



## City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

# Memorandum

## Agenda Changes/Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: AUGUST 26, 2019  
SUBJECT: AGENDA CHANGES AND SUPPLEMENTAL PACKET

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### **Mayoral Recognitions and Proclamations**

Swearing in City of Homer Police Officers Kellen Stock and Tyler Jeffres

### **Consent Agenda**

Resolution 19-053, A Resolution of the City Council of Homer, Alaska, Amending the Homer Public Library, Library Card Registration Policy to Change Library Card Renewal to Every Two Years and Add Accepted Residency Documentation. Aderhold/Venuti.

Amended Library Card Policy Document as backup

Page 2

### **Visitors**

Legislative Update from Representative Vance

### **Public Hearings**

Rosebud Court Road Reconstruction and Paving Special Assessment District

Memorandum 19-111 from City Clerk as backup

Page 5

### **City Manager's Report**

Schedule for Attorney RFP process

Page 16

## Attachment A

### HOMER PUBLIC LIBRARY LIBRARY CARD REGISTRATION POLICY

#### A. PERMANENT CARDS

Any adult residing or owning property in the Homer Public Library service area is eligible for a permanent library card. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A permanent card allows patrons to check out up to 25 items at a time. A patron may not have more than one valid Homer Public Library card. The first card is free and must be renewed ~~annually~~ **every two years**. Lost cards may be replaced for a small charge.

##### Requirements for a Permanent Library Card:

1. Apply in person.
2. Supply proof of identity.
3. Supply proof of residency or land ownership in the Homer Public Library service area.

#### 1. Apply in Person

#### 2. Supply Proof of Identity

Acceptable proof of identity for a permanent card includes:

- Valid driver's license
- Government-issued photo identification
- School identification card

#### 3. Supply Proof of Residency or Land Ownership in the Library Service Area

Applicants must reside at a permanent address or own property within the library service area. The Homer Public Library service area includes:

- |                 |                   |               |
|-----------------|-------------------|---------------|
| • Anchor Point  | • City of Homer   | • Nikolaevsk  |
| • Diamond Ridge | • Kachemak City   | • Port Graham |
| • Fritz Creek   | • Kachemak Selo   | • Razdolna    |
| • Happy Valley  | • Millers Landing | • Seldovia    |
| • Halibut Cove  | • Nanwalek        | • Voznesenka  |
|                 | • Ninilchik       |               |

Acceptable proof of local residency or land ownership within the library service area includes:

- Valid Alaska driver's license or other government-issued document showing local address
- Cancelled mail addressed to the applicant postmarked within the last 30 days

## Attachment A

- Voter registration card with local precinct
- Recent utility bill showing physical address, printed or on an electronic device
- Preprinted check from a local bank imprinted with local address
- Real estate property ownership, which may be verified on the Borough website: [www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)
- **Current rent bill or signed lease agreement with local address**

### ***Important Notes:***

- General Delivery or delivery c/o (care of) is not an acceptable address for a permanent card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a permanent card are eligible for a temporary card.

## **Permanent Library Cards for Juveniles**

### **Requirements for a Juvenile Permanent Library Card:**

1. A parent or guardian must apply for a juvenile library card in person.
2. Supply proof of identity for the parent or guardian.
3. Supply proof of the parent or guardian's residence or land ownership in the Homer Public Library service area.

Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent card, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 25 items at a time on a permanent card. The parent or guardian's library account must be in good standing before any new cards will be issued.

## **B. TEMPORARY CARDS**

Temporary cards are issued to people who plan to be in the service area for six months or less or do not have proof of local residency. A temporary card is available for a small fee and is valid for six months. Temporary card holders may check out up to ten items at a time. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A patron may not have more than one valid Homer Public Library card.

### **Requirements for a Temporary Library Card:**

1. Apply in person.

## Attachment A

2. Supply proof of identity.
3. Supply permanent mailing address.

### 1. Apply in Person

### 2. Supply Proof of Identity

Acceptable proof of identity for a temporary card includes:

- Valid driver's license
- Government-issued photo identification
- School identification card

### 3. Supply Permanent Mailing Address for Temporary Cards

Acceptable proof of permanent mailing address for a temporary card includes:

- Valid driver's license or other government-issued document showing permanent address
- Evidence of cancelled mail addressed to the applicant at permanent address postmarked within the last 30 days

A local address may be given in addition to a permanent address if available.

