



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: July 17, 2019  
SUBJECT: July 22 City Manager Report

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### Question Period for Attorney Services RFP

The request for proposals (RFP) for attorney services has been advertised. We will be collecting questions from prospective proposers and addressing them in an addendum after the advertisement has run for one week. A response to Mr. Evans' questions submitted as public testimony for the July 10 special meeting will be included in that addendum.

### City receives Homer Seawall Study from HDR

My office received the final Seawall study July 9<sup>th</sup>, and I met with Public Works Director Meyer to discuss the report's findings and the 5 conceptual maintenance solutions posed (price range is \$0.6M - \$4.4M). We will be sending out the final report to the Ocean Drive Loop Service Area (ODLSA) property owners, along with a Seawall maintenance/construction cash flow analysis. The purpose of the cash flow analysis will be to compare the current, annual "reactive" maintenance costs to the Rough Order Magnitude costs associated with concepts that use riprap/armor stone (Concept 1) and geotextile (Concept 2) as detailed in the Study. All ODLSA residents will be requested to attend an August neighborhood meeting to discuss next steps (tentatively scheduled for either August 20<sup>th</sup> or 21<sup>st</sup>). The City's call-in bridge line will be open for residents who cannot attend in person. In addition, HDR's coastal engineer Ronny McPherson will telephonically participate at this meeting to answer questions posed by residents in regards to the Seawall study.

### Current Procedures for filling seats of City Boards and Commissions

The City currently has one advisory board, four advisory commissions, and one standing committee that meet once a month, with the exception of the Planning Commission which meets twice a month. The board and commissions have two to three seats that expire in a designated month each year as follows:

- February - Port and Harbor Advisory Commission (PHC)
- April - Library Advisory Board (LAB) and Economic Development Advisory Commission (EDC)
- July - Planning Commission
- October - Parks Art Recreation and Culture Advisory Commission (PARCAC)
- Term expirations were not outlined for the ADA Compliance Committee when it was established by Resolution 16-019.

The Planning Commission has one seat available for a non-city resident while the LAB, EDC, and PHC have two non-resident seats and PARCAC has three non-resident seats.

Thirty days prior to a term expiration, the Clerk's office staff notify expiring members and request they submit an application for re-appointment if they are interested. The City Clerk runs a Public Notice of Advisory Body Openings in the Homer News and it's published as featured content on the City of Homer main webpage. All openings are included, as space/time allows, in the weekly meeting notice published in the Homer News and announced on the Clerk's radio report with KBBI, which airs on Mondays. Information is also available on the Commission and Board webpages which can be accessed through the City Clerk's webpage or from the "Government" tab on the City's main webpage. The Commission and Board page lists current openings and links to each advisory body's page for additional information, as well as a link to apply via webform or download a pdf application. Applications are also available at the City Clerk's office.

Currently there are openings on the Planning Commission (city resident only), the Economic Development Advisory Commission (city resident or non-resident), and Student Representative Seats for the upcoming school year.

### **City Responsiveness to Slope Stability concerns in Baycrest Subdivision**

Coastal bluff erosion, slope instability and drainage problems are common landscape features in Homer that are exacerbated in certain areas such as the Baycrest Subdivision. Since my tenure as City Manager and even before, staff and Councilmembers have repeatedly discussed and met with Baycrest homeowners on this topic and conducted site visits. We have escalated the issue to at least three sequential ADOT&PF Commissioners as a top City of Homer priority during legislative meetings. The Homer City Council has passed resolutions that supported the Planning Commission investigating the creation of a Natural Hazards Overlay District for the Baycrest Subdivision and requested the State of Alaska's involvement, especially with the Sterling Highway's installation of beehive drainage. Public Works has spent time on ditch clearing to help drainage in the area. The City partnered with the United States Geological Survey (USGS) to secure funding by FEMA to conduct a Bluff Stability Study. The City of Homer's response to the concerns brought up by residents of Baycrest subdivision (specifically Judy Rebecca Court) for the last three years is summarized below. Former City Manager Wrede was also involved with Baycrest Subdivision erosion through litigation that occurred with both Homer Electric and the Country Club Estates Subdivision between 2006-2008.

#### *Brief Summary of Actions Related to Baycrest Subdivision Over the Last Three Years:*

**2017:** Councilmember Erickson, City Manager Koester, and Public Works Director Meyer meet with homeowners multiple times; Public Works Department ditches to improve drainage; City passes Resolution 17-082 (Natural Hazards Overlay District).

