



Agenda

Library Advisory Board Regular Meeting

Tuesday, May 20, 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 Meeting Minutes- April 15, 2025

Page 3

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Designate LAB Member for Council Report

- [B.](#) Library Director's Report

Page 7

- C. Fundraising Report

- D. Legislative Report

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- [A.](#) Homer Public Library History and Funding

Page 13

- [B.](#) Election of Chair/Vice Chair

Page 14

INFORMATIONAL MATERIALS

- [A.](#) 2025 Calendar

Page 15

B. City Manager's Report

April 28, 2025 City Council Meeting

Page 16

May 12, 2025 City Council Meeting

Page 29

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, August 19th, at 5:30 p.m. There is a worksession scheduled for Tuesday, August 19th, at 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.

CALL TO ORDER

Session 24-07, a Regular Meeting of the Library Advisory Board was called to order by Acting Chair McKinney at 5:32 p.m. on April 15, 2025 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, ASSELIN-MARTIN, BAILY, CURTIS, MCKINNEY, CARSSOW, HAAS

STAFF: LIBRARY DIRECTOR BERRY, DEPUTY CITY CLERK APPEL

AGENDA APPROVAL

Chair Baily read the agenda

KUSZMAUL/HAAS MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

RECONSIDERATION

APPROVAL OF MINUTES

A. Unapproved Minutes for March 18, 2025

KUSZMAUL/MCKINNEY MOVED TO APPROVE THE MARCH 18th MINUTES

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Designate LAB Member to Report to Council

Chair Baily volunteered to report to City Council for the April 28th Regular meeting.

B. Library Director's Report

March 2025

Library Director Berry covered the following:

- Received grant of \$1,000.00 from Homer Youth Advisory Committee
- Story Walk
- The Friends of the Homer Library had a fundraiser event at Porcupine Theater

- Celebration of Lifelong Learning
- Preparation for potential volcanic eruption
- IMLS

C. Fundraising Report

Board member Kuszmaul stated the planning of an event focused on Planned Giving. She said there is \$5600 spendable dollars in the foundation account.

D. Legislative Report

Board member Asselin-Martin volunteered to take over this report.

PUBLIC HEARING(S)

PENDING BUSINESS

A. Lab/FHL Soiree- October 5th, 2025

Library Director Berry confirmed the Soiree was officially scheduled for October 5th from 1-3pm at the Library.

B. Revisions to Homer Public Library Policies

Chair Baily introduced the topic then deferred to Library Director Berry. It was said that all the policies were going to Council to approve, but the City Attorney had some revisions to bring back to the Board for approval. The City Attorney provided more cases with citations as well as a separate appendix detailing cases with description.

HAAS/CARSSOW MOVED TO MODIFY THE PROCEDURE NOTEBOOK WITH THE MATERIAL PROVIDED BY THE CITY ATTORNEY.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Introductions

The Board went around the table and introduced themselves to new Board Member Curtis.

B. Staff Reductions

Library Director Berry mentioned a \$700,000 deficit for the City's coming fiscal year. He said that reducing staff was being considered to close that gap in funding- including temporary workers, people on probation, and part-time employees. This potential layoff affects the library as two part-time employees were being considered for layoff. The budget went to Council and Council was not initially wanting to reduce staff. Library Director Berry also spoke about the changes to the Library that would have to be made without support from those two part-time people, such as changing/reducing the Library's hours, tasks that wouldn't be completed, etc.

CURTIS/KUSZMAUL MOVED THAT THE LIBRARY ADVISORY BOARD OPPOSES REDUCTION IN STAFF RESULTING IN A REDUCTION IN HOURS OR POTENTIAL LIBRARY CLOSURE

There was discussion around the type of action to be taken or how to bring the discussion strongly to Council.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

After further discussion of the topic,

CARRSOW/MCKINNEY MOVED THE LAB ASK STAFF TO DRAFT A RESOLUTION FOR CONSIDERATION AT THE MAY MEETING, CAPTURING THE POINTS THAT HAVE BEEN MADE IN DISCUSSION OF WHY LIBRARY SERVICES NEED TO CONTINUE AND NOT BE CUT IN THE CONTEXT OF WHAT'S HAPPENING LOCALLY AND NATIONALLY.