#### **Important Note:**

- General Delivery or delivery c/o (care of) is not acceptable as a permanent address for a temporary card. Both may be used as a local address supplementing a permanent address.

## Temporary Cards for Juveniles

Persons under 18 years of age are considered juveniles. By applying for a juvenile temporary card, the parent or guardian accepts responsibility for library materials and services used by the juvenile as well as the juvenile's conduct on library premises. If the parent or guardian has a library card, that library account must be in good standing before a juvenile temporary card will be issued to the juvenile.

### **Requirements for a Juvenile Temporary Library Card:**

1. A parent or guardian must apply in person.
2. Supply proof of identity for the parent or guardian.
3. Supply permanent mailing address for the parent or guardian.

*Exceptions to the above requirements may be made at the discretion of the Library Director.*

Approved by the LAB on October 4, 2016: Memorandum 16-173.

Approved by the HCC on October 24, 2016: Resolution 16-108.



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### Memorandum 19-111

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: AUGUST 26, 2019

SUBJECT: ROSEBUD COURT SPECIAL ASSESSMENT DISTRICT

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A property owner submitted a request to initiate a Special Assessment District for Road Improvements on Rosebud Court, in accordance with Homer City Code Title 17.04. The City Clerk's office, with assistance from Public Works, prepared a petition and map for the district that was mailed via certified mailing to property owners in the district.

Rosebud Court is a cul-de-sac and the district is made up of 13 lots. Five of the 13 lots have sewer service and the remaining eight lots do not have sewer service. Two neighborhood meetings were held for this district and Public Works Director Meyer provided scenarios and estimated costs for the district improvements.

Per HCC 17.04.050 a public hearing is scheduled and property owners have been advised of their opportunity to file their written objection to the improvement plan. Six objections were received within the sixty day objection period, and one letter was received earlier in the year before the noticed objection period.

The next step will be a Resolution at the September 9, 2019 Council meeting.



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(p) 907-235-3130

(f) 907-235-3143

October 4, 2018

Dear Property Owner:

A request for road improvements was made for your neighborhood. The request was made by David Morris on October 10, 2017.

A Special Assessment District may be initiated with petition signatures of the record owners of one half or more of the parcels in the proposed district. We have compiled a list of the property owners within the boundaries of Rosebud Court Road improvement district, including your parcel(s).

If you support the road reconstruction and paving improvements and wish for the City to determine a cost estimate of the project you will need to sign and return the Property Owner Petition. By signing you are indicating that you may favor the road improvements and wish to hear more about the project, including costs. The Property Owner Petition must be returned to the City Clerk by **Friday, December 7, 2018**.

If you are not interested in starting the road reconstruction and paving improvements you do not need to sign the Property Owner Petition. Your lack of response indicates that you are not in favor of the Special Assessment District.

Pursuant to the Homer Accelerated Roads and Trails Program, property owner contribution to road improvements is 25% of the project costs for street reconstruction and paving on an equal assessment per lot basis of a standard residential street. Projects will be authorized only after a public hearing to insure public participation in the process.


As you contemplate whether or not to sign the petition, please keep in mind that many of the lots adjacent to Rosebud Court do not have public sewer service. Paving Rosebud Court now will require that the when a sewer main is installed, the pavement will have to be replaced (at additional cost to the benefitted property owners). Public Works does not generally recommend that streets be paved until both water and sewer mains have been constructed. Unfortunately, a moratorium has be placed on the use of Homer Accelerated Water and Sewer Program (HASWP) funds used to subsidize sewer main extensions (25%). Until that moratorium is removed, the entire cost of a sewer main extension would be the responsibility of the property owners.

On the other hand, signing the petition now creates the opportunity to discuss these issues further. A majority of you and your neighbors can still object to the paving project at a future time and stop the process.