**2018:** City passes Resolution 18-008 requesting ADOT&PF fix Sterling Highway drainage; City meets with ADOT&PF Leadership in Juneau; City continues notifying State Delegation regarding Baycrest Subdivision; City staff and Councilmember Erickson conduct site visits, Public Works replaces culverts.

**2019:** Mayor Castner and Homer City Council continue notifying AKDOT&PF Leadership and State Delegation regarding Baycrest Subdivision; City receives notice that FEMA would like to fund the bluff stability project in Homer in coordination with USGS.

The City will continue to prioritize communications with the State regarding this issue. In the meantime, the City is in communication with the attorney representing Judy Rebecca Court residents regarding scheduling a professional engineer to conduct a site visit to the impacted properties and provide the City with additional analysis. Thank you for the opportunity to provide an update on this important and sensitive topic.

### **Notice to Rescind Issued from East Road Cottages**

On March 27, 2019, Homer City Council passed Ordinance 19-09(S) which authorized the extension of City of Homer Water services to a planned low income housing development (East Road Cottages) in Kachemak City. Alaska Statute AS 29.35.020 allows municipalities to provide utility services outside their boundaries with the approval of the other municipality by ordinance. Condition a(ii) of the agreement between the City of Homer and East Road Cottages stated that “applicant must provide an ordinance or resolution passed by Kachemak City Council confirming that the utility service to East End Cottages meets the requirements set forth in Kachemak City Code 6.02 Water Rules and Regulation and approval of services as required in Alaska Statute 29.35.020(b).”

On July 10, Kachemak City Council introduced Resolution 2019-04, “expressing a condition of city approval by ordinance as required by AS 29.35.020(b) to allow the water utility of the City of Homer, Alaska to extend water utility service to lot 2B Puffin Acres located within the boundaries of Kachemak City.” On July 17, I received notice from East Road Cottages that they were rescinding the agreement they submitted for City water service due to their inability to meet the conditions of the agreement.

Enc:

July Anniversaries

Kachemak City Resolution 2019-04

Letter of support for SVT grant application

Updates on Police Station Project from Project Manager McNary





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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Katie Koester  
DATE: July 22, 2019  
SUBJECT: July Employee Anniversaries

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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.

<b>John Wythe,</b>	<b>Public Works</b>	<b>28</b>	<b>Years</b>
<b>Brian McCarthy,</b>	<b>Port</b>	<b>20</b>	<b>Years</b>
<b>Lori Sorrows,</b>	<b>Finance</b>	<b>20</b>	<b>Years</b>
<b>Dan Olsen,</b>	<b>Public Works</b>	<b>18</b>	<b>Years</b>
<b>Julie Engebretsen,</b>	<b>Planning</b>	<b>17</b>	<b>Years</b>
<b>Rick Abboud,</b>	<b>Planning</b>	<b>11</b>	<b>Years</b>
<b>Dave Welty,</b>	<b>Public Works</b>	<b>11</b>	<b>Years</b>
<b>David Bernard,</b>	<b>Library</b>	<b>8</b>	<b>Years</b>
<b>Jason Hoffman,</b>	<b>Public Works</b>	<b>4</b>	<b>Years</b>
<b>Clinton Scritchfield,</b>	<b>Police</b>	<b>1</b>	<b>Year</b>





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Crystal Collier, President  
Seldovia Village Tribe  
P. O. Drawer L  
Seldovia, Alaska 99663  
*Submitted electronically*

July 22<sup>th</sup>, 2019

Dear Ms. Collier,

The “open door policy” of Seldovia Village Tribe (SVT)’s Community Health Center provides an affordable continuum of care for all residents of the Kenai Peninsula, especially for vulnerable community members who are at-risk, low income, and/or uninsured.

The City of Homer supports SVT’s application for the U.S. Health Resources & Service Administration Health Center Program’s FY2020 Service Area Competition (SAC) Technical Assistance grant, which will help SVT continue their comprehensive primary health care for Kenai Peninsula residents.

On average from 2016-2018, 60% of SVT patients had incomes at or lower than 200% of the federal poverty level. This compares to 52% from 2013-2015. This increase in places additional pressure on SVT to provide much needed services to the greater Homer community.

The City of Homer would like to thank SVT for 18 years of service to Kenai Peninsula residents, and applaud them for opening their doors to people in need.

Sincerely,

Katie Koester

City Manager





PROGRESS STATUS REPORT

**New Homer Police Station**

June 19 – July 16, - 2019

**Work Completed this Period:**

Form/pour valley drive gutters, north entries. Form/rebar/pour footings for VSB. Form/rebar/pour all lower lever footings and elevator pit/sump. Form/rebar/pour GL-7 stem wall. Strip/prepare for backfill. Strip footings and begin tall wall, elevator pit wall form work. Begin rebar install, all lower walls. Staging of structural forms and framing materials. New main WL fittings on back order.

