot and include all of the details found on the site plan checklist. See the attached example site plan.
- ☒ An **As-built survey** is required for all structures upon completion of work
The survey must show the location and dimensions of permitted structures (see HCC 21.70.040)
- ☒ A **Building Elevation** drawing is required for all proposed buildings. Building height from grade to the peak of the roof must be included. See the attached example building elevation drawing.
- ☒ **Lighting standards** apply to all projects (HCC 21.59.030)
 - Outdoor lighting must be installed so that it does not produce light trespass or glare
 - The maximum height for pole lighting is 28 ft. and for building-mounted lighting, it is 15 ft.
 - Outdoor lights installed 15 ft. or higher must be cut-off luminaires
- ☐ A **Wetlands Permit** may be required if your project is within a wetland. If the following map indicates wetlands on your property, then written authorization from the Army Corps of Engineers (ACOE) is required
 - Homer area wetland map source: <https://www.kpb.us/gis-dept/interactive-mapping>
ACOE submission status: _____ ACOE POA #: _____
- ☐ A **Grading/Fill Plan** is required when 3 ft. of fill is placed over 25% of the lot area (HCC 21.50.150)
- ☐ **Slope Development Standards** apply when the project includes any of the following: (HCC 21.44)
 - The average slope of the lot is greater than 15% (A rise of 15 ft. to 100 ft. run)
 - Disturbance takes place within 40 ft. of the top, or 15 ft. of the toe of a steep slope (45%), bluff, coastal bluff or ravine
- ☐ A **Storm Water Plan (SWP)** is required when the project includes any of the following: (HCC 21.50.020)
For projects located in commercial zoning districts, skip this subsection & see SWP section below
 - Creates 25,000 square feet of new impervious surface
 - Increases the total impervious surface coverage to one acre or greater
 - Grading that moves 1,000 cubic yards of material
 - Creates a permanent slope of 3:1 or more that exceeds 10 ft. from toe of slope to top of slope
- ☐ A **Sign Permit** is required for most projects that include advertising signage. Check with Planning Staff to find out if a permit is required for your project.
- ☐ A **Conditional Use Permit (CUP)** may be required under certain circumstances, including but not limited to the following:
 - The project includes a conditionally permitted use, as listed in the specific zoning district section of HCC Title 21
 - Building area exceeds 8,000 (all buildings combined) or 30% of the lot area
 - The project includes more than one building with a primary use
 - The project will generate traffic in excess of 100 vehicle trips per hour or 500 vehicle trips per day
- ☐ A **Coastal Flood Hazard Area Development Permit** is required when the project lies within mapped coastal flood hazard areas. For all projects on coastal properties, check with the Planning Office for current flood area designations.
- ☐ The **Bridge Creek Watershed Protection District** has additional restrictions for property development (see HCC 21.40)

All Projects in Commercial Districts including the Residential Office District when the project is commercial or multifamily residential (3-plex or larger) in nature (check all that apply)

- ☐ **State Fire Marshal** approval is required for all commercial buildings and apartment projects (4-units or more)
Fire Marshal application Status: _____ Permit # _____
- ☒ **Landscaping requirements** apply to all projects (HCC 21.50.030(f))
- Landscaping shall include the retention of native vegetation to the maximum extent possible
 - A minimum buffer of 3 ft. along lot lines and 15 ft. along the top bank of a defined drainage
 - Topsoil addition, seeding, and plantings must be completed within 9 months of completion of project
 - Parking lots with 24 spaces or more have additional standards (see HCC 21.50.030(f)(1)(b))
- ☐ A **Development Activity Plan (DAP)** is required when your project includes any of the following (HCC 21.74):
- Clearing or grading of 10,000 square feet or more
 - 5,000 square feet or more of new impervious coverage. "Impervious" coverage includes all parking areas, driveways, roads, walkways, whether paved or not, and any areas covered by buildings or structures, concrete, or asphalt
 - Grading that moves 1,000 cubic yards of material
 - A temporary or permanent slope of 3:1 or more that exceeds 5 ft. from toe of slope to top of slope
 - Grading activities that will result in the diversion of existing drainage courses, both natural or human-made, from their existing point of entry or exit from the grading site
 - Any land clearing or grading on slopes steeper than 20%, or within 20 feet of wetlands.
- ☐ A **Storm Water Plan (SWP)** is required when your project includes any of the following (HCC 21.50.030):
- Creates 25,000 square feet of new impervious surface
 - Increases the impervious surface coverage to greater than 60% of the lot area
 - Grading of 1 acre or more
 - Grading that moves 10,000 cubic yards of material
 - A temporary or permanent slope of 3:1 or more that exceeds 10 ft. from toe of slope to top of slope
 - Land clearing or grading on slopes steeper than 25%, or within 10 feet of wetlands, streams, or ponds

I/we certify that all the information contained in this application is true and accurate and that I am/we are authorized to act on behalf of the property owner(s). I/we hereby hold harmless the City of Homer, its employees and agents from all suits, actions, or claims arising from any work undertaken.

The permit will be issued with the understanding that the City of Homer assumes no responsibility with regard to maintenance of private drainage systems that terminate in City ditch lines or drainages, including but not limited to foundation drains, proper location of lot lines, or site dimensions. Further, the City assumes no responsibility for the accuracy of any City-held drawings, or for the permittee's interpretation thereof.

I/we understand that the application fee covers the costs associated with processing this application, and that payment of same is nonrefundable and does not assure approval of the site plan. I/we acknowledge that by signing this application I am/we are authorizing employees or agents of the City access for exterior site inspections. This permit must be displayed so that it is readily visible from the nearest street, at the site for which the permit was obtained. If the exterior work is not completed by the permit's expiration date, one reasonable extension may be granted for good cause shown.