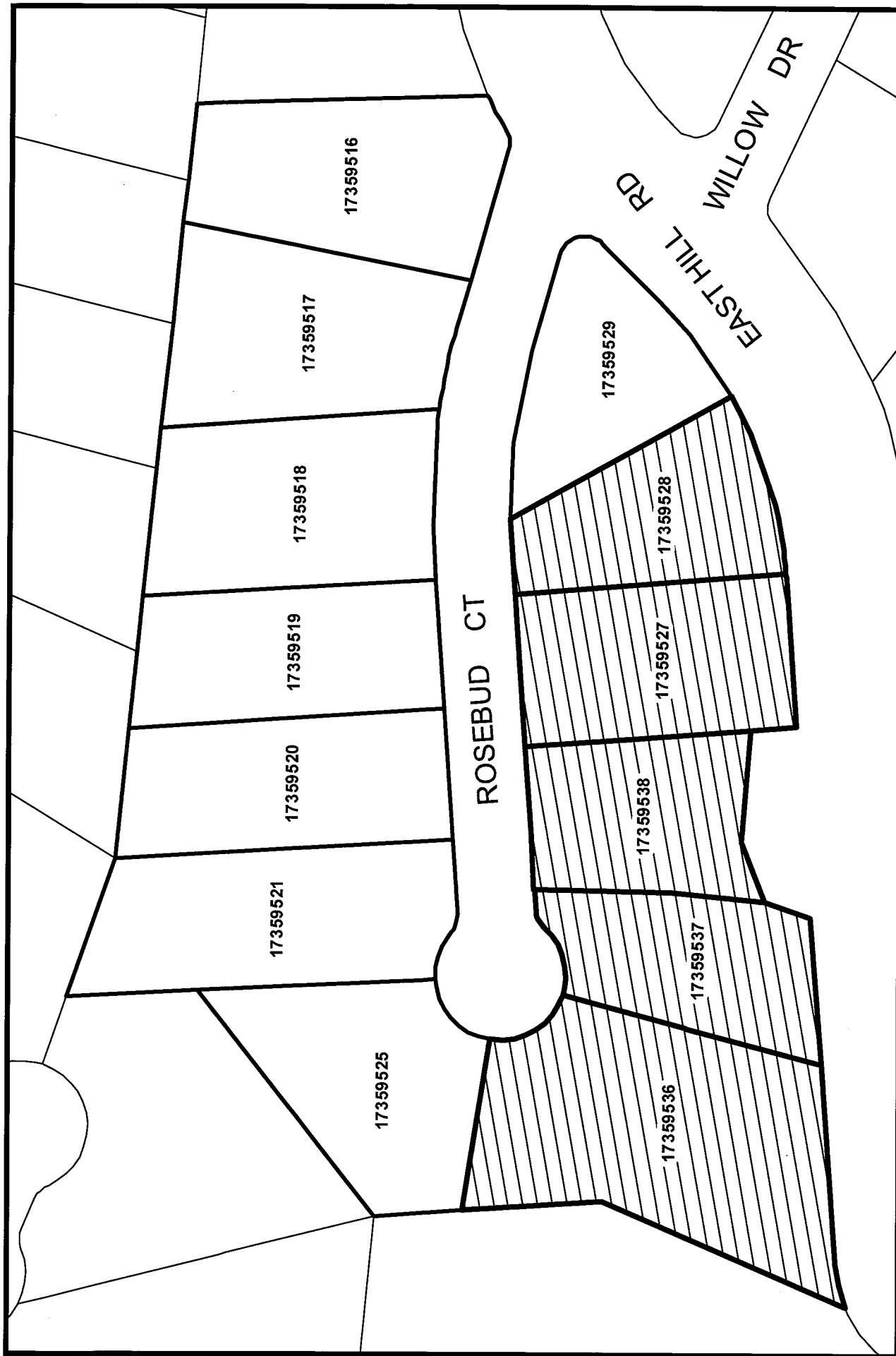
We will determine the amount of interested property owners by the number of signatures that are returned. You will be notified of the results once the petition deadline has passed.

Please call with questions you may have about the Special Assessment District. We would be happy to assist you.

Sincerely,

  
Melissa Jacobsen, City Clerk

Enc. Property Owner Petition  
Map of proposed project



0 50 100 200 Feet

Rosebud Court SAD



Sewer Customers





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(f) 907-235-3143

January 31, 2019

Dear Property Owner,

A petition for road reconstruction and paving improvements for the Rosebud Court Special Assessment District (SAD) resulted in sufficient interest for the district. Pursuant to HCC 17.04.040(b) a neighborhood meeting is scheduled for **Wednesday, February 13, 2019 from 5:00 p.m. to 6:00 p.m.** in the City Hall Conference Room at 491 E. Pioneer Avenue. The Conference Room is located upstairs and is accessed by the front door that faces Pioneer Avenue.

