



Agenda

ADA Advisory Board Regular Meeting

Thursday, May 08, 2025 at 4:00 PM

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

Homer City Hall

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

Zoom Webinar ID: 998 6324 0301 Password: 404451

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

CALL TO ORDER, 4:00 P.M.

APPROVAL OF THE AGENDA

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA The Public is invited to comment on items not scheduled for Public Hearing. (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATION(S)

APPROVAL OF THE MINUTES

[A.](#) Unapproved Meeting Minutes- April 10, 2025 Regular Meeting **Page 3**

REPORT(S)

PUBLIC HEARING(S)

PENDING BUSINESS

[A.](#) Review of Bylaws **Page 7**

NEW BUSINESS

INFORMATIONAL MATERIALS

[A.](#) 2025 ADA Calendar **Page 12**

[B.](#) City Manager's Report- April 14, 2025 City Council Meeting **Page 13**

[C.](#) City Manager's Report- April 28, 2025 City Council Meeting **Page 27**

COMMENTS OF THE AUDIENCE The public is invited to comment on any topic. (3 Minute Time Limit)

COMMENTS OF THE STAFF

COMMENTS OF THE BOARD

ADJOURNMENT

The next Regular Meeting is Thursday, June 12, 2025, at 4:30 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar

CALL TO ORDER

Session 24-02 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:08 p.m. on April 10, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, LEPLEY, SAFRA, CASE

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE
DEPUTY CITY CLERK I APPEL

AGENDA APPROVAL

SAFRA/PARSONS MOVED TO APPROVE THE AGENDA

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA (3 Minute Time limit)

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF THE MINUTES

A. Unapproved Special Meeting Minutes for FEBRUARY 13, 2025

CASE/PARSONS MOVED TO APPROVE THE MINUTES FOR FEBRUARY 13, 2025

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)

A. ADA Coordinator's Report- Staff Report

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- Updates have been completed to the transition plan, still waiting for Public Works updates
- Addressing non-compliant issues will be dependent on FY26/FY27 budget
- Found a few minor corrections on the bylaws

PUBLIC HEARING(S)

PENDING BUSINESS

A. RFI Review

Chair Thorsrud introduced the topic and deferred to ADA Coordinator Krause to open discussion. The Board had brief discussion including the following:

- Clarification of dates for public publishing and submission to City Council
- Length of time between publishing RFI and closed date for proposals
- If companies could be directly contacted or are solely responsible for finding the RFI themselves
- Advertisement in plans rooms across the state

LEPLEY/SAFRA MOVED TO APPROVE THE LETTER AND HAVE IT MOVE ON IN THE PROCESS

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

A. Review of Bylaws and 2025 Calendar

Chair Thorsrud introduced the item by reading the title, then deferred to ADA Coordinator Krause. Ms. Krause explained a few typos found in the bylaws that needed correction. She also addressed the meeting schedule, requesting the Board strikes the July and December meetings from the calendar and change the meeting time to appeal to filling the current vacancy. The Board continued discussion.

Chair Thorsrud called for a vote to amend the meeting calendar, striking July and December meetings.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Chair Thorsrud called for a vote to change the Regular Meeting Time from 4:00 pm to 4:30 pm.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Chair Thorsrud called for a vote to adopt the changes in typos found in the bylaws.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

INFORMATIONAL MATERIALS

- A. New ADA Board Member
- B. City Manager's Report- March 24, 2025 City Council Meeting

Chair Thorsrud introduced each informational item. Chair Thorsrud facilitated discussion on the materials. The Board welcomed the new Board Member.

COMMENTS OF THE AUDIENCE

COMMENTS OF COUNCIL

Council Member Parsons stated he was in a meeting earlier that day discussing a pedestrian underpass at Diamond Creek recreation area. He stated he appreciated all the effort that people are engaging in outside of the meetings and thanked the Board for all they do.

COMMENTS OF THE STAFF

Deputy City Clerk Appel stated it was a good meeting and she always appreciates the commentary in the meetings.

COMMENTS OF THE BOARD

Board Member Lepley wished to reiterate his excitement at finally getting the proposed ramp system to where it is and also thanked the Board for all the help with the process. He welcomed new Board Member, Pat Case, saying he thought it was wonderful to have him on the Board.

Board Member Safra said she appreciates the work that everybody does and is looking forward to moving things along as they're able to do so.

Board Member Case wanted to acknowledge Board Member Safra and the work she does for the seniors of Alaska and he appreciates everything she does. He also stated he's happy to be on the Board and feels comfortable.

Board Member Parsons thanked everyone for the meeting, also thanking the Clerk's Office for everything they do.

Board Member O'Brien stated he has enjoyed being part of the Board. He said it's a great group to work with and he's appreciative to be involved.

Chair Thorsrud stated she agreed with all the previous comments and glad to finally have Pat Case on the Board.

