



CITY OF HOMER CITY CLERK'S OFFICE Current & Historical Information

491 E. Pioneer Avenue, Homer, Alaska 99603

Main Office Phone: (907) 235-3130 or
(907) 235-8121 extension 2224, 2226 or 2227

Website: <http://clerk.ci.homer.ak.us>

Email: clerk@ci.homer.ak.us

City Information/Kiosk Locations

City Clerk's Reception Area in City Hall
Homer Public Library

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PRESENT STAFF

Melissa Jacobsen

City Clerk

Email: mjacobsen@ci.homer.ak.us

Direct Phone: (907) 235-3130

Renee Krause

Deputy City Clerk II

Email: rkrause@ci.homer.ak.us

Direct Phone: (907) 435-3109

Zach Pettit

Deputy City Clerk I

Email: zpettit@ci.homer.ak.us

Direct Phone: (907) 435-3107

WHAT IS A CITY CLERK?

“The City Clerk is the local official who administers democratic processes such as access to city records, elections, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.”

-The Role of the Clerk, Northwest Clerks Institute

The Homer City Clerk is appointed by the City Manager and confirmed by the City Council as provided by Alaska State Law. The Homer City Clerk is overtime exempt, in other words does not receive monetary compensation for overtime. The Clerk's job description and duties are set in part by Alaska Statute Title 29 and the Homer City Code.

Information you may obtain from the City Clerk's Office:

- Public Disclosure of Records Unless Restricted or Confidential
- City Council & Commission Agendas & Minutes
- Council & Commission Meeting Packet Information
- Information Regarding City Policies & Procedures
- City Code Ordinance Information
- City Ordinances, Resolutions, Legislative Memorandum & History Thereof
- Public Hearing Information
- Liquor License Approval
- Games of Chance & Contests of Skill Permit Approval
- Contract, Leases, Licenses, Agreement Information
- Easement & Right of Way Information
- Standard Construction Specs for the City of Homer, 2000 Edition
- Cemetery Maps, Plots & Deeds
- City Projects
- Notary Services
- Election Information
 - Voter Registration, Absentee Voting
 - City Candidacy Declaration Papers
 - Initiative and Referendum
- Legislative Directory Assistance
- Historical Homer Information
- Special Assessment (Local Improvement) District Process & Procedures
- Homer Accelerated Roads & Trails (HART)
- Homer Accelerated Water & Sewer Program(HAWSP)
- Capital Improvement Program
- Legislative Requests
- Bid and RFP (Request for Proposal) Information
- Fee Schedule
- Lease Policy
- Records Retention Schedule
- City Directory - Names of City Employees & Legislative & Advisory Body Information
- Basic and general parcel numbers, maps, owner of record and legal descriptions as listed in the Borough Tax Rolls

CLERKS CODE OF ETHICS

Believing in Freedom throughout the World, allowing increased cooperation between municipal clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as municipal clerk:

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow-citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things, I, as municipal clerk, do pledge to do in the interest and purposes for which our government has been established.

STAFFING HISTORY OF THE CLERK'S OFFICE

Name	Title	Employment Period
Nelda Calhoun	Clerk	1964 – 1967
Ethel A. Beamer	Clerk	1967 – 03/11/1970
Lynn Royal	Clerk	03/11/1970 – 08/19/1971
Mary Epperson	Acting Clerk & Treasurer	08/19 – 10/26/1971
Jack J. Greene	Clerk & Manager	10/26/1971 – 03/01/1973
Charlotte Calhoun	Deputy Clerk	06/12/1972 – 03/01/1973
	Clerk	03/01/1973 – 11/14/1977
Becky O'Neill	Clerk	11/14/1977 – 02/19/1980
Kathleen F. Herold- Corriveau	Clerk	02/19/1980 – 12/1985
Leah Rich	Deputy City Clerk	09/1982 – 12/1983
Beverly Young	Deputy City Clerk	12/1983 – 10/1984
Kathleen Owen	Part Time Clerk	1984 – 1987
Narda Koby	Deputy City Clerk	10/1984 – 06/1985
	Acting Clerk	07/1985 – 08/1985
Anne Winters	Acting Clerk	12/1985 – 01/1986
Patti J. Whalin	City Clerk	01/1986 – 09/1990
Mary L. Shannon-Calhoun	Deputy Clerk	09/27/1987 – 09/1990
	Acting City Clerk	01/1990 – 09/1990
	City Clerk	09/1990 – 02/05/2007
Heidi Stolen	Temporary Assistant to the City Clerk	08/1992 – 09/1992
Valerie Mulford	Clerical Assistant to the City Clerk	09/1993 – 09/1994
Amber Jonker	City Clerk Assistant	10/1994 – 12/1994
Julia Raymond-Martin	Deputy City Clerk	02/27/1995 – 05/19/1999
Don Cluka	Deputy City Clerk	07/06/1999 – 01/03/2000
Deena Benson	Deputy City Clerk	01/31/2000 – 12/31/2003
	Deputy Clerk II	01/01/2004 – 05/12/2004
Charlene Flyum (Chuck)	Temporary Clerk Assistant	02/01/2001 – 12/31/2001
	Clerk Assistant, Regular Part Time	01/01/2002 – 07/19/2002
Debra Rogers	Clerk Assistant, Regular Part Time	07/03/2002 – 12/31/2002
Betty Jo Johnson	Clerical Assistant, Regular Part Time	03/14/2003 – 01/01/2004
	Deputy City Clerk I	01/01/2004 – 05/10/2004
	Deputy City Clerk II	05/10/2004 – 02/07/2007