As explained in the letter mailed October 4, 2018 with the petition, many of the lots adjacent to Rosebud Court do not have public sewer service. Paving Rosebud Court now will require that when a sewer main is installed, the pavement will have to be replaced (at additional cost to the benefitted property owners). Public Works does not generally recommend that streets be paved until both water and sewer mains have been constructed. Unfortunately, a moratorium has been placed on the use of Homer Accelerated Water and Sewer Program (HASWP) funds used to subsidize sewer main extensions (25%). Until that moratorium is removed, the entire cost of a sewer main extension would be the responsibility of the property owners.

Staff will be available at the neighborhood meeting to answer questions on the proposed project, so please plan to attend. For further information contact the City Clerk's Office at 235-3130.

Sincerely,

Melissa Jacobsen  
City Clerk





## City of Homer

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

## Public Works

3575 Heath Street  
Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

April 11, 2019

Rosebud Court Property Owner:

Based on the neighborhood meeting held on February 13, Public Works has prepared the attached improvement plan and estimated the costs associated with the paving of Rosebud Court. Also provided is a plan and cost estimate for extending the sewer main to serve property on Rosebud Court that are not currently served with piped sewer service.

As discussed at the meeting, paving the road now, without installing the sewer main will most likely require removal/replacement of the paving in the future when the sewer main is installed.

### Assumptions:

- 1) The HART program will pay 25% of the cost of road reconstruction and paving
- 2) There is a moratorium on the use of HAWSP funds, so 100% of the cost of installing the sewer would be the responsibility of the benefitted property owners. The cost of sewer is based on no East End Road pavement removal or replacement costs. There will be significant additional cost to install the sewer if this work cannot be coordinated with the proposed ADOT paving project.
- 3) The State (ADOT) is planning to rehabilitate East Hill Road in the summer of 2020; after that the State will not allow cutting the new pavement for 5 years.

The cost of reconstructing and paving Rosebud Court is estimated to be \$356,400, including design, construction and a 10% contingency. There are 13 benefitted properties. The cost per lot would be \$20,560. Payments spread over 10 years (at 4.5%), annual payments would be approximately \$2,598.

The cost of extending a sewer main in Rosebud Court is estimated to be \$305,600, including design, construction and a 10% contingency. There are 10 benefitted properties. The cost per lot would be \$30,565. Payments spread over 20 years (at 2%), annual payments would be approximately \$1,869.

A second neighborhood meeting has been scheduled on **April 30, 2019 at 5:00 p.m.** to allow property owners another opportunity to discuss the project now that an improvement plan has been prepared. This meeting will be held at the City Hall Conference Room, at 491 E. Pioneer Avenue.

The next step following this neighborhood meeting will be to schedule a public hearing and accept written objections. If owners of real property that would bear 50% or more of the assessed cost of the improvement file timely written objections, Council may not proceed with the improvement unless it revises the improvement plan to reduce the assessed cost of the improvement that is borne by objecting owners to less than 50% of the assessed cost of the improvement. If there is not sufficient written objection, Council will hold a public hearing and adopt a resolution determining to proceed with the proposed amendment.

**Road/Sewer Special Assessment Districts  
Conceptual Cost Estimate - March 2019  
Rosebud Court**

ITEM OF WORK	Units	Quantity	Unit Price	Item Cost
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**SEWER**

Construction Surveying	LS	1	\$6,000	\$6,000
Traffic Maintenance	LS	1	\$3,500	\$3,500
Mobilization/Demob	LS	1	\$16,000	\$16,000
Furnish and Install 8" Sewer Main	LF	1105	\$90	\$99,450
Construct Sanitary Sewer Manhole	EA	6	\$6,500	\$39,000
Connect to Existing	LS	1	\$4,500	\$4,500
Construct Sanitary Sewer Cleanout	EA	2	\$1,950	\$3,900
Construct Sanitary Sewer Service (4")	EA	10	\$3,200	\$32,000
Classified Trench backfill Material	CY	600	\$28	\$16,800
Disposal of Unsuitable	CY	600	\$12	\$7,200
<b>Subtotal Sewer Construction</b>				<b>\$228,350</b>