ADJOURNMENT

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 5:03 p.m. The next regular meeting is Thursday, May 8th, 2025 at 4:00 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____

48 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for
49 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.
50

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

- 52 • A member fails to qualify to take office within 30 days after their appointment;
- 53 • A member resigns;
- 54 • A member is physically or mentally unable to perform the duties of the office;
- 55 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- 56 • A member has two consecutive unexcused absences, or misses half of all meetings within an
57 appointment year, whether excused or unexcused.
58

59 Section 5. The Mayor and City Manager may serve as non-voting, consulting members.
60

61 **ARTICLE IV – OFFICERS**

62
63 Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed members
64 at the regular August meeting of the Board.
65

66 Section 2. Officers shall serve a term of one year from the August meeting at which they are elected,
67 and until their successors are duly elected. Officers may be re-elected in subsequent years.
68

69 Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special
70 meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all
71 committees, and generally perform all duties associated with that office.
72

73 Section 4. In the event of the absence of the Chairperson, the Vice-Chairperson shall assume and
74 perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum
75 of four members are present, the senior member shall assume and perform the duties and functions of
76 the Chair.
77

78 **ARTICLE V – CITY STAFF ROLES**

79
80 Section 1. The ADA Coordinator shall serve as a staff liaison to the Board. The staff liaison shall assist
81 the Chairperson in setting meetings, preparing agendas, and other documentary material, and
82 coordinating the acquisition of needed materials and training. The staff liaison shall submit reports
83 and recommendations for those agenda items requiring decisions or recommendations by the Board.
84 Other staff having experience, education, and professional training in a subject matter on the agenda
85 may provide input, reports and recommendations, or may provide supplemental information. The
86 information submitted may be oral, written or graphic, or some combination of all.
87

88 Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as
89 the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the
90 Chairperson with the conduct of the meeting.
91

92 **ARTICLE VI – MEETINGS**

93

141 Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may
142 be scheduled for the Conference Room or virtually.)

143
144 Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally
145 be limited to three minutes per person. Exceptions may be provided for at the Chairperson’s discretion
146 or by a majority vote of the members in attendance.

147
148 Section 8. Recorded minutes shall be made available by the City Clerk’s Office to the Board prior to the
149 next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall
150 be available to the public as required by Homer City Code and Alaska State Statutes.

151
152 Section 9. Teleconference/electronic participation is allowed per the rules and limitations set forth in
153 Homer City Code 2.58.060.

154
155 **ARTICLE VII – GENERAL OPERATING PROCEDURES**

156
157 Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is
158 consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other
159 cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18
160 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.70 ADA
161 Advisory Board; and the Open Meetings Act – AS 44.62.310-312.

162
163 Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting,
164 unless such member claims a conflict of interest, or has an excused absence, in which event the
165 member shall be excused from voting. The member shall then state for the record the basis for the
166 abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the
167 order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee
168 is prohibited.

169
170 Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be
171 suspended temporarily in connection with business at hand; and such suspension to be valid; may be
172 taken only at a meeting at which at least four of the members of the Board shall be present, and two
173 thirds of those present shall so approve.

174
175 Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager
176 shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager
177 and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop
178 model procedures to be used as a guide for the Board.

179
180 **ARTICLE VIII – COMMITTEES**

181
182 Section 1. Committees of one or more members for such specific purposes as the business of the Board
183 will only become active upon approval of Council. A memorandum and resolution will go before
184 Council outlining the reason, tasks assigned and termination date. Committees shall be considered to
185 be discharged upon completion of the purpose for which it was appointed, and after its final report is
186 made to and approved by the Board.

187
188 Section 2. All committees shall make a progress report to the Board at each of its meetings.

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ARTICLE IX – BYLAW AMENDMENTS