There was further discussion.

VOTE:

IN FAVOR: CARRSOW

OPPOSED: ASSELIN-MARTIN, MCKINNEY, CURTIS, KUSZMAUL, HAAS, BAILY

Motion failed.

KUSZMAUL/HAAS MOVED THAT THE LAB DIRECTOR SUBMITS A MEMO TO CITY COUNCIL THAT RECAPS TONIGHT'S CONVERSATION AND EXPANDS ON THE OPPOSITION TO ANY STAFF CUTS AT THE LIBRARY BASED ON THE CRITICAL SERVICES THE LIBRARY PROVIDES TO THE COMMUNITY.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. Federal Funding

Chair Baily introduced the topic and deferred to Library Director Berry. Library Director Berry summarized his memo provided in the packet. He pointed out a chart showing what will happen to the Homer Public Library if all Federal funding disappears. He also spoke about the following topics:

- E-Rate Subsidy
- 800 Reference and ILL Service
- Alaska Digital Library
- Alaska Library Network
- The Big Read
- SLEDD Databases
- Smaller summer reading program
- Possibility of cutting Library's operating hours

The Board agreed to be available through the summer for any emergent special meetings to be scheduled. There was further discussion on the potential impacts due to lack of Federal Funding.

INFORMATIONAL MATERIALS

- A. 2025 LAB Calendar
- B. City Manager's Report- March 24, 2025 City Council Regular Meeting

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

Library Director Berry welcomed Board Member Curtis and congratulated Board Member Kuszmaul for being reappointed to the Board.

COMMENTS OF THE MAYOR/COUNCIL MEMBERS (if Present)

COMMENTS OF THE BOARD

Board Member Asselin-Martin said she was excited to have Board Member Curtis appointed.

Board Member Carssow welcomed Board Member Curtis and encouraged everyone to remember how important libraries are.

Board Member Curtis thanked the Board for being patient with her on the first day and said she was happy to be present.

Board Member McKinney welcomed Board Member Curtis and thanked Library Director Berry for all his work on this meeting's packet.

Board Member Haas said he was present at the Lifelong Learning Celebration and Student Representative McDonough did a fantastic job speaking. He also stated he was glad Board Member Curtis is on the Board as a connection to the school libraries. He also recognized Chair Baily for winning an award from the Alaska Bar Association.

Chair Baily recognized Library Director Berry and Board Member Curtis as Librarians and being at the forefront of the political battle to support libraries.

ADJOURNMENT

There being no further business to come before the Board, Chair Baily adjourned the meeting at 7:03 p.m. The next Regular Meeting is Tuesday, May 20, 2025 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.

ASHLEY APPEL, DEPUTY CITY CLERK I

Approved: _____

Library Director's Report

April 30, 2025

General Notes

We had several events in the library in April, but the biggest one was a talk by current Alaska Reads author Lily Tuzroyluke, which also coincided with the 10th anniversary of the Lit Lineup. Teresa Sundmark and Matt Smith gave a brief history of the Lit Lineup and noted that Tuzroyluke's book *Sivulliq* was on the list last year. About 45 people attended.

Beginning at the start of April, we've been handing out five free passes each week for the Porcupine Theater. Patrons must check out a pass using their library cards and there's a limit of one pass per card per week. So far, it seems to be working pretty well.

The City budget for FY 26-27 will be a bit tight, and I was advised on April 11 that it might require laying off two part-time employees. Should those cuts occur, it would force the library to close on Mondays, since the remaining staff would not be enough to maintain 52-hour-per-week service. The City Manager, City Council and LAB are all looking at possible ways to avoid layoffs.