Utility Relocation	LS	-	\$5,000	\$5,000
Right-Of -Way Acquisition	LS	-	\$1,500	\$1,500
Engineering (12%)	LS	-	\$27,402	\$27,402
Inspection (4%)	LS	-	\$9,134	\$9,134
Contingency (10%)	LS	-	\$22,835	\$22,835
City Administration (5%)	LS	-	\$11,418	\$11,418
<b>Subtotal Sewer Design/Inspection/Admin</b>				<b>\$77,289</b>

**Sewer Total** **\$305,639**  
**Per Lot** **\$30,564**

**10**

**ROAD/DRAINAGE**

Mobilization/Demobilization	LS	1	\$16,000.00	\$16,000
Clearing and Grubbing	LS	1	\$1,500.00	\$1,500
Construction Surveying	LS	1	\$4,800.00	\$4,800
Excavation (Off-Site Disposal)	CY	2845	\$11.00	\$31,299
Geotextile Fabric	SY	2449	\$4.00	\$9,795
Type III Classified Material	CY	1938	\$28.00	\$54,255
Type II Classified Material	CY	439	\$34.00	\$14,909
2" LC/2" A.C.Paving	SF	19324	\$5.75	\$111,113
Drainage/Culverts	LS	1	\$9,000.00	\$9,000
Signage	EA	2	\$350.00	\$700
Monumentation/Replace Disturbed	LS	1	\$1,000.00	\$1,000
Topsoil/Seeding	LS	1	\$6,000.00	\$6,000
Erosion Control/SWPPP Plan	LS	1	\$3,500.00	\$3,500
Implement SWPPP	LS	1	\$5,500.00	\$5,500
<b>Total Road Const</b>				<b>\$269,371</b>

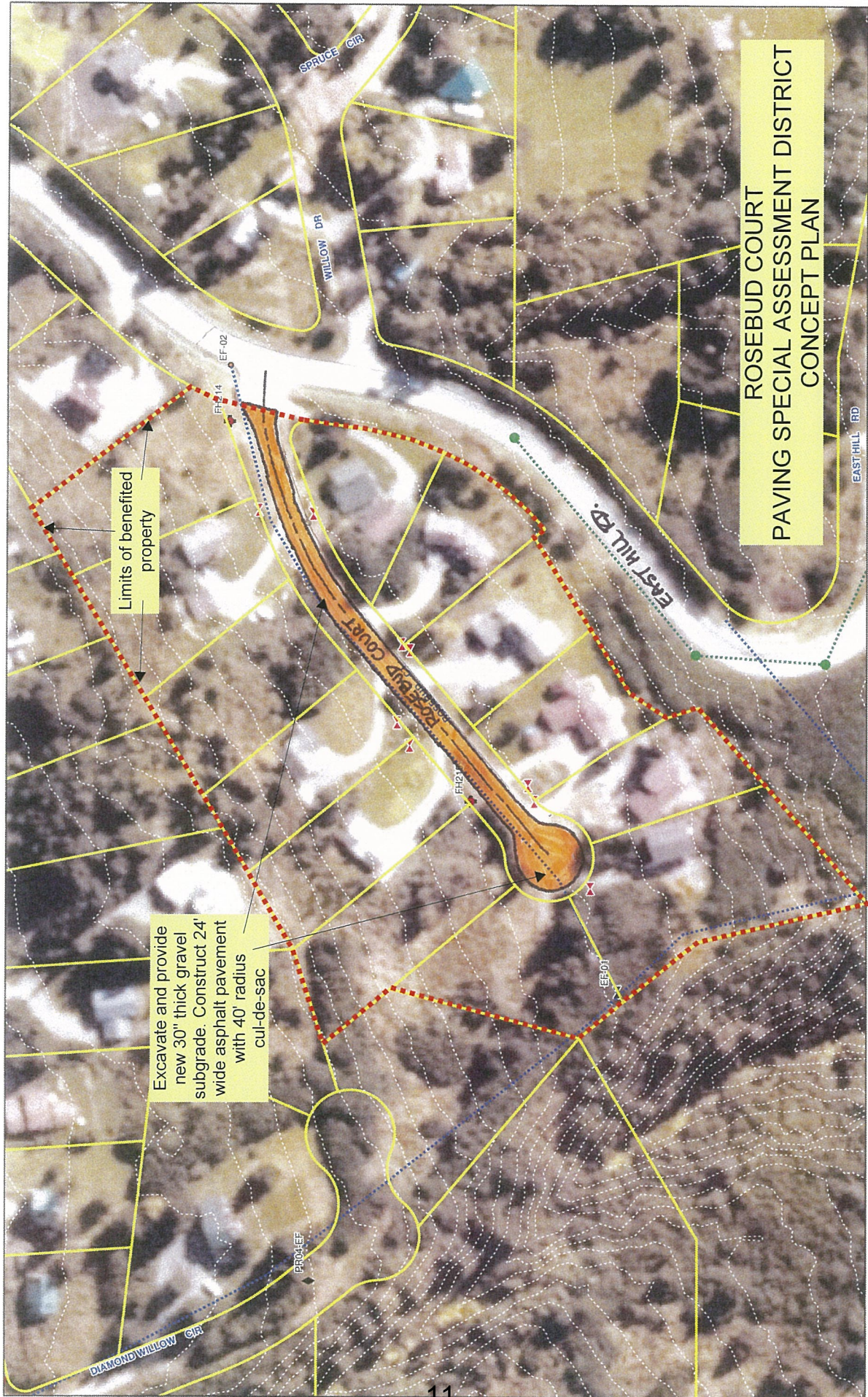
Utility Relocation	LS	-	\$3,000	\$3,000
Right-Of -Way Acquisition	LS	-	\$500	\$500
Engineering (12%)	LS	-	\$32,325	\$32,325
Inspection (4%)	LS	-	\$10,775	\$10,775
Contingency (10%)	LS	-	\$26,937	\$26,937
City Administration (5%)	LS	-	\$13,469	\$13,469
<b>Subtotal Road Design/Inspection/Admin</b>				<b>\$87,005</b>