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

ADA ADVISORY BOARD 2025 Annual Calendar of Meetings and Topics

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	No Meeting Scheduled			
FEBRUARY	Wednesday 2/5 5:00 p.m.	Thursday 2/13 4:00 p.m.	Monday 2/24 6:00 p.m.	ADA Budget Review *may not be applicable during non-budget years Review Annual Strategic Plans & Goals Draft Review of Trails Transition Plan Discussion of Community Recreation Transition Plan CIP Project Development
MARCH	Wednesday 3/5 5:00 p.m.	Thursday 3/13 4:00 p.m.	Monday 3/24 6:00 p.m.	Meeting canceled
APRIL	Wednesday 4/2 5:00 p.m.	Thursday 4/10 4:00 p.m.	Monday 4/13 6:00 p.m.	<ul style="list-style-type: none"> • ADA Budget Review FY26/FY27 • CIP Project Draft RFI Memo
MAY	Wednesday 4/30 5:00 p.m.	Thursday 5/8 4:00 p.m.	Monday 5/22 6:00 p.m.	<ul style="list-style-type: none"> • Community Rec Transition Plan Discussion
JUNE	Wednesday 6/4 5:00 p.m.	Thursday 6/12 4:00 p.m.	Monday 6/22 6:00 p.m.	<ul style="list-style-type: none"> • Status Update of Adopted Transition Plans • CIP Project Final Draft
JULY	Wednesday 7/2 5:00 p.m.	Thursday 7/10 4:00 p.m.	Monday 7/20 6:00 p.m.	<ul style="list-style-type: none"> • Term Expiration Notices/Reapplications Distributed • CIP Review and Recommendations
AUGUST	Wednesday 8/6 5:00 p.m.	Thursday 8/14 4:00 p.m.	Monday 8/24 6:00 p.m.	<ul style="list-style-type: none"> • Reapplications Due to Clerks Office • CIP Project Recommendations
SEPTEMBER	<ul style="list-style-type: none"> • Wednesday 9/3 5:00 p.m. 	Thursday 9/11 4:00 p.m.	Monday 9/22 6:00 p.m.	Community Rec Transition Plan Draft
OCTOBER	Wednesday 10/01 5:00 p.m.	Thursday 10/09 4:00 p.m.	Monday 10/12 6:00 p.m.	<ul style="list-style-type: none"> • Approve Meeting Schedule for Upcoming Year • Board Training by City Clerk
NOVEMBER	Wednesday 11/05 5:00 p.m.	Thursday 11/13 4:00 p.m.	Monday 11/23 6:00 p.m.	<ul style="list-style-type: none"> • Review Strategic Plan & Goals for 2026
DECEMBER	No Meeting Scheduled			

*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.



City of Homer

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Office of the City Manager

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Homer, Alaska 99603

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(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: April 10, 2025
SUBJECT: City Manager’s Report for April 14, 2025 Council Meeting

MAPP Community Meeting 3/21/25

On March 21st, MAPP held a community meeting to share progress on three locally identified priorities: attainable housing and improved communication on housing, food security, and childcare services. The City is one of many area agencies that comprise MAPP (Mobilizing for Action through Planning and Partnerships), a coalition dedicated to making the Southern Kenai Peninsula a better and healthier place to live. One exciting announcement was the unveiling of the 907 Navigation App, downloadable for free from your preferred app source. It was created by the Alaska Impact Alliance to assist Alaskans in navigating the state’s unique landscape of public services, non-profits, and benefits. You can learn more at [907 Navigation App – Alaska Impact Alliance](#) or watch how to use it at <https://youtu.be/XNFUrfxNLXg>. It is very much designed by Alaskans for Alaskans, so users are encouraged to recommend websites of local resources to include.

907 Navigation

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Download the App

Discover the 907 Navigation app – your free guide to look up local resources, navigate complex systems, and check program eligibility in multiple languages!

www.alaskaimpactalliance.com

Comprehensive Plan and Title 21 Updates

The City continues to work closely with our partners at Agnew::Beck on the Comprehensive Plan update as we make progress towards getting feedback incorporated and the Public Hearing Draft ready for prime time. We’ve also welcomed our other partners at Stantec on board and have begun preliminary work on the Title 21 update. We remain conscious of costs for this contract and are staying on track with the established budget. Please see the attached schedules and stay involved!

Port Property Leasing Update

To enhance management and oversight of leases on City property, the City hired a part-time Port Property Associate, Mark Bowman. The current focus for the Port Property Associate is prioritizing Lease compliance. Standard lease actions (applications, assignments, etc.) continue to be processed, now aided by a new CRM system for improved efficiency. We are actively addressing Sublease compliance issues and reviewing Title 18 and the Base Lease to recommend adjustments to clarify and streamline management. An internal team

meets monthly to guide these efforts, and we look forward to updating the Port & Harbor Advisory Commission and City Council in May and June respectively.

KPB Tourism Industry Task Force

The Kenai Peninsula Borough (KPB) Assembly established a Tourism Industry Task Force that has been meeting regularly since December 2024 to evaluate the balance between positive and negative tourism-related impacts on KPB costs and services. The last meeting of the task force was April 10th, however the group was unable to reach a majority vote on the approval of their recommendations to the Assembly. Some members felt they needed more statistics and information to further develop the final report. There will be a request that the Assembly extend the term of the task force, and if approved, additional meetings will be scheduled. A copy of their current draft final report is attached.

Kachemak Peatlands NOAA Grant

City staff met with Katherine Schake and Willy Dunn, KBNERR, and Marie McCarty, KHLT, to discuss the Kachemak Peatlands grant. This was in response to learning that the KPB, through Aaron Hughes, has expressed interest in selling some of their properties, the Homer 8, being considered in this grant. This is following the adoption of Resolution 24-124(S) that acknowledged we aren't moving forward with the planning and construction of infrastructure at this time due to the high cost of the proposed design. The resolution does confirm the City's interest in continuing to acquire the properties in the peatlands. At the meeting we discussed ways to stay engaged with the KPB, and options for putting together a package to present to the KPB to still acquire properties in the Homer 8 and to negotiate for 2 privately owned parcels.