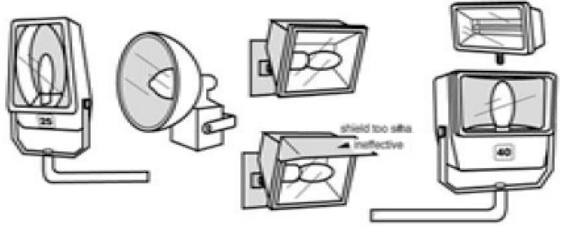
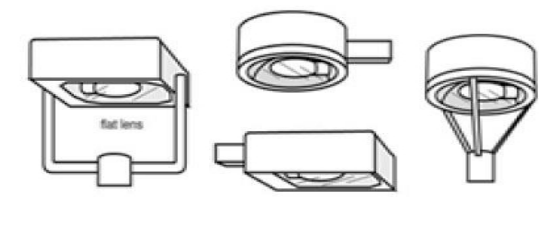
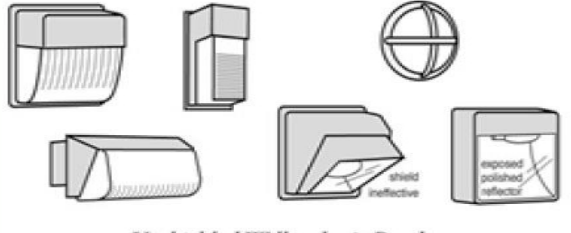
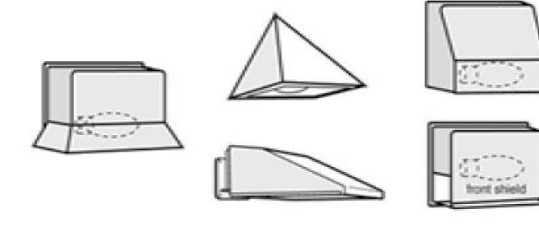
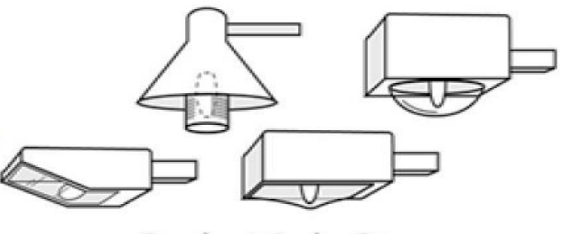
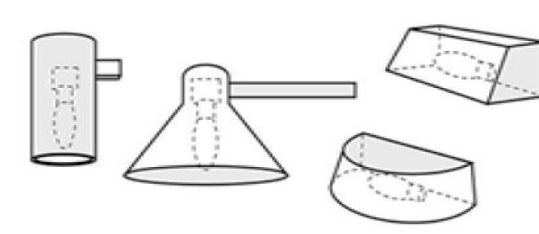
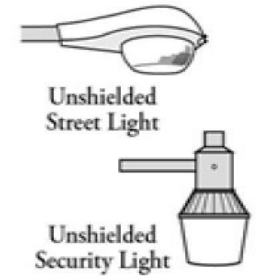



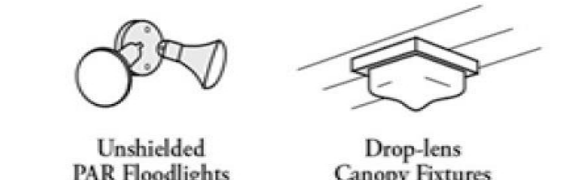
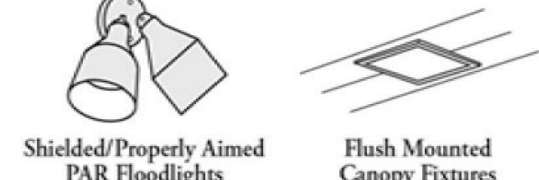
Owner Signature (required): _____ Date: _____

Applicant Signature: _____ Date: _____

Circle the type(s) of exterior fixtures to be used in your project below

All exterior lighting is subject to level one lighting standards, according to HCC 21.59.030. Lighting standards aim to reduce glare and light trespass and to improve the nighttime visual environment.

☐ Check this box if exterior lighting will not be installed or replaced with your project

<p>UNACCEPTABLE Fixtures that Produce Glare and Light Trespass</p>	<p>ACCEPTABLE Fixtures that Shield the Light Source to Minimize Glare and Light Trespass - Facilitating Better Night Vision</p>
 <p>Unshielded or Poorly-shielded Floodlights</p>	 <p>Full Cutoff Fixtures</p>
 <p>Unshielded Wallpacks & Poorly-shielded Wall Mount Fixtures</p>	 <p>Fully-shielded Wallpack & Wall Mount Fixtures</p>
 <p>Drop-lens & Sag-lens Fixtures with Exposed Bulb/Refractor Lens</p>	 <p>Fully-shielded Fixtures</p>
 <p>Unshielded Street Light</p>  <p>Unshielded 'Period' Style Fixtures</p>	 <p>Full Cutoff Street Light</p>  <p>Fully Shielded 'Period' Style Fixtures</p>
 <p>Unshielded PAR Floodlights</p> <p>Drop-lens Canopy Fixtures</p>	 <p>Shielded/Properly Aimed PAR Floodlights</p> <p>Flush Mounted Canopy Fixtures</p>



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

SITE PLAN

Address: _____

A site plan is a detailed scaled drawing which depicts the current and proposed improvement and uses of a parcel of land.

Drawing your site plan is easier than you might expect. With accurate measurements, pencil, paper and a ruler you can draw a site plan right at home. For more complex projects you may need professional expertise.

Below is a checklist of items that should be on your site plan. For items that do not apply to your project simply indicate N/A over the checkbox.