**Road Total** **\$356,376**  
**Per Lot** **\$27,414**

**13**

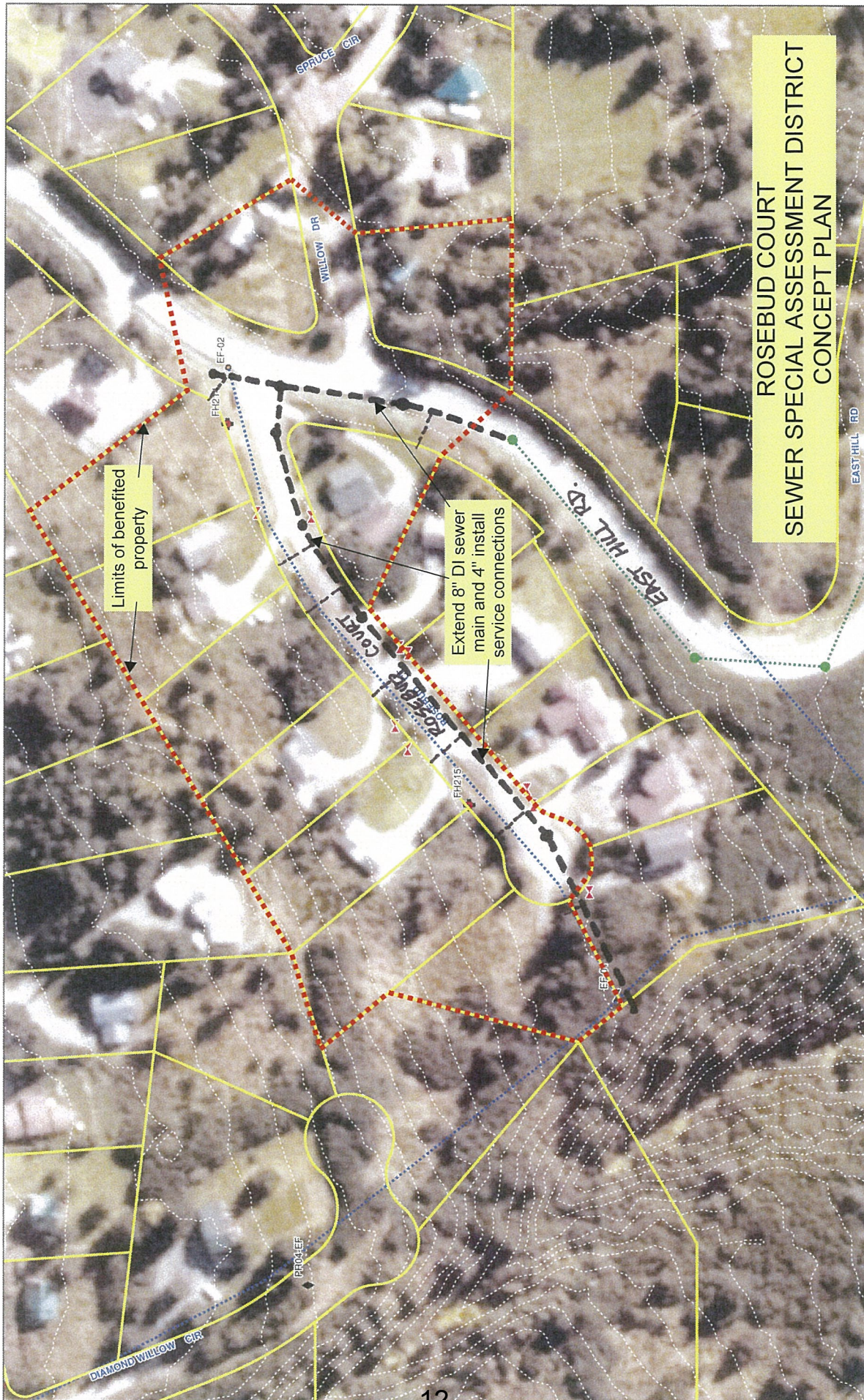
**\$662,015**





1 inch = 100 feet





ROSEBUD COURT  
SEWER SPECIAL ASSESSMENT DISTRICT  
CONCEPT PLAN

1 inch = 100 feet



CITY OF HOMER  
PROPERTY OWNER'S

**STATEMENT OF OBJECTION**

TO SPECIAL ASSESSMENT DISTRICT

AUG 23 2019 PM 03:14 *RT*

SPECIAL ASSESSMENT DISTRICT: ROSEBUD COURT ROAD RECONSTRUCTION & PAVING

☒ We affirm that ~~we~~ we are the owner(s) of the following lots in the Special Assessment District  
(give legal description):

T6S R13W SEC 8 Seward Meridian HM 0760104 BAYVIEW  
GARDENS SUB ADDN NO 1 LOT 18 BLK 7  
#17359518

T6S R13W SEC 8 Seward Meridian HM 0760104 BAYVIEW  
GARDENS SUB ADDN NO 1 LOT 21 BLK 7  
#17359521

☒ We object to the Rosebud Court Road Reconstruction & Paving Special Assessment District.

Reasons/Comments: \_\_\_\_\_

— Rosebud Court Road needs to be reconstructed and paved; however, we feel that a  
— city sewer line first needs to be extended to the properties on Rosebud that do not  
— have sewer. Otherwise, in the future those who paid for this paving project would  
— also pay for the destruction of part of that paving to allow the sewer to be built, then  
for again repaving Rosebud after the sewer installation. *DKS / MEF*

PROPERTY OWNER'S PRINTED NAME, SIGNATURE, AND DATE:

Donald K. Sanders Donald K. Sanders August 23, 2019  
(signature) (date)

Mary E. Sanders Mary E. Sanders August 23, 2019  
(signature) (date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

NOTE: PLEASE MAKE SURE THAT ALL THE PROPERTY OWNERS OF RECORD PRINT, SIGN, AND DATE THIS DOCUMENT. IF YOU HAVE MORE THAN ONE LOT PLEASE NOTE THIS ON THIS FORM WHEN YOU RETURN IT. OBJECTIONS WILL APPLY ONLY TO THOSE LOTS NAMED ON THIS FORM.

TO FILE AN OBJECTION COMPLETE THIS FORM AND RETURN IT TO THE OFFICE OF THE CITY CLERK NO LATER THAN 5:00 P.M. FRIDAY, AUGUST 23, 2019.