Staff Notes

Director's meetings:

- Staff: 3
- LAB: 1
- FHL: 4
- Council: 2
- Department Heads: 2
- Other: Meetings with various City offices, interviewing candidates for the summer temporary position, Alaska Library Association E-Council training, American Library Association workshop, Alaska State Library online workshop, Rasmuson Foundation Reception at KBC, SLED databases committee meeting, some public events at the library

Facility

There were no major problems with the library building this month.

Library Advisory Board (LAB)

The LAB had previously approved revisions to the Library Policy Manual, but the changes were brought back for reconsideration following a review by the city attorney. The revised revisions were adopted by the city council on April 28.

The LAB passed a motion opposing any cuts to library staff and sent a memo to the city council to that effect. Separately, the board discussed the impact of reductions in federal funding, and I gave them a chart showing those impacts in detail. The chart is also up on the library website for public viewing.

The FHL/LAB soiree is on for Oct. 5.

Friends of the Homer Library (FHL)

FHL had an after-action review of the Celebration of Lifelong Learning, which was a great success—people were still hanging around in the library past 10 o'clock! The events committee will consider a few minor changes to the process, but overall the CLL seems to work beautifully.

There are a number of author talks in the pipeline for the coming months. The board voted to invite the libraries in Anchor Point, Ninilchik and Seldovia to attend the book and plant sales (or the ongoing book sale) and issued a set of free-book coupons to each library.

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 KBBI
- 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

- **Apr. 1: New Story Walk posts installed along the trail.**
- Apr. 2, 5:00-6:00: Haven House Sexual Assault Awareness.
- Apr. 5, 12:00-2:00: Haven House Sexual Assault Awareness.
- Apr. 8, 12:30-1:30: OPUS.
- **Apr. 8, 6:00-7:30: Kachemak Bay Recovery Connection Fireside Chat.**
- **Apr. 11, 1:15-3:00: Fun with bears, in collaboration with the Pratt Museum.**
- Apr. 15, 4:45-6:00: Homer Action Group.
- Apr. 18, 1:00-3:15: Movie for kids and teens.
- **Apr. 24, 6:00-7:30: Author visit by Lily Tuzroyluke, author of *Sivulliq*, formerly featured on the Lit Lineup and now the Alaska Reads title for 2025. Also includes a celebration of the tenth anniversary of the Lit Lineup.**
- Apr. 26, 1:00-2:30: 4-H.
- **Apr. 28, 5:30-8:30: Defenders of Wildlife explains their bear safety program.**
- Apr. 29, 5:30-7:30: Homer Hockey Association.
- **Apr. 29, 6:00-7:30: Homer Community Conversation.**
- May 2, 10:00-2:00: Homer Eyecare.
- **May 9-10: Spring Book and Plant Sale.**
- May 12, 10:00-1:30: Homer Soil Conservation District.
- **May 13, 6:00-7:30: Author visit by Linda Fritz, author of *Answering Alaska's Call*.**
- May 20, 4:45-7:15: Homer Rocks.
- **May 20, 6:00-7:30: City HERC discussion.**
- **May 22, 6:00-7:30: Author visit by Aurora Hardy, author of *Windswept* and *Ghost of the Kenai*.**
- May 26: Library closed for Memorial Day.

- **Jun. 10, 6:00-7:30: Presentation by Clark Fair on historic cabins of the Kenai Peninsula.**
- Thursdays, Jun. 12-Jul. 3, 3:00-4:30: ASL Club.
- Jun. 12, 4:30-6:00: Games for Teens and Tweens.
- Jun. 17, 4:45-5:45: Make your own game for teens and tweens.
- **Jun. 19, 6:00-7:30: Presentation by Ted Carter on Juneteenth.**
- Jun. 26, 4:30-5:45: Crafternoon for teens and tweens.
- Jul. 1, 4:30-5:45: Create your own game for teens and tweens.
- Jul. 4: Library closed for Independence Day.