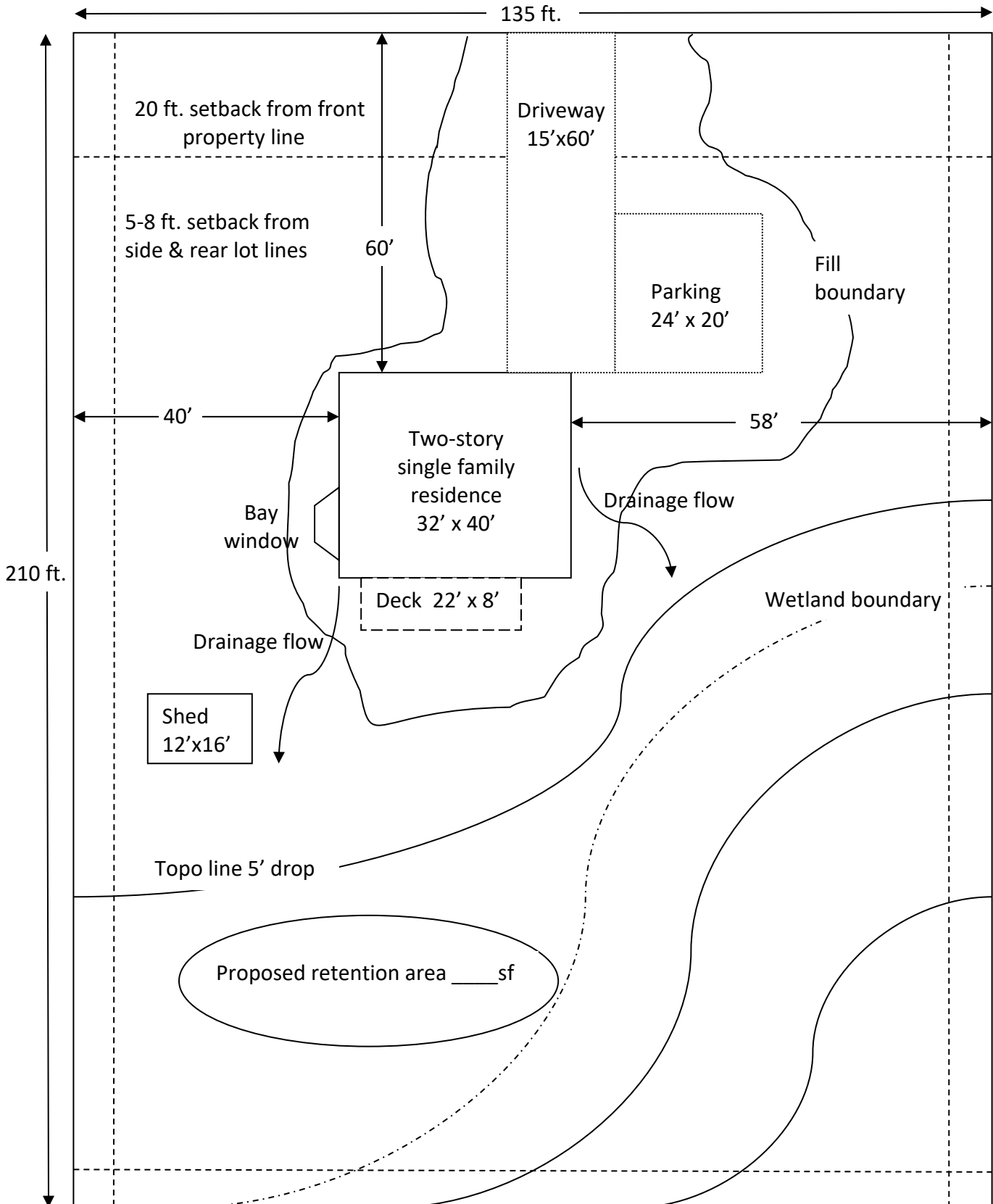
- ☐ Scale factor. For example, 1" = 20 ft. for smaller lots or 1" = 50 ft. for larger lots.
- ☐ North arrow
- ☐ All property lines and their dimensions
- ☐ All known easements – utility, drainage, driveway, etc.
- ☐ Exterior dimensions of proposed and existing structures, including additions, decks, and stairways.
- ☐ Building setbacks - distance from all structures to nearest property lines. Front property line(s) (property lines abutting a right-of-way) require a 20 ft. setback. Setbacks for other property lines are 5 – 8 ft., depending on the number of stories. Setbacks are measured from the property lines, NOT the road.
- ☐ Site work - Areas affected by excavating, filling, grading, or vegetation removal (with soil disturbance)
 - label the building location(s) disturbed area
 - label areas used for driveway/parking/maneuvering
 - approximate volume of excavated material: _____ cubic yards
 - approximate volume of filled material: _____ cubic yards
 - label areas of disturbed soil that will be revegetated naturally or landscaped (indicate areas of seeded grass or plantings such as trees and shrubs)
 - label limits of undisturbed vegetation
- ☐ Draw and label adjacent roads
- ☐ Label length and width of driveways & parking spaces (standard space is 9' x 19')
- ☐ Drainage – Indicate direction of surface flow, label structures such as ditches, french drains & swales
- ☐ Show wetland boundary if applicable

Example Site Plan

Scale 1" = ____ ft.