Diamond Creek Recreation Area Pedestrian Underpass

Staff met with folks from the Homer Trails Alliance (HTA) and Councilmembers Parsons and Aderhold for updates and conversation about the work being done towards a pedestrian underpass as part of the Alaska Department of Transportation and Public Facilities (AKDOT&PF) Sterling Highway rehabilitation project. The HTA has contracted with Happy Trails Consultants to develop a new proposal that provides a more direct path than what was originally developed in the City's contract with Kinney Engineering and Happy Trails. The new proposal uses a maintenance road that will be developed in the right-of-way as part of this project. The next step will be to engage with AKDOT&PF to get their support for using a portion of their right-of-way.

City Manager Meetings and Events:

- March 25th – met with citizen re: HVFD
- March 25-April 9 – Lobbyist RFP Review Committee meetings and proposer interviews
- April 2nd – S3 Workshield zoom meeting
- April 4th – J&H Consulting Lobbyist check-in
- April 9th – met with KBNERR, KHLT, and staff re: Kachemak Peatlands NOAA Grant check in
- April 10th – met with Homer Trails Alliance, Councilmembers Parson & Aderhold, and Staff re: Diamond Creek Recreation Area Pedestrian Underpass and KPB Tourism Working Group zoom meeting
- Completed AML Learning Hub Asset Management 101
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- April Employee Anniversaries
- Memorandum re: Update on Federal Funding Changes
- Homer Comprehensive Plan Schedule
- Homer Title 21 Update Project Overview
- Cook Inlet Citizen Regional Advisory Council Report
- Small Business Development Center Quarterly R



MEMORANDUM

Employee Anniversaries for April

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: April 14, 2025
From: Andrea Browning, Personnel 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.

Joe Young	Public Works	18	Years
Rick Pitta	Police	16	Years
Jean Arno	Public Works	11	Years
Jaclyn Arndt	Fire	9	Years
Dave Berry	Library	6	Years
Ricky Borland	Port	6	Years
Aaron Yeaton	Public Works	6	Years
Will Kern	Public Works	4	Years
Hunter Dixon	PW	1	Year
Derek Haws	Fire	1	Year
Chelsea Marsh	Fire	1	Year



MEMORANDUM

Update on Federal Funding Changes

Item Type: Informational Memorandum
Prepared For: Mayor and City Council
Date: April 8, 2025
From: Jenny Carroll, Special Projects & Communications Coordinator
Through: Melissa Jacobsen, City Manager

Update on Federal Funding Changes

- **FY25 Federal Appropriation Request for A-Frame Water Transmission Main Project**

In March, Congress passed a Continuing Resolution (CR) to keep the Federal government funded through September 2025. The CR excluded all Congressionally Directed Spending (CDS aka earmarks), which means that none of the projects that Senator Murkowski advanced in the Senate bills were ultimately enacted. Funding approved by the Appropriations Committee for the City's A-Frame Water Transmission Main Replacement project was not included in the final measure.

While disappointing, we knew this outcome was a distinct possibility as the Federal FY25 budget process unfolded – which is why staff resubmitted the project request for the FY26 review process. At this time, no formal timelines have been announced by the Appropriations Committee. The Senator's office said that all FY26 CDS requests will be reviewed as part of a fresh evaluation process, alongside new submissions. Prior inclusion in FY25 bills does not guarantee selection in this year's process.

- **Building Code BRIC Grant**

Due to the recently announced decision on April 4, 2025, by the Department of Homeland Security (DHS), the FEMA Building Resilient Infrastructure & Community (BRIC) Program has been shuttered and will no longer exist in its current form. As per the DHS/FEMA guidance all projects not yet awarded from FY2020, 2021, 2022 & 2023 will not be awarded.

Unfortunately, this includes the City of Homer BRIC award for developing building codes, as well as many other projects across Alaska. The State of Alaska Division of Homeland Security and Emergency Management tells us that at this time there is no appeal process to save projects that have not yet been awarded. If there is a change in policy, or the creation of a new program that provides opportunities such as the ones in BRIC we will be notified. At this time, they have no further guidance on if a program like this will return in the future.

- **Raw Water Transmission Main Replacement Hazard Mitigation Funding**

No impact. All Hazard Mitigation Grant Program (Disaster-funded) projects nationally will continue. The project is ready to go out to bid as soon as FEMA finishes a review of and approves the bid package, which the City submitted on March 25, 2025.

- **FY25 BUILD (formerly RAISE) Grant for Non-motorized Transportation Planning and Design**

In response to the U.S. Department of Transportation’s Directive to review all unobligated FHWA grants made in FY 2022 – FY 2025, staff worked with the Mayor to compose advocacy letters on behalf of the City’s application.