Homer Public Library Statistical Summary for 2024

Date: 15-May-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: 15-May-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	13,667	0	0	0	0	0	0	0	0	55,508
*Physical Print/Audio/Video	11,415	10,220	10,821	10,273									42,729
*Other Physical items (n. 2)	126	108	106	114									454
*Alaska Digital Library	2,995	2,551	3,136	3,096									11,778
*Flipster e-magazines	13	17	14	3									47
*Kanopy streaming video	122	84	113	181									500
INTERLIBRARY LOANS													
Incoming (Borrowed)	21	22	20	13									76
Outgoing (Lent)	36	25	22	31									114
BUILDING USE													
Gate Count	9,261	7,817	8,254	8,757									34,089
Study Rooms (# of group sessions)	320	283	313	327									1,243
Study Rooms (# of people)	608	517	609	618									2,352
Meeting Room (# of group sessions)	32	29	32	35									128
Meeting Room (# of people)	308	354	348	342									1,352
INTERNET USE													
TOTAL (*Included)	2,377	1,963	2,350	2,193	0	0	0	0	0	0	0	0	8,883
*Wireless Internet sessions	1,259	1,013	1,182	1,111									4,565
*Hardwired Internet sessions	1,118	950	1,168	1,082									4,318
Website visits (sessions)	3,016	2,590	2,945	2,793									11,344
PROGRAM ATTENDANCE (n. 1)													
TOTAL (*Included)	1,253	1,469	1,173	1,244	0	0	0	0	0	0	0	0	5,139
*Programs for Age 0-5	897	1,109	846	853									3,705
*Programs for Age 6-11	163	178	177	155									673
*Programs for Age 12-18	94	41	46	49									230
*Programs for Age 19+	34	94	61	75									264
*Programs for All Ages	65	47	43	112									267
OUTREACH													
# Events	4	2	3	3									12
# People	11	14	9	10									44
NEW CARDS ISSUED													
City	35	9	27	16									87
Borough	28	16	22	20									86
Temporary	0	0	0	1									1
Reciprocal	2	0	0	0									2
VOLUNTEER HOURS													
# of people	90	85	78	108									361
# of hours	231	226	271	312									1040
MATERIALS ADDED													
Books	228	193	174	339									934
Audio	13	7	0	23									43
Video	26	40	27	26									119
Serials	0	0	0	0									0
Electronic Resources	55	19	0	102									176
MATERIALS REMOVED													
Books	33	98	37	89									257
Audio	20	0	1	0									21
Video	0	8	3	127									138
Serials	0	2	0	23									25
Electronic Resources	0	0	0	0									0
REVENUES DEPOSITED													
Fines/Fees/Copies	934.46	969.45	909.37	779.40	651.20								4,243.88
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	651.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,243.88

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.



MEMORANDUM /AGENDA ITEM REPORT

HPL History and Funding

Item Type: Information memorandum
Prepared For: Library Advisory Board
Date: May 6, 2025
From: Dave Berry, Library Director
Through:

Ever since the library was founded in 1938, the community of Homer has argued about the best way to support it. A number of different funding schemes have been tried, all with various upsides and downsides, and many more have been proposed but never implemented.

In an effort to bring some clarity and rigor to this discussion, I have spent about a year researching the history of these debates and compiling the information into a single report. This document presents all the funding ideas I've been able to find, along with examples from other jurisdictions, and provides historical and statistical background for the debates.

I believe the current funding arrangements offer the best of all possible worlds, and I do not recommend any major changes to the way the library currently runs. However, I present this document to the LAB for consideration and debate, as a way of sparking new ideas for the future.

Recommendation:

For discussion.

Attachments:

HPL History and Funding



ACTION ITEM REPORT

Election of LAB Officers

To: Library Advisory Board
From: Ashley Appel, Deputy City Clerk
Meeting Date: May 16, 2025

Summary Statement:

Per Article IV, Sec. 1 of the LAB Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed boardmembers at the regular April meeting of the Board."