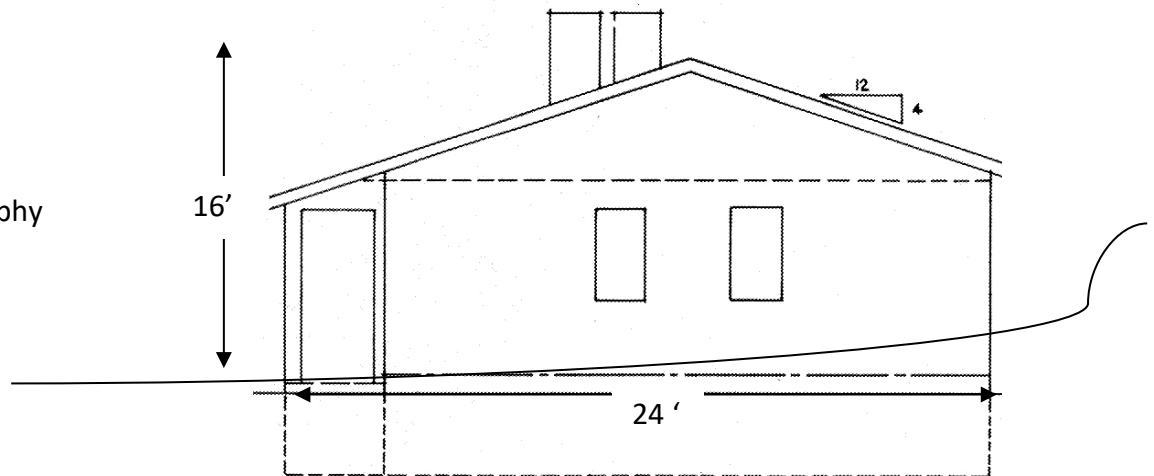


Anywhere Road

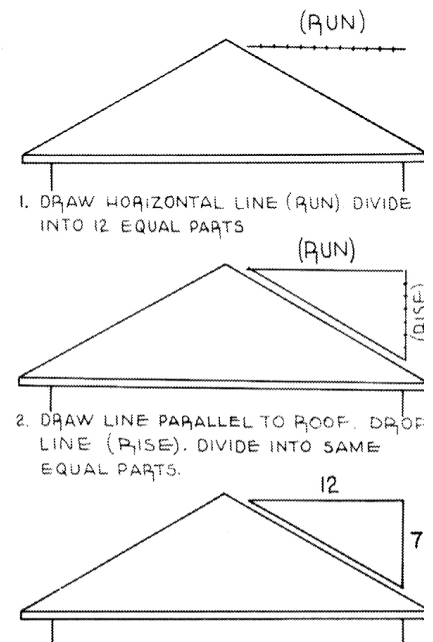


Example building elevation drawing (exterior view)

- ☐ Building height
- ☐ Wall dimensions
- ☐ Grade / topography



Draw your elevation(s) below or provide on separate sheet(s)





MEMORANDUM

To: Mayor Lord and City Council
Through: Melissa Jacobsen, City Manager
From: Daniel Kort, Public Works Director
Date: September 3, 2025
Subject: Eric Lane Paving

Background:

The developer TL Investments LLC developed properties along Eric Lane including utilities and extending Eric Lane to Fairview Avenue.

Discussion:

The developer recently contacted Public Works about their desire to pave Eric Lane this fall and asked if the City of Homer (City) has interest in paving the sidewalk as part of the same effort. Paving of the sidewalk that the City of Homer requested to be added to the project will require the City to contribute to the cost of paving for the project.

TL Investments LLC was advised that they must provide the City with drawings depicting the plan and profile of the pavement project, as well as bring utilities such as valves and manholes to grade in the asphalt surface. Public Works further explained that the proposed schedule does not allow sufficient time for the preparation and approval of drawings or for the completion of utility improvements before the seasonal closure of the asphalt plant. However, the City remains committed to working with the developer through the winter months to position this section of Eric Lane for paving early next summer. In the interim, the Public Works Department will work with the City Council to determine if we want to include paving the sidewalk as part of this same effort.

There are several things to consider while deciding whether to pave the sidewalk in conjunction with the paving of Eric Lane. The Public Works Department is bringing this subject to the attention of the City Council for discussion. We offer the following thoughts for discussion:

- The paving of the sidewalk will require adoption of an ordinance to appropriate funding for the City's portion of the project. The timing of this request to pave doesn't allow adequate time to make this decision and get a project underway this fall.
- The HART Roads fund would likely be the source of funding for this effort, and Council and staff will need to evaluate HART project priorities.

- The Eric Lane/ Fairview Avenue route has had a lot of attention over the past 2 years related to traffic calming and pedestrian safety. The Public Works Department wishes to resolve some of these issues related traffic calming and pedestrian safety by redesigning the road and sidewalk like the already paved western portion of Eric Lane where there is a curb associated with the sidewalk. This is the same configuration that was recently completed on Ben Walters Lane and provides clear demarcation between “what is a sidewalk” and “what is roadway.”
- Paving in its current design would amplify the appearance of the route looking like a wide highway and amplify the concerns related to traffic calming and pedestrian safety.
- The wide paved road and sidewalk will reinforce the need for traffic calming. As a gravel road There are limited traffic calming measures available for a gravel road, however once Eric Lane is paved, there are more options available for traffic calming.
- Leaving the path as gravel would provide more definition to “what is road” versus “what is sidewalk”. Leaving this sidewalk unpaved may serve the city better by clearly identifying the sidewalk and roadway. This paved roadway would require painted lines to clearly identify the lanes of traffic to the drivers and keep drivers out of the sidewalk. This would also allow the City time to budget for a curb and elevated sidewalk, if that is the decision.
- The developer’s paving project will leave a short segment of Fairview Avenue unpaved. Does the City Council want the Public Works Department to coordinate paving of Fairview Avenue as part of the same effort with the understanding that the City would either need to pay for the pavement itself, or form and LID to pave Fairview Avenue.

So the questions posed to the Council are:

1. Should the Public Works Department pursue paving the sidewalk as part of this effort?
2. Should the Public Works Department leave the sidewalk as gravel, and consider planning for a longer-term solution that will allow for traffic calming and a more defined sidewalk, such as an elevated sidewalk with curb along the roadway; similar to the constructed road on the western portion of Eric Lane.
3. Should the Public Works Department allow the developer to pave Eric Lane and leave the sidewalk as gravel for the long-term.

Summary:

Options #1 and #2 presented to the City Council above will have a financial impact on HART Roads fund. The Public Works Department is leaning towards the decision to leave the sidewalk as gravel rather than paving it as part of the developers’ plans, so the City can come back at a later date (when funding allows) with a larger project where curb is included in the project design and the sidewalk is elevated. City staff would like feedback from the Council on their preference.



Legend

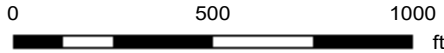
Transportation

Mileposts



Parcels and PLSS

Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correction of the data, or use of the data.