City of Homer  
Office of the City Clerk  
491 E. Pioneer Avenue  
Homer, Alaska 99603

RE: ROSEBUD COURT IMPROVEMENT

Received City Clerk's Office 2-13-19
FEB 13 2019
City of Homer

MS JACOBSEN,

My NAME IS Gil JOHNSON. My DAD IS Paul JOHNSON AND RESIDES AT 825 ROSEBUD COURT. WE WOULD LIKE TO RESPOND TO THE POTENTIAL FOR A SPECIAL ASSESSMENT AS FOLLOWS.

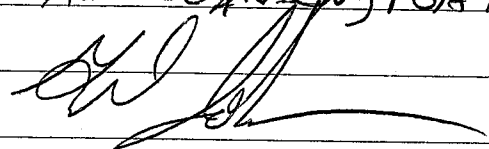
THE DEVELOPER OF THE SUBDIVISION DID SO ON A VERY LIMITED BUDGET, AND WITHOUT A LOCAL CODE AND OVERSIGHT. HE STARTED BUILDING THE ROAD WITH VERY LITTLE EXCAVATION DEPTH. THEN HE FOUND AN AREA OF LOCAL LAND WITH BACKFILL MATERIAL WHICH CONTAINED ORGANICS (SOIL/DIRT). THE USE OF THIS SOIL WITH THE ADDITION OF SOIL/DIRT FROM THE UPHILL SIDE OF THE DRIVE HAS CREATED A LARGE LAYER OF ORGANICS AS THE ROAD SURFACE. AS SUCH THE ROAD & ~~CRACKS~~ CULISAC ARE A MUDDY MESS. THE EDGE/SHOULDERS OF THE ROAD ARE VERY SOFT.

THIS HOMEOWNER IS ON A FIXED RETIREMENT BUDGET. PLUS KPR TAXES HAVE BEEN INCREASING AND WE ARE STILL PAYING ON THE NATURAL GAS ASSESSMENT. FUNDS FOR IMPROVEMENT ARE TIGHT, SO WE WOULD LIKE TO PROPOSE A RE-BUILD OF THE ROAD TO CURRENT STANDARDS MINUS PREVENT

WE WOULD SUPPORT THE FOLLOWING:  
CONSTRUCTION OF A NEW ROAD BED TO CURRENT  
STANDARDS WITH NSF MATERIAL. IMPROVEMENT  
OF THE DITCH DEPTH & WIDTH. ADDITION OF  
A HIGHLY COMPACTABLE MATERIAL LIKE 'D2' AND  
SIGNIFICANT PROPER COMPACTION.

THE ADDITION OF PROPER GEOTECH MATERIAL  
AND A COUPLE FEET OF NSF WILL CREATE  
A ROAD BED WITH PROPER DRAINAGE &  
SLOPE FOR MANY YEARS TO COME. THE  
COST FOR THIS TYPE OF IMPROVEMENT IS  
EXPECTED TO BE HALF OF A PAVED STREET W/  
WATER & SEWER CONSIDERATIONS.

THANK YOU.

GIL JOHNSON, POA FOR PAUL JOHNSON  




## August/September Legal Counsel RFP Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Aug 18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> RFP Closes @ 4:30	<b>23</b> Submit packets* to Council by end of day	<b>24</b>
<b>25</b>	<b>26</b> City Council W/S COW Regular Mtg.	<b>27</b>	<b>28</b> Special Meeting to review 3-5pm	<b>29</b> Clerk contacts proposers selected to schedule interview	<b>30</b> Clerk contacts proposers selected to schedule interview	<b>31</b>
<b>Sept 1</b>	<b>2</b> Labor Day City Offices Closed	<b>3</b> Interviews**	<b>4</b> Interviews**	<b>5</b> Interviews**	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> City Council COW Regular Mtg.	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> City Council W/S Ord 19-23 Title 14&17 3-5pm	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> City Council W/S COW Regular Mtg.	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

\*Packets will include all proposals and scoring rubric

\*\*Following final interview adjourn to Exec Session to make final selection for Reso on Sept 9 or amend schedule to have Reso on Sept 23 to allow for further deliberations