On March 27, 2025, letters advocating for a renegotiated grant award were distributed to:

Senator Dan Sullivan and staff, Nick Alexander and Elaina Spraker
Senator Lisa Murkowski and staff, Tanya Lautaret, Dana Herndon and Logan Basner
George Mantis, Chief of the BUILD (formerly RAISE) Grant Program
Sean Duffy, Secretary US Department of Transportation
Steven Bradbury, Deputy Secretary US Department of Transportation

In response, Senator Sullivan’s staff asked that the City complete a form his office had prepared to explain how the project benefits Alaska in alignment with Executive Order 14153. The Senator is collecting this information from affected grant recipients across Alaska to work on their behalf. Staff completed and submitted the form, and in coordination with the Mayor, composed letters to follow-up our renegotiation request in light of the current directive. These letters were distributed to the same recipient list as above, as well as Representative Nick Begich and his staff.

- **FY26 Community Project Funding (CPF) Request to Senator Nick Begich**

The House Appropriations Committee finalized CPF guidance for FY26 CPF (appropriations) requests and will open its electronic portal on April 14 where each member of the US House of Representatives has the opportunity to nominate up to 15 projects.

On April 2, 2025 staff submitted four CPF requests to the Representative, matching the CDS requests submitted to Senator Murkowski: (1) Homer Harbor Float Replacement Design & Permitting funds; (2) Funds to reauthorize US Army Corps of Engineers’ work on the Homer Spit Revetment General Investigation; (3) A-Frame Water Transmission Line Replacement; and (4) Brush Attack Unit and Wildland-Urban Pumper Truck for Wildland-Urban Interface Fire Protection.

- **FY24 PIDP Float System Replacement Grant & FY25 PIDP Application Preparation**

City staff recently met with the Maritime Administration (MARAD) to discuss our unsuccessful FY24 Port Infrastructure Development Program (PIDP) grant application for replacing Harbor Float Systems 4 and 1. Despite not being selected, we received encouraging feedback on our application's strengths and areas for improvement.

Application Performance

MARAD's review process is two-tiered. Tier 1 consists of initial eligibility and rating of merit criteria, some of which is statutory (written into law for the grant program) and some of which is discretionary (reflecting administrative priorities). Our application successfully passed the initial Tier 1 eligibility and technical review. The application additionally:

- Advanced through Tier 2 technical evaluation by subject matter experts
- Reached final discretionary consideration at the Secretary of Transportation's level
- Was not among the 31 projects ultimately selected for funding.

Key Feedback

The primary reason our application wasn't funded was risk assessment. Our project cost was identified as being on the high end of typical PIDP awards and no environmental had been completed which led to schedule risk.

Recommendations for Future Applications

The MARAD reviewer suggested dividing the project into smaller phases to reduce the total project cost. Phases could be funded across multiple PIDP or RAISE grant cycles.

Positive Outlook

The reviewer expressed optimism about our prospects in future grant rounds, noting that:

- The application scored well on statutory requirements
- The project aligns with current Administrative priorities
- We have a strong foundation for an FY25 application.

FY25 PIDP Application

The FY2025 PIDP Notice of Funding is posted, but has not yet been updated to reflect current administrative priorities. The statutory merit criteria will remain the same, and the previous discretionary merit criteria will be removed. We do not yet know what, if any, new criteria or rating structure will be part of the new grant instructions, or if there will be a meaningful extension of the April 30 grant deadline. Staff is beginning to work with consulting firm HDR to evaluate our position and whether to prepare a FY25 PIDP application. If we do, we plan to implement the reviewer's advice by focusing on a phased approach, prioritizing one float system to replace first based on statutory merit criteria, and a Resolution of support for the City's FY25 application would be presented to Council in the very near future.



Homer Comprehensive Plan Update Working Schedule to Finalize and Adopt the Plan

April 9, 2025

- **April 29th, 2025:** Conduct Planning Commission Work Session to share summary of public comments, proposed revisions, and discuss outstanding questions/changes.

- **Week of June 9th, 2025 (exact date TBD)** – Conduct Joint Work Session with Planning Commission and City Council to share and discuss Public Hearing Draft and confirm process for public release.

- **Week of June 16th, 2025 (exact date TBD)** – Post the Public Hearing Draft to the project website and conduct related outreach including email updates and communications with City Boards, Committees, and Commissions on Public Hearing Draft availability and adoption process with key dates.

- **July 16th, 2025:** Adoption process initiated with public hearing at Planning Commission regular meeting.

- **August 2025 (exact date TBD):** Aim to complete City Council adoption.

- **September 2025 (exact date TBD):** Plan goes to Borough Assembly for review and adoption.

City of Homer Title 21 Update

Project Overview

Updated April 2025








Project Purpose

The City of Homer is revising its zoning policies, found in [Title 21 of the City Code](#). Zoning code governs how land in a municipality is used and establishes rules on how properties function. Zoning is a tool to achieve the intent and future land use goals set by the comprehensive plan. A well-written code provides the Planning Commission and staff with tools to effectively regulate development, protect and enhance the community, and clearly communicate development processes and requirements to applicants, such as residents, builders, developers, and businesses.