Rate Calculations

FY2025 Model

WATER Rate Model	
Revenues	
FY25 Operating Revenue Required - Water	\$ 2,177,930
CARMA Transfer Requirement	326,689
Deduct Operating Fund Balance - Rate Buydown	0
Deduct Portion Collected through Other Revenues	(60,374)
Deduct Portion Collected through Service Fee	
Hydrant Rents (10% of Total)	(108,896)
Multi-Units (\$5/unit/mo.)	(38,400)
Surplus Water Sales (Bulk) surcharge only	(83,851)
Revenue Required for Commodity Rate Calculation	\$ 2,213,098
Water Consumption (Gallons)	
Gross Meters Water Sales	129,126,600
Total Estimated Water Sales	129,000,000
Water Rates:	
Commodity Rate (per gal)	\$ 0.0172
Bulk Rate (per gal)	\$ 0.0212
Monthly Service Fees	\$ -
Consumption Additional Information:	
CY23 Gross Meters Water Sales (Gallons)	129,126,600
SEWER Rate Model	
Revenues	
FY25 Operating Revenue Required - Sewer	\$ 1,932,464
CARMA Transfer Requirement	289,870
Deduct Operating Fund Balance - Rate Buydown	0
Deduct Portion Collected through Other Revenues	(22,980)
Lift Stations Costs	(231,645)
Pumping Fee	(10,125)
Dumping Station Fees	(6,024)
Multi-Units (\$5/unit/mo.)	(38,400)
Revenue Required for Commodity Rate Calculation	\$ 1,913,160
Sewer Usage (Gallons)	
Projected Billable Volume	89,000,000
Projected Billable Volume - Lift Zone Only	23,000,000
Total Projected Billable Volume	112,000,000
Sewer Rate	
Non-Lift Station Rate	\$ 0.0171
Lift Station Rate	\$ 0.0272
Lift Station Additional Information:	
CY23 Actually Billed Gallons (Lift Station Zone Only)	22,687,300

FY24 Total Projected Volume: 97,000,000

FY26 Total Projected Volume: 99,000,000

Sewer Usage:
Determined by the number of gallons actually billed for in the prior fiscal year. The model rounds up to the nearest million for ease of reporting.



MEMORANDUM

September Employee Anniversaries

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: September 8, 2025
From: Andrea Browning, HR Director
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.

Aaron Glidden	Port	21	Years
Ryan Browning	Police	15	Years
Tracie Whitaker	Police	11	Years
Lisa Linegar	Police	10	Years
Jed Frazier	PW	5	Years
Charles Benson	Police	4	Years
Jessica McGuire	Finance	3	Years
Dawn Brooks	Library	2	Years
Chad Felice	Public Works	2	Years
Andrew Williamson	Public Works	2	Years
Jared Brant	Port	1	Year
Adam Stratton	Jail	1	Year



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

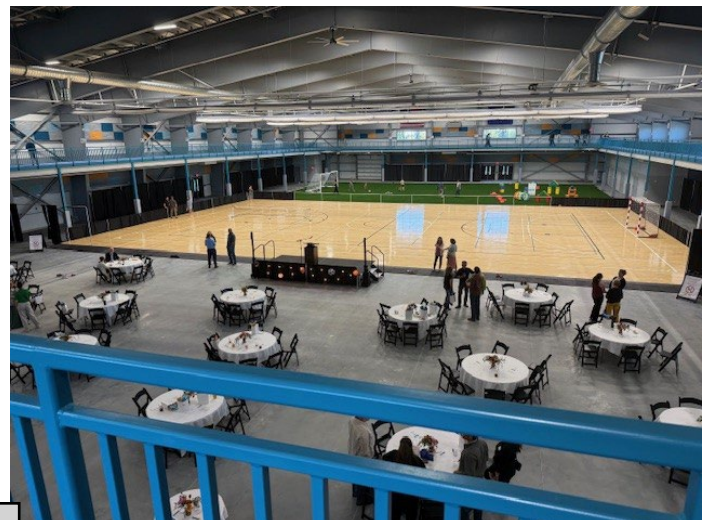
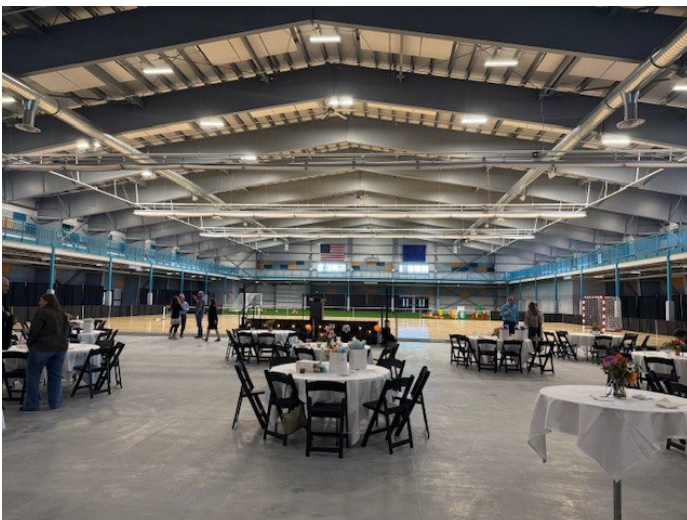
TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: August 20, 2025
SUBJECT: City Manager's Report for August 25, 2025 Council Meeting

Water and Wastewater Master Plan

In 2023 Council authorized the City to apply for two loans through the Alaska Department of Environmental Conservation State Revolving Loan Fund for a Water Master Plan Update and a Wastewater Master Plan update. The legislation is Resolution 23-094 and 23-095 and attached for quick reference. According to the legislation the existing Water and Wastewater Master Plans were completed in 2006 with a 20-year planning horizon. Through the loan process the City was awarded \$75,000 in principle forgiveness for each loan, \$150,000 total. It's been almost three years and we're at risk of having these fall off the Intended Use Plan, so Public Works is planning to put this out for RPF as one project for both plans to realize some savings. In the event it creeps over \$150,000 it will require a budget amendment that would be split between the water and wastewater CARMA funds.