**Work to be Performed Next Period:**

Trench/install main waterline and new hydrant. Continue form/rebar/pour structural concrete for walls. Form/rebar/pour VSB stem walls. Install drain tile. Form lower slab. Begin framing on lower level. Install Lift station and sewer lines. Prep structural concrete for backfill.

**Schedule Status:** Below are milestone start dates for this period:

<b>Milestone Task</b>	<b>Original Start Date</b>	<b>Actual Start Date</b>
Foundation Forming	06/27/19	06/12/19

**Anticipated Problems:** No specific problems are anticipated at this time.

End of week, (Friday), Daily Reports with site photos attached for information.

Prepared by: Pat McNary  
Project Manager



# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 06/21/2019

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM

50°

Overcast

Wind: 4 MPH | Precipitation: .0" | Humidity: 82%

12:00 PM

52°

Drizzle

Wind: 3 MPH | Precipitation: .0" | Humidity: 85%

4:00 PM

53°

Overcast

Wind: 7 MPH | Precipitation: .01" | Humidity: 83%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Matt Hanson, Ron Frazier, Tanner Stengel, Carl Brinkerhoff	Supervision, coordination and documentation. Placed, finished and cured and sealed curb and gutter at north and west driveway entrances. Built concrete wash out and secondary containment for diesel tank. <small>Carl Brinkerhoff   06/21/19   04:45PM</small>	4	1	196
<b>Total</b>		4	4	670.5

## Time Cards

No entry

## Notes, Issues, Concerns

1. Got email confirmation that rebar will be onsite Tuesday morning. Placers I would assume based on conversation will be here then as well.

Carl Brinkerhoff | 06/21/19 | 04:48PM

## Site Safety Observations

1. Site safety protocols were observed onsite today.

Carl Brinkerhoff | 06/21/19 | 04:48PM

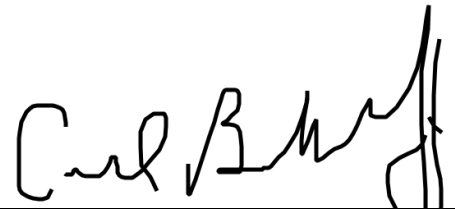
# Quality Control Observations

1. 4 yards of 3000 psi concrete with 6% air was placed today.

Carl Brinkerhoff | 06/21/19 | 04:49PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	John Bishop stopped by today. Carl Brinkerhoff   06/21/19   04:52PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concrete in footings waiting on rebar arrival and placement. Carl Brinkerhoff   06/21/19   04:52PM
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 06/21/19 | 04:52PM

# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 06/28/2019

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM	12:00 PM	4:00 PM
<h1 style="margin: 0;">54°</h1> <p><b>Clear</b></p> <p>Wind: 2 MPH   Precipitation: .0"   Humidity: 84%</p>	<h1 style="margin: 0;">65°</h1> <p><b>Partly Cloudy</b></p> <p>Wind: 6 MPH   Precipitation: .0"   Humidity: 66%</p>	<h1 style="margin: 0;">64°</h1> <p><b>Partly Cloudy</b></p> <p>Wind: 6 MPH   Precipitation: .0"   Humidity: 69%</p>

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Matt Hanson, Ron Frazier, Tanner Stengel, Chad Albertsons, Ryan Fox	Supervision, coordination, documentation. Crew placed and finished concrete at lower level footings and elevator sump pit.placed concrete at parking shed footings and pilaster footings. 32 yards of concrete pumped , placed and finished onsite today. Tester was onsite taking tests for air , slump and temperature. Took sample cylinders from first to trucks per Carey Meyers directive. All concrete placed met spec. <small>Carl Brinkerhoff   06/28/19   09:08PM</small>	5	8	<b>40</b>
<b>Total</b>		5	40	<b>808.5</b>

## Time Cards No entry

## Notes, Issues, Concerns No entry

## Site Safety Observations

1. Site safety protocols were observed onsite today.  
Carl Brinkerhoff | 06/28/19 | 09:09PM

# Quality Control Observations

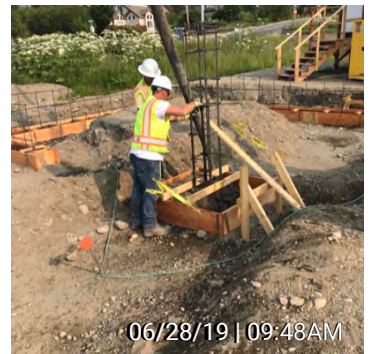
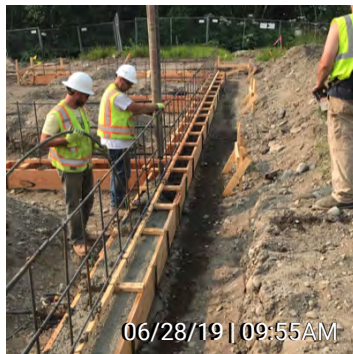
1. All concrete placed on site today met contract specifications.