	City Clerk	02/07/2007 – 06/01/2017
Melissa L. Jacobsen	Deputy City Clerk I	06/24/2004 – 02/07/2007
	Deputy City Clerk II	02/07/2007 – 05/31/2017
	City Clerk	05/31/2017 – Current
Bobbie R Krause (Renee)	Deputy City Clerk I	03/13/2007 – 06/30/2021
	Deputy City Clerk II	07/01/2021 – Current
Rachel Tussey	Clerical Assistant, Regular Part Time	02/2008 – 09/2009
	Clerical Assistant, Temporary Seasonal	06/11/2018- 07/31/2018
	Deputy City Clerk I	08/01/2018 – 06/30/2021
	Deputy City Clerk II	07/01/2021 – April 2023
Zach Pettit	Deputy City Clerk I	06/19/2023 – Current

HISTORY NARRATIVE OF THE DEPUTY CITY CLERK/ASSISTANT POSITION

City Clerk Kathleen F Herold, 1980-1984, first requested the position of General Clerk II be reclassified to Deputy City Clerk on January 16, 1982. The job description of Deputy City Clerk was approved by the City Manager Farnen in August, 1982.

Parity Study completed by Peat Marwick July 1990 recommended deletion of Deputy City Clerk position and recommended expanding the duties of the Secretary to the City Manager to include secretarial support to the Mayor and Council. Duties of the Secretary to the City Manager increases as well as conflicts with the position having two supervisors. Deputy City Clerk duties were eliminated from the Secretary to the City Manager position in 1992. From 1992 to 1995 various employees, temporaries and flex students provided support to the City Clerk.

The workload of the City Clerk increased and without continuous dependable support the Clerk was unable to perform all the duties required of the position in a timely manner, even working 60+ hour weeks. A request was made in 1995 for the Deputy City Clerk position to be reinstated.

The duties of the City Clerk's Office increased necessitating the requirement of additional staffing to include a Deputy City Clerk II, Deputy City Clerk I and a Part Time Clerical Assistant, however in 2009 due to increasing budget restrictions the Part Time Clerical Assistant position was not budgeted for prior to that temporary/Casual and Flex Students provided the Clerk's Office with assistance. Throughout the 1990's and 2000's the following worked in the Clerk's Office Vicki Farrell, Marlene Grunert, Shelly Rosencrans, Lydia Lockhard, Mary Huffnagle and Katie Bauer.

HISTORY OF THE CLERK PROFESSION

Colonial Development

When the early colonists came to America they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first to be established. When the colonists first settled in Plymouth, Massachusetts, they quickly appointed a person to act as recorder. That person kept all the vital records for birth, marriages and deaths for the church, as well as various other records of appointments, deeds,

meetings and the election of officers at the annual town meeting. The settlers were well aware of the importance of keeping accurate written records of their agreements and actions including grants of land, regulations governing animals, the collections of taxes and the expenditure of town funds. State statutes have formalized many of the duties first delegated by vote of the town and has added others.

Between 1742 and 1756 the town clerk was responsible for maintaining residency records to substantiate a person's voting rights. The town clerk was required to administer and record the oath of office taken by town officials. By 1776, the town clerk was empowered to call town meetings to elect selectmen if a majority of the selectmen had moved from the town or were absent in the service of the country.

Early Beginnings

The Municipal Clerk is the oldest of public servants in local government, along with the tax collector. The profession traces back before Biblical times. For example, the modern Hebrew translation of Town Clerk is "Mazkir Ha'ir" which literally translated, means city or town "Reminder." The early keepers of archives were often called "Remembrancers", and before writing came into use, their memory served as the public record. In the eighth century, the Frankish Kings of France depended on the Mayor of the Palace to perform all manner of clerical and administrative tasks for the King including collecting taxes and fees, publishing documents, keeping state records and assisting in the enforcement of the King's justice.

Historical Summary

Over the years municipal clerks have become the hub of government, the direct line between the inhabitants of their community and their government. The clerk is the historian of the community, for the entire recorded history of the town (city) and its people is in his or her care.

Professor William Bennett Munro, political scientist, 1934: "No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.