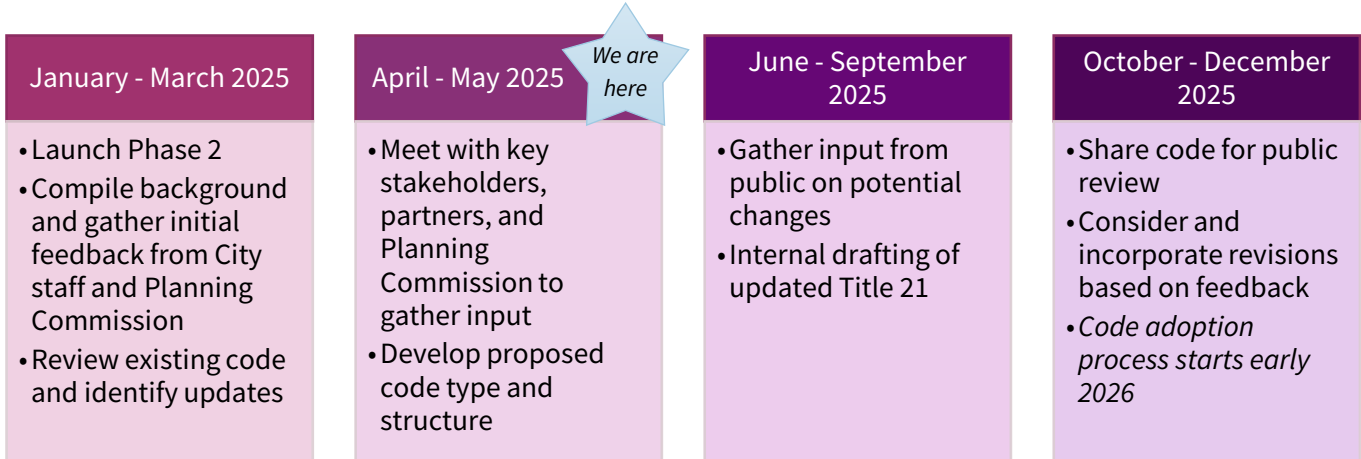


Project Goals

				
Streamline development processes and increase predictability	Increase code clarity and flexibility	Better align the code with community plans	Consider natural hazards and preserve natural features	Simplify, reorganize, and add visuals to make the code more user friendly

Project Timeline

This project is Phase 2 of a two-phased community development effort. Phase 1 is the update to the City's Comprehensive Plan, currently being finalized. To learn more about the Homer Comprehensive Plan Update, visit homercompplanupdate.com.



Ongoing: Monthly updates and/or work sessions with the Planning Commission and City Council

How to Get Involved



Join meetings. We are sharing information and discussing the Title 21 process and related updates at upcoming City of Homer Planning Commission meetings. Visit the [project website](#) for details on dates, topics, and how to join.



Send comments. Submit a virtual comment card [here](#) to share your ideas.



Weigh in. This summer, the public will be invited to share your feedback on potential changes to Title 21.



Sign up. Visit the project website to sign up for project e-newsletters (approximately 4-5 emails between now and December 2025).



Contact the team. City Planner, Ryan Foster, rfoster@ci.homer.ak.us; Project Manager, Shelly Wade, shelly@agnewbeck.com.

Learn more about the project, including important dates, materials, and how to connect with the project team at

www.HomerT21CodeUpdate.com





Homer Title 21 Update

Progress Report to City Council

Prepared April 8, 2025

Accomplishments to Date

November 2025: Initial Introduction to City Council

February 2025: Staff Listening Session

- Met with City staff to discuss some of the challenges with the current code and what is working well. Also discussed desired future developments and examined specific topics such as conditional use permits, natural hazards, and sign code. This conversation built from an initial list of code issues, featuring input from the Homer Planning Commission and City staff.
- *Listening session held February 6, 2025; [agenda](#) and [notes](#) available on project website.*

March 2025: Planning Commission Kickoff Meeting

- Facilitated a discussion at a regularly scheduled Planning Commission meeting to introduce the project team and share an overview of the schedule and tasks. Reviewed the Planning Commission's role and shared some examples from another community. Discussed top priorities for the code update.
- *Kickoff held March 5, 2025; meeting [minutes](#), [slides](#), and [recording](#) available on project website.*

April 2025: Summary Background

- This report summarizes relevant inputs into Homer's Title 21 Zoning Code Update. Input comes largely from the 2035 Comprehensive Plan Update Public Review Draft, including public input related to zoning, demographic data, goals, and strategies.
- *The Summary Background will be discussed at the April 16th, 2025 Title 21 Update Planning Commission Work Session.*