Soldotna Field House

On August 15th I attended the opening reception for the new Soldotna Field House and walked away inspired. Their work on this vision began in 2000 and after many years of not giving up they have constructed a 54,000 square foot pre-engineered metal building designed to serve as an athletic and community event facility with a multi-purpose sport court, removable turf field, and an ADA-accessible elevated walking and jogging track. The facility is designed to maximize flexibility and is large enough to host statewide tournaments and other major events. I encourage stopping by and taking a look when you're in the Soldotna area.



Homer Multi-Purpose Community Recreation Center, what's next?

Ordinance 25-46(A) that proposed a ballot proposition asking the voters to approve a 0.3% sales tax for the purpose of funding a multi-purpose community recreation center in Homer failed at the last Council meeting. After visiting the Soldotna Field House and learning more about their process I'd like to bring back some possible next steps for Council to keep the momentum moving while this remains a Council priority.

Multi-Purpose Community Recreation Building Non-Endowed Field of Interest Fund

Resolution 25-049 authorized the City Manager to work with the Homer Foundation on establishing a non-endowed field of interest fund for the future community recreation building. The Homer Foundation Board has asked that the City advise them what the alternate plan for the fund will be if the community recreation building is not built. A possible recommendation is Community Recreation Programming and Equipment. Looking forward to Council's input at the meeting.

Homer Electric Property

The Homer Electric Association (HEA) property on Snowbird/Lake Street did not sell in their recent bid process. I spoke with their Chief Operating Officer last week and he explained that given the value of the property, they would be willing to consider a land trade if the City has property of similar value. HEA's minimum bid for the lot was \$965,000. If Council would like to talk more about this, I can work with Community Development and bring something back in September. If not, we can shift focus back to consideration of the City owned property in the Town Center area, or others as directed.

City Manager Meetings and Events:

August 15th – Soldotna Field House Opening Reception

August 19th – Employee Appreciation Picnic

August 20th – Meeting with KPB, Homer Trails Alliance, and City Council Members and Staff

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Resolutions 23-094 and 23-095, and back up memorandums
- Resolution 25-049
- Memorandum re: Annual Destruction of Inactive Records

CITY OF HOMER
HOMER, ALASKA

City Manager/
Public Works Director

RESOLUTION 23-094

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AUTHORIZING THE CITY MANAGER TO APPLY FOR AN ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION STATE
REVOLVING LOAN FUND LOAN FOR THE WATER MASTER PLAN
UPDATE.

WHEREAS, The City has been offered an Alaska Department of Environmental
Conservation (ADEC) Principal Forgiveness Subsidy for the Water Master Plan Update in the
amount of \$37,500; and

WHEREAS, It is necessary to submit a loan application to ADEC to lock in the Principal
Forgiveness Subsidy; and

WHEREAS, The estimated cost of the Water Master Plan Update is \$80,000; and

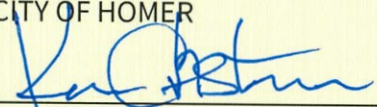
WHEREAS, Homer's existing Water Master Plan was developed in 2006 and an update is
necessary to plan for increased water demand; and

WHEREAS, Upon notification of award, an ordinance will come before Council
accepting the loan and appropriating it and any additional funds necessary to complete the
project.

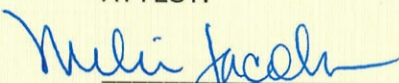
NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby
authorizes the City Manager to apply for An Alaska Department of Environmental Conservation
State Revolving Loan Fund Loan for the Water Master Plan.

PASSED AND ADOPTED by the Homer City Council this 11th day of September, 2023.

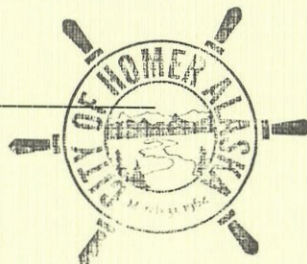
CITY OF HOMER


KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK



Fiscal Note: N/A



MEMORANDUM

Resolution 23-094, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Apply for an Alaska Department of Environmental Conservation (ADEC) FY24 State Revolving Loan Fund Loan for the Water Master Plan Update. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 5, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request authorization to apply for an Alaska Department of Environmental Conservation (ADEC) Loan in the amount of \$80,000 to update the Water Master Plan.

II. Background:

We've received an update from the Alaska Department of Environmental Conservation (ADEC) about the FY24 Intended Use Plan for the State Revolving Loan Fund (SRF) and related Principal Forgiveness Subsidies. There is good news. The City's been offered Principal Forgiveness Subsidies for several important projects. One of them is a Water Master Plan Update.

Homer's existing Water Master Plan was developed in 2006, with a planning horizon of 20 years. In some ways, this 2006 report is still timely. The population was projected to be 9,699 people in 2020. It is 2023 and we have not reached that population within Homer's city limits. The average demand for water was projected to reach 1,330,000 gallons per day in 2021. In 2022, our Average Daily Flow was 533,000 gallons per day, with a Daily Maximum Flow of 1,138,000 gallons. However, change has occurred and is likely to continue.

Homer is contemplating the expansion of its Port facilities, which could increase water demand. The areas outside Homer's city limits are expanding and substantial amount of that expansion relies on water trucked from Homer. The Water Master Plan states,

"If the water source were to shut down, the community would have sufficient storage for approximately 3.3 days during the summer, assuming the Water Treatment Plant has a power

supply...Sometime after 2016, a supplemental reservoir may be required to provide additional water to the system in the event of a low flow event (drought)."

Droughts do happen. It was a drought that caused Seldovia to run out of water in 2018 and require water to be transported from Homer to Seldovia.

We have already begun looking further into the future. For the past three years, Homer has been working with the Kachemak Bay National Estuarine Research Reserve (KBNERR) to develop a groundwater map and budget for the groundwater affecting the Bridge Creek Reservoir, Homer's only water source and its weakest link. KBNERR's report will be submitted soon and we need help putting their research into context with our long term water plans as well as calibrate our water plans with the effects of climate change. An update to the Water Master Plan would help us accomplish these efforts, thereby substantially improving the resilience and security of the City's water distribution system.