Carl Brinkerhoff | 06/28/19 | 09:10PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bill Smith was onsite to drop off plans for electrical / comm sleeve locations and required sleeves at concrete walls. Carl Brinkerhoff   06/28/19   09:15PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments



Carl Brinkerhoff

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I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 06/28/19 | 09:15PM





# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Wed 07/03/2019

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM

54°

Clear

Wind: 2 MPH | Precipitation: .0" | Humidity: 86%

12:00 PM

63°

Clear

Wind: 5 MPH | Precipitation: .0" | Humidity: 66%

4:00 PM

63°

Clear

Wind: 5 MPH | Precipitation: .0" | Humidity: 67%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Matt Hanson, Ron Frazier, Tanner Stengel, Chad Albertsons, Ryan Fox	Supervision, coordination and documentation. Started forming 12 " tall walls to 8'. Set J-bolts and hold down anchor rods on grid 7 walls. Installed sleeves for electrical on grid 7 per drawing provided by Puffin. Picked up under slab vapor barrier and tape from Spenard's. <small>Carl Brinkerhoff   07/03/19   06:34PM</small>	5	8	160
<b>Total</b>		5	40	928.5

## Time Cards

No entry

## Notes, Issues, Concerns

- After reviewing detail 11/ S 401 we realized rebar suppliers missed supplying hair pins for each side of anchor rods. I purchased 5ea. 29 foot sticks of #4 ( they don't sell #3 at spenard) and used a rebar bender to manufacture on site. Installed per detail @8 locations on grid 7 wall.

Carl Brinkerhoff | 07/03/19 | 06:39PM

## Site Safety Observations

- Site safety protocols were observed onsite today.

Carl Brinkerhoff | 07/03/19 | 06:39PM

# Quality Control Observations

1. All materials and workmanship performed onsite today met or exceeded project specifications.

Carl Brinkerhoff | 07/03/19 | 06:40PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pat McNary was onsite this morning Carl Brinkerhoff   07/03/19   06:54PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments



I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 07/03/19 | 06:54PM

# Homer Public Safety Building

Grubstake Avenue Homer, Alaska 99603



Date Fri 07/12/2019

Job # 1809-2

Prepared By Carl Brinkerhoff



## Weather

6:00 AM

54°

Clear

Wind: 3 MPH | Precipitation: .0" | Humidity: 87%

12:00 PM

61°

Mostly Cloudy

Wind: 5 MPH | Precipitation: .0" | Humidity: 76%

4:00 PM

61°

Mostly Cloudy

Wind: 7 MPH | Precipitation: .0" | Humidity: 77%

## Work Logs

Name	Description	Quantity	Hours	Hours To Date
Matt Hanson, Ron Frazier, Tanner Stengel, Chad Albertsons, Ryan Fox	Supervision, coordination and documentation. Crew continued forming top of outside forms. Moved everything out of lower level in anticipation of rebar placers being here Monday. Installed hydrophilic water stop at both ends of grid 7 foundation where it joins grid A &K. Installed sleeves for mechanical penetrations at grid A. <small>Carl Brinkerhoff   07/12/19   04:47PM</small>	4	8	352
<b>Total</b>		4	32	1120.5

## Time Cards

No entry

## Notes, Issues, Concerns

1. Finished review of doors and sent to Anthony. Reviewed steel shops and elevator support rails. Got sleeve from Evers plumbing for elevator sump discharge.

Carl Brinkerhoff | 07/12/19 | 05:11PM

## Site Safety Observations

1. Site safety protocols were observed onsite today.

Carl Brinkerhoff | 07/12/19 | 05:12PM

# Quality Control Observations

1. All work and materials onsite today met or exceeded project specifications.

Carl Brinkerhoff | 07/12/19 | 05:12PM

## Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Terry Hansen was onsite today. Carl Brinkerhoff   07/12/19   05:15PM
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Attachments



I, Carl Brinkerhoff, have reviewed and completed this report.

Carl Brinkerhoff | 07/12/19 | 05:15PM