April 2025: Code Audit

- This audit of the existing code is an important starting point for the code revision process. The code audit summarizes input on key issues from staff and Planning Commission members, along with a technical code review by the consulting team. The code review addresses specific regulatory topics, first by summarizing the existing regulations, followed by considerations and recommendations to align the City's zoning/development standards. The audit identifies areas of the code that are: overly complex, redundant, and unclear; create barriers to housing; are onerous to permitting and approvals; are outdated as sound planning practices; or fail to achieve the outcomes the City wants to see as articulated in the draft comprehensive plan.
- *The Code Audit will be discussed at the April 16th, 2025 Title 21 Update Planning Commission Work Session.*

April 2025: Launch Website

Project website launched to the public: <https://homert21codeupdate.com/>

Upcoming Activities

- **April 16th: Planning Commission Work Session.** The project team will present key findings from the Summary Background and Code Audit, and related topics.
- **April 29-30th: Stakeholder Dialogues.** The project team is convening three dialogues to talk with Homer-area professionals that use/engage with the code (Title 21). This includes:
 - Builders and Developers
 - Business Owners
 - Realtors
- **April 30th: Community site tour.** The project team will drive around Homer with City staff to visit example areas where zoning policies resulted in positive outcomes, and areas of concern/tension.
- **May 21st: Planning Commission Meeting.** The project team will share an overview of April stakeholder engagement activities and guide a discussion around specific sections of the code.

Roles of the Planning Commission and City Council

Planning Commission

The Planning Commission is the advisory body for the Title 21 Update process.

Roles:

- Share guidance, feedback, and local knowledge during the code drafting process.
- Provide feedback on draft materials, including the draft code.
- Make a recommendation to the City Council regarding adoption the Title 21 Update.

City Council Engagement

- The project team will share periodic updates with the City Council, often via the City Manager's reports.
- City Council members are invited to stay informed about the process by attending Planning Commission meetings, reading project documents, participating in community activities, and reviewing the public review draft of the revised code.
- The City Council will be responsible for the adoption of the Title 21 Update.

Update from the Board of Directors

Cook Inlet Regional Citizens Advisory Council



Carla Stanley, representing the
City of Homer

The Cook Inlet Regional Citizens Advisory Council held its regular and annual meeting April 4th in Kenai.

Casey Sullivan, Manager of Government Affairs for Marathon Petroleum gave a presentation titled “Energy Matters to Alaska”. The company transports crude oil and refined products in Alaska. The presentation included a brief history of the Kenai refinery in Nikiski, which he says ranks near the top of the company’s operations in terms of safety and reliability, though changing market conditions are making the facility’s profitability more difficult. The refinery currently employs 280 people, and more than 100 associated contractors.

University of Alaska Fairbanks graduate student Sonia Kumar gave an update on her beluga whale studies, which have been funded in part by CIRCAC. The project uses acoustic monitoring techniques to gauge abundance of belugas and other species in the Kenai and Kasilof rivers. The gathered data in the rivers is analyzed as beluga positive minutes. No acoustic evidence of belugas was found in the Kasilof, despite traditional use of the species there. Sonia is working on a paper to try and explain this phenomenon. eDNA samples have also been taken, wherein water samples can be analyzed for DNA material and extrapolated to reflect species abundance. The eDNA studies produced data for king, silver, pink and sockeye salmon as well as eulachon, or hooligan. In the Kenai, belugas were detected during peak pink salmon runs, even though silver salmon make up the bulk of their diet according to earlier studies. The beluga population in Cook Inlet, last surveyed in 2021, showed marginal growth, potentially leveling off a decades-long decline.

We also received an update from the Alaska Department of Environmental Conservation. Ytamar Rodriguez, ADEC Interagency Coordination Manager for the Spill Prevention and Response (SPAR) Program reported that the central region is fully staffed and has seen nearly full employee retention in Fiscal Year 2025. We learned that Deputy Commissioner Christina Carpenter will soon be appointed as Department Commissioner, following the departure of Emma Pokon, who has moved to the Environmental Protection Agency Region 10 (Alaska, Washington, Oregon, Idaho, and Tribal entities). ADEC has planned upcoming training with all staff in Anchorage for presentations on migrating Geographic Response Strategies (GRS) to Geographic Information Systems (GIS), a more readily accessible and dynamic platform for responders to use during a spill event. ADEC issued a permit for tanker transportation to the Don Young Port of Alaska in Anchorage for Bear Logistics on March 10th. The Department is also working on removing the Drift River Terminal on the west side of Cook Inlet from current GRS maps.

Caryn Smith is our Ex-Officio member representing the Bureau of Ocean Energy Management. As Outer Continental Shelf (OCS) Oceanographer, she gave an update on proposed BOEM studies for Cook Inlet that are subject to available funding - two are bird studies for Lower Cook Inlet and another is for passive acoustic studies of Lower Cook Inlet. BOEM has so far lost one staffer in Alaska as a result of recent cuts to federal programs and agencies.