Recommended process for Election of Vice Chair:

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

Recommended process for Election of Chair:

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

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.



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 black ink, appearing to read "Kristina Serezhenkov".

Kristina Serezhenkov
Local Government Specialist
Alcohol and Marijuana Control Office



Homer Education and Recreation Center (HERC) Community Information Meeting

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

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



What are
Brownfields?

What challenges
are causing
delays?

What is
happening now?

Doors open 6 pm
Presentation 6:15 pm

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

2024:

Homer (2500):

- EMS: 738
- Fire: 150

Kachemak City (2500K):

- EMS: 10
- Fire: 5

KESA:

- EMS: 4
- Fire: 8

WES:

- EMS: 0
- Fire: 8

2023:

Homer (2500):

- EMS: 628
- Fire: 123

Kachemak City (2500K):

- EMS: 24
- Fire: 7

KESA:

- EMS: 12
- Fire: 7

WES:

- EMS: 2
- Fire: 20

2022:

Homer (2500):

- EMS: 635
- Fire: 93

Kachemak City (2500K):

- EMS: 19
- Fire: 6

KESA:

- EMS: 10
- Fire: 7

WES:

- EMS: 1
- Fire: 13

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

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

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

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

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

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

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

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

I. INTRODUCTION

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

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

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

II. PROJECT OVERVIEW

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

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

III. SCOPE OF WORK

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

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

9. **Presentation of Findings**

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

10. **Final Report Submission**

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

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

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

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

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

date _____
Bidders Name and Address

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

Email: citymanager@ci.homer.ak.us

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

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

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

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

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

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

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

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

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

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria

All proposals must meet the following minimum requirements.

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

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

B. Selection Process

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

Other Proposal selection terms, conditions, and exceptions:

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

VII. RFP TIMELINE & AWARD SCHEDULE

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

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



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

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

Memorandum

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

KPEDD Industry Overview Forum 4/24/25

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

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

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

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

Bridge Removal at the big HERC Building

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

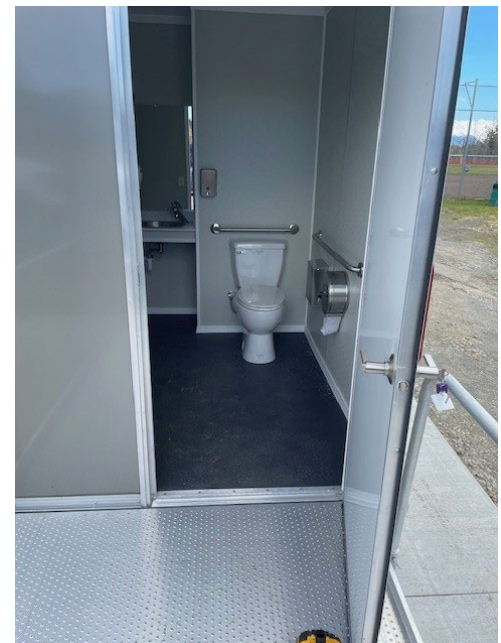
Homer Spit Rock Revetment Work Complete

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



Mobile Restroom Update

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



Public Input Opportunity on a Proposed Community Recreation Center Site

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

City Manager Meetings and Events:

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

Attachments:

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



MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachments:

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

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

Dear Mayor and City Council,

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

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

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

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

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

Sincerely,

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

34708**Sterling Highway Erosion Mitigation Study**

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

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

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

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

Scope, Schedule, Estimate (SSE) Confirmation

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

PLANNING SSE

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

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

CONFIRMED SSE

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

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

Scope, Schedule, Estimate (SSE) Confirmation

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

CONSIDERATIONS

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

CERTIFICATION & APPROVAL

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

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



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

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

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



What are
Brownfields?

What challenges
are causing
delays?

What is
happening now?

Doors open 6 pm
Presentation 6:15 pm

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



MEMORANDUM

Employee Anniversaries for May

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

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

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