

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Library Date 6/27/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____
 Salary Range & Step _____
 Full-time
 Part-time Hours Per Year _____

Request Other Than Personnel:

Description Credit Card Processing
 Fund Name: General -- 100
 Account Name: Library -- 0145
 Account #: Equipment -- 5231
 Estimated Cost: \$1,000

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

First Data FD130 Terminal and monthly software support requested to enable acceptance of credit cards for payment of miscellaneous fees over \$10.

1) Credit card processing will improve our ability to collect fines and fees. Staff report patrons are often ready to pay their fees until they find out they can't use a credit card. If they don't have enough cash, they do not always come back to pay. We anticipate that improved collection of fines and fees will more than compensate for \$203/year in monthly fees to the card management company.

2) We hope to reduce the number of items sent to collection agency, which has not proven to be very effective. In the past year \$4,623 in unpaid bills over \$50 (for lost/damaged materials, administrative processing fees, and overdue fines) have gone to collections. However, only \$121 has been collected.

3) This will be more convenient for patrons, who frequently request credit card payment over cash. It will make it easier for patrons to pay for larger print jobs and non-residents to purchase temporary cards.

4) John Li, Finance Director, recommends this action.

Requestor's Name: Ann Dixon

Department Head Approval: _____

City Manager Recommendation: Katei Koestler
 Approved _____
 Denied _____
 Comments _____

Date 7.19.16

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016

Requesting Department Library Date 6/27/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description AED Replacement
(Automated External Defibrillator)

Fund Name: General -- 100

Account Name: Library -- 145

Account # Tools & Equipment -- 5231

Estimated Cost: \$1,500

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

The provider of our AED has discontinued service and parts . While it will continue to function, spare batteries and parts will not be available much longer. The new units are warranted for 8 years and the replacement pads are the least expensive in the industry (and have a 2 year shelf life). This information was not available until February of 2016 and so could not be budgeted for earlier.

Requestor's Name: Ann Dixon

Department Head Approval: _____

City Manager Recommendation:

Approved Katrin Koehler

Denied _____

Comments _____

Date 7.19.16

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016

Requesting Department Finance Date 7/19/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description Caselle Training

Fund Name: General Fund

Account Name: Finance

Account # 100-0120-5210

Estimated Cost: \$7,800

(FINANCE DEPT. WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

Caselle Connect Upgrade & Excel Addin Functionalities
New Software Assurance Contract will cost additional \$1300 per month for 10 concurrent licenses (current cost is about \$1400 per month).
The request is for 6 month of FY 2016 = \$7800

Requestor's Name: John Li

Department Head Approval: _____

City Manager Recommendation: _____

Approved Katä Koester

Denied _____

Comments _____

Date 7-19-16

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Finance Date 7/19/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description Caselle Training

Fund Name: General Fund

Account Name: Finance

Account # 100-0120-5603

Estimated Cost: \$3,646 3,700

(FINANCE DEPT. WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

Caselle 2016 Annual Conference, October 12 – 13, 2016

Registration \$425 x 2 = \$850

Air tickets Homer to ANC \$250 x 2 = \$500

Air tickets ANC to Las Vegas \$360 x 2 = \$720

Hotel \$210 (tax included) x 2 x 3 = 1260

Per diem (est.) \$158 x 2 = \$316

Transportation: \$17 x 2 = \$34

Total Costs = \$3,680

Class Schedule attached

Requestor's Name: John Li

Department Head Approval: _____

City Manager Recommendation: Katie Koester

Approved _____

Denied _____

Comments _____

Date 7-19-16

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016

Requesting Department PUBLIC WORKS Date 7/19/16

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:
Position Title _____
Salary Range & Step _____
Full-time
Part-time Hours Per Year _____

Request Other Than Personnel:
Description ADDITIONAL FUNDS TO HELP
PAY FOR DEEP SEWER REPAIR
Fund Name: SEWER COLLECTION SYSTEM
Account Name: 200-0504-5210
Account #: PROF & SPECIAL SERVICES
Estimated Cost: \$15,000

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

SEWER SERVICE FAILED ON OCEAN DRIVE
SERVICE TOO DEEP TO REPAIR WITH CITY EQUIPMENT
CONTRACTOR HIRED WITH PROPER EQUIPMENT (COST ± \$30,000)
CURRENT O&M BUDGET HAS \$30,000
REQUEST BUDGET ADJUSTMENT OF \$15,000 SO WE HAVE
ADEQUATE FUNDS AVAILABLE FOR REST OF YEAR.

Requestor's Name: _____

Department Head Approval: Carey Meyer

City Manager Recommendation: _____ Date _____

Approved _____
Denied _____
Comments _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Planning Date 6/20/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel: _____

Description

Coastal Erosion mapping update

Fund Name:

General Fund

Account Name:

Planning Reserves

Account #

156-0387

Estimated Cost:

\$8,000

(FINANCE DEPT WILL COMPLETE)

5101 Permanent Employees _____

5102 Fringe Benefits _____

5103 P/T Employees _____

5104 Fringe Benefits P/T _____

5105 Overtime _____

Total Personnel Cost _____

Justification:

Our coastal erosion mapping provides estimated annual erosion rates along the coast line and was last created using imagery produced in 2003. We now have new LIDAR from 2008, coastal photography from 2008, and KPB imagery from 2013. This new imagery will show the changes in the last 5 and 10 years. This mapping is used as a tool for land owners and developers to make informed decisions about purchases and development. The erosion rate derived from the mapping is also used to identify projects that may qualify for hazard mitigation funds.

Homer was the first community to have this coastal erosion mapping work done. Since then, most of the western Kenai Peninsula has been mapped and the process refined. We have found a reasonable cost estimate for