The April meeting also serves as our annual meeting, where we seat new and reelected Board and Committee members. Sean MacKenzie, representing the Municipality of Anchorage; Walt Sonen, representing the City of Seldovia; Robert Peterkin II, representing Tourism Interest Groups; Bob Flint, representing Recreation Interest Groups were all seated to the Council. We also recognized Council members for their years of service and our Volunteer of the Year:

Rob Lindsey (City of Kodiak) – 25 Years

Carla Stanley (City of Homer) – 20 Years

Michael Ophiem (Alaska Native Interest Groups) – 15 Years

Scott Arndt (Kodiak Island Borough) – 5 Years

Dr. Eric Klein (Environmental Monitoring Committee, public member) – 10 Years.

CIRCAC Volunteer of the Year – Scott Arndt

Our next meeting is scheduled for September 5th in Seldovia.



Alaska Small Business Development Center

UAA BUSINESS ENTERPRISE INSTITUTE

April 8, 2025

City of Homer
491 E. Pioneer Ave
Homer, AK 99603

Dear Homer Community,

This letter serves as our quarterly report for the period of January 1 to March 31, 2025. Homer Business Advisor Robert Green got the quarter off to a fast start, logging a couple of business starts and over a half million in capital infusion. Since then, things have quieted down as Robert has been out of the office on family medical leave. During the same quarter last year, Robert logged 182.6 hours with 46 clients, supporting 134 jobs, but those figures dropped significantly in his absence, with other advisors covering the Homer area remotely. This highlighted the importance of a business advisor located within the Homer business community, and we eagerly look forward to Robert returning next quarter. Here is a summary of deliverables to the Homer community during the quarter:

Client Hours: 101.1

Total Clients: 30

New Businesses Started or Bought: 2

Jobs Supported: 38

Capital Infusion: \$659,500

Client Surveys: 100% positive

The next section provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. This quarter, financing and capital overtook start-up assistance, while the list of the top five topics did not change. For industries, food services remained atop the list for a third consecutive quarter, followed by education and healthcare.

Topics

1. Financing/Capital: 47.6 hrs (47%)
2. Start-up Assistance: 20.4 hrs (20%)
3. General Management: 14.6 hrs (14%)
4. Buy/Sell Business: 8.8 hrs (9%)
5. Business Planning: 3.7 hrs (4%)

Industries

1. Food Services: 22.0 hrs (22%)
2. Educational Services: 21.7 hrs (21%)
3. Healthcare: 15.1 hrs (15%)
4. Accommodations: 11.0 hrs (11%)
5. Services: 8.3 hrs (8%)

We would like to thank the City of Homer for supporting the Homer Business Advisor position. We greatly appreciate the knowledge, experience, and consistency Robert Green brings to efforts in Homer. Please do not hesitate to contact us if you have any questions.

Sincerely,

DocuSigned by:

98AFA012679B4D7...

Jon Bittner

Executive Director
Alaska SBDC



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

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

Resolution 25-016 Follow-Up

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

Save the Date – HERC update!

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

Land Purchase North of Hornaday Park

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

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

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

Camping at Hornaday Park

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

Homer Volunteer Fire Department (HVFD)

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

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

City Manager Meetings and Events:

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

Attachments:

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



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

April 16, 2025

City of Homer
491 East Pioneer Ave
Homer, AK 99603

Re: Petition for additional licenses under AS 04.11.405

Dear City of Homer,

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

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Kristina Serezhenkov".

Kristina Serezhenkov
Local Government Specialist
Alcohol and Marijuana Control Office



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

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

What are Brownfields?

What challenges are causing delays?

What is happening now?

Doors open 6 pm
Presentation 6:15 pm

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

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



2024:

Homer (2500):

- EMS: 738
- Fire: 150

Kachemak City (2500K):

- EMS: 10
- Fire: 5

KESA:

- EMS: 4
- Fire: 8

WES:

- EMS: 0
- Fire: 8

2023:

Homer (2500):

- EMS: 628
- Fire: 123

Kachemak City (2500K):

- EMS: 24
- Fire: 7

KESA:

- EMS: 12
- Fire: 7

WES:

- EMS: 2
- Fire: 20

2022:

Homer (2500):

- EMS: 635
- Fire: 93

Kachemak City (2500K):

- EMS: 19
- Fire: 6

KESA:

- EMS: 10
- Fire: 7

WES:

- EMS: 1
- Fire: 13

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

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

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

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

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

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

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

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

I. INTRODUCTION

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

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

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

II. PROJECT OVERVIEW

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

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

III. SCOPE OF WORK

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

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

9. **Presentation of Findings**

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

10. **Final Report Submission**

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

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

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

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

City of Homer 2025 RFP
Independent Evaluation of the Homer Volunteer Fire Department
date _____
Bidders Name and Address

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

Email: citymanager@ci.homer.ak.us

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

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

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

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

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

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

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

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

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

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria

All proposals must meet the following minimum requirements.

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

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

B. Selection Process

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

Other Proposal selection terms, conditions, and exceptions:

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

VII. RFP TIMELINE & AWARD SCHEDULE

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

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