We've been offered a Principal Forgiveness Subsidy in the amount of \$37,500 for a Water Master Plan Update. The estimated cost is \$80,000. It is necessary to submit a loan application to the ADEC in order to "lock in" the Principal Forgiveness Subsidy. Once we the loan is offered to us, we will present Council with an ordinance appropriating the funds.

III. RECOMMENDATIONS: That the City Council authorize the City Manager to apply for a \$80,000 loan from the ADEC for the Water Master Plan Update.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Public Works Director

RESOLUTION 23-095

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AUTHORIZING THE CITY MANAGER TO APPLY FOR AN ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION STATE
REVOLVING LOAN FUND LOAN FOR THE WASTE WATER MASTER
PLAN UPDATE.

WHEREAS, The City has been offered a Alaska Department of Environmental
Conservation (ADEC) Principal Forgiveness Subsidy for the Waste Water Master Plan Update in
the amount of \$75,000; and

WHEREAS, It is necessary to submit a loan application to ADEC to lock in the Principal
Forgiveness Subsidy; and

WHEREAS, The estimated cost of the Waste Water Master Plan Update is \$80,000; and

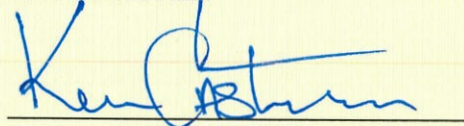
WHEREAS, Homer's existing Waste Water Master Plan was developed in 2006 and an
update is necessary to plan for increased demand on the Waste Water Treatment Plant; and

WHEREAS, Upon notification of award, an ordinance will come before Council
accepting the loan and appropriating it and any additional funds necessary to complete the
project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby
authorizes the City Manager to apply for An Alaska Department of Environmental Conservation
State Revolving Loan Fund Loan for the Waste Water Master Plan.

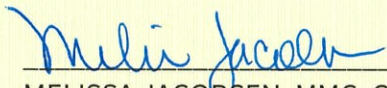
PASSED AND ADOPTED by the Homer City Council this 11th day of September, 2023.

CITY OF HOMER



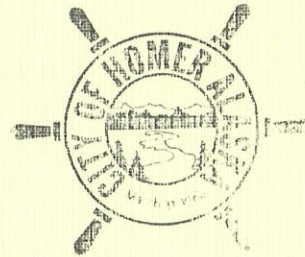
KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





MEMORANDUM

**Resolution 23-095, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Apply for an Alaska Department of Environmental Conservation (ADEC) FY24 State Revolving Loan Fund Loan for the Waste Water Master Plan Update.
City Manager/Public Works Director.**

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 5, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request authorization to apply for a loan from the Alaska Department of Environmental Conservation (ADEC) in the amount of \$80,000 to update the Waste Water Master Plan.

II. Background:

We've received an update from the Alaska Department of Environmental Conservation (ADEC) about the FY24 Intended Use Plan for the State Revolving Loan Fund (SRF) and related Principal Forgiveness Subsidies. There is good news. The City's been offered Principal Forgiveness Subsidies for several important projects. One of them is a Waste Water Master Plan Update.

Homer's existing Waste Water Master Plan was developed in 2006, with a planning horizon of 20 years. In some ways, this 2006 report is still timely. The population was projected to be 9,699 people in 2020. It is 2023 and we have not reached that population within Homer's city limits. The Waste Water Treatment Plant (WWTP) has a design capacity of 880,000 gallons per day, peak flow. In 2006, the average daily flow was 390,000 gallons per day. Today, we are running at over 50% capacity,. However, change has occurred and is likely to continue.

Homer is contemplating the expansion of its Port facilities, which could increase demand on the WWTP. The areas outside Homer's city limits are expanding and some of that expansion trucks septic tank septage to Homer. We've been making substantial investments to renovate the WWTP systems – clarifiers, blowers and more. We need to know what the overall affect is on the continued longevity of our system. Further, Homer is still experiencing high rates of Inflow & Infiltration (I & I), which directs drainage from roof drains, footing drains and leaking manholes to enter the sewer pipe

lines, causing the WWTP to treat clean water. There are days when we run at capacity due to I & I. Further, regulations have changed over the past few years, making our discharge permit's operating parameters more stringent. We see this trend continuing as time goes by.

We've been offered a Principal Forgiveness Subsidy in the amount of \$75,000 for a Sewer Master Plan Update. The estimated cost is \$80,000. It is necessary to submit a loan application to the ADEC in order to "lock in" the Principal Forgiveness Subsidy. Once the loan is offered to us, we will present Council with an ordinance appropriating the funds.

III. RECOMMENDATIONS: That the City Council authorize the City Manager to apply for an ADEC loan in the amount of \$80,000 for the Sewer Master Plan Update.

**CITY OF HOMER
HOMER, ALASKA**

Erickson

RESOLUTION 25-049

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
ESTABLISHING A COMMUNITY RECREATION CENTER NON-
ENDOWED FIELD OF INTEREST FUND WITH THE HOMER
FOUNDATION, OUTLINING THE PROCESS FOR OVERSIGHT OF
THOSE FUNDS AND AUTHORIZING THE CITY MANAGER TO
NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Homer City Council wishes to provide a mechanism whereby members
of the general public and other grantors may provide financial assistance to support the
development of a Community Recreation Center; and

WHEREAS, Building a new Community Recreation Center is a City Council and
community priority; and

WHEREAS, Community Recreation Center Non-Endowed Field of Interest Fund will
provide a mechanism whereby members of the general public or other grantors may provide
financial assistance to support the creation of a Community Recreation Center; and

WHEREAS, A non-endowed fund is intended to be a long term fund to meet the
immediate and ongoing needs of the community; and

WHEREAS, The Homer Foundation manages endowment funds on behalf of individuals
and organizations, including the City of Homer; and

WHEREAS, It is appropriate to have guidelines for the expenditure of donor funds so
that donors are encouraged to donate to the fund and have some assurances their intent will
be followed.

NOW, THEREFORE, BE IT RESOLVED that the City of Homer, establishes a Community
Recreation Center Non-Endowed Field of Interest Fund through the Homer Foundation and
authorizes the City Manager to negotiate and execute the appropriate documents.

BE IT FURTHER RESOLVED that the City Council will direct on expenditures from the
Community Recreation Center Non-Endowed Field of Interest Fund Revenue according to the
following guidelines:

- a. Infrastructure and site preparation, including engineering and design
- b. Facility engineering and design
- c. Community Recreation Center construction

- d. Other needs deemed relevant by Council specific to the completion of a Community Recreation Center.

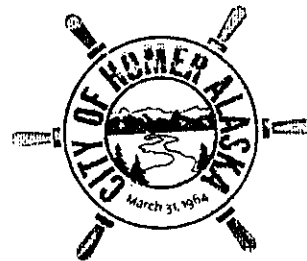
PASSED AND ADOPTED by the Homer City Council this 12th day of May, 2025.

CITY OF HOMER


RACHEL LORD, MAYOR

ATTEST:


RENEE KRAUSE, MMC, CITY CLERK



Fiscal note: \$10,000 minimum funding amount



MEMORANDUM

Resolution 25-049, A Resolution of the City Council of Homer, Alaska, Establishing a Community Recreation Building Non-Endowed Field of Interest Fund with the Homer Foundation and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. Erickson.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Date: May 12, 2025
From: Shelly Erickson, Councilmember

As the City moves forward with the Community Recreation Center (REC Center) project, it is important to start looking at the funding for the project. It is very important that the City provides the community, as a whole, the ability to donate to the REC Center project, and rally around this great cause. Creating the fund will provide the Community with event fundraising and personal donations opportunities.

The Homer Foundation offers a program where the community, as individuals and organizations, can deposit money for this project. The program allows for tax deductible donations, along with fund raisers, and potential fund pledge drives (which could be billed and collected through the foundation). These funds would be used only for the hard assets of the building and sports equipment.

The City would need to deposit a minimum of \$10,000 for the initial creation of the fund, and then the community could deposit their donations through the Foundation. This is a non-endowed fund, meaning that the REC Center project would have access to all of the money. It will be managed by the Foundation under the guidelines established.

While the City does not know what the costs for the building and equipment will be, a starting goal of \$3 million dollars would be great.

Recommendation:
Adopt Resolution 25-049.



MEMORANDUM

Annual Destruction of Inactive Records

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: August 25, 2025
From: Zach Pettit, Deputy City Clerk II
Through: Melissa Jacobsen, City Manager

In accordance with HCC 2.08.010(g), the City Clerk's office has completed the annual inactive records destruction process.

On June 5, 2025, Department Heads were notified of the inactive records that were eligible for destruction, and as a result, 146 boxes of records were approved, pulled, and staged in the Council Chambers. Arctic Shred of Anchorage, Alaska performed on-site shredding of 3650 pounds of inactive records on July 25, 2025.

Arctic Shred travels from Anchorage to the Peninsula annually to provide their on-site service and then brings the shredded materials to their facility in Anchorage for appropriate disposal. This is the City Clerk's Office second year working with Arctic Shred for our inactive records destruction.

Copies of the Inactive Records Storage Forms and memorandums approving destruction are available in the City Clerk's office for review.

To date, the City Clerk's office has received 25 boxes of inactive records from various city departments, and those boxes have been logged in and stored in the storage areas located within City Hall. That number will likely increase by a minimum of 30 boxes as we approach years end.

LIBRARY ADVISORY BOARD

2025 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/15 5:00 p.m.	Tuesday 1/21 5:30 p.m.	Monday 1/27 6:00 p.m.	
FEBRUARY	Wednesday 2/12 5:00 p.m.	Tuesday 2/18 5:30 p.m.	Monday 2/24 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Library Fees, Policies, Rules & Regulations • Annual Review of Board's Bylaws • Celebration of Lifelong Learning • Strategic Plan & Goals
MARCH	Wednesday 3/12 5:00 p.m.	Tuesday 3/18 5:30 p.m.	Monday 3/24 6:00 p.m.	<ul style="list-style-type: none"> • Reappointment Notices Sent Out
APRIL	Wednesday 4/09 5:00 p.m.	Tuesday 4/15 5:30 p.m.	Monday 4/28 6:00 p.m.	<ul style="list-style-type: none"> • Terms Expire April 1st • National Library Week, Library Workers Day, & Library Legislative Day
MAY	Wednesday 5/14 5:00 p.m.	Tuesday 5/20 5:30 p.m.	Tuesday 5/27 6:00 p.m.	<ul style="list-style-type: none"> • Election of LAB Officers
JUNE	No Regular Meeting			
JULY	No Regular Meeting			
AUGUST	Wednesday 8/13 5:00 p.m.	Tuesday 8/19 5:30 p.m.	Monday 8/25 6:00 p.m.	<ul style="list-style-type: none"> • Library Budget Review *may not be applicable during non-budget years • CIP Draft Recommendations • Advisory Body Training Worksession
SEPTEMBER	Wednesday 9/10 5:00 p.m.	Tuesday 9/16 5:30 p.m.	Monday 9/22 6:00 p.m.	<ul style="list-style-type: none"> • Library Card Sign-up Month
OCTOBER	Wednesday 10/15 5:00 p.m.	Tuesday 10/21 5:30 p.m.	Monday 10/27 6:00 p.m.	<ul style="list-style-type: none"> • Approve Meeting Schedule for Upcoming Year
NOVEMBER	Wednesday 11/12 5:00 p.m.	Tuesday 11/18 5:30 p.m.	Monday 11/24 6:00 p.m.	<ul style="list-style-type: none"> • National Friends of Libraries Week
DECEMBER	Wednesday 12/10 5:00 p.m.	Tuesday 12/16 5:30 p.m.	1/12/2025 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Strategic Plan/LAB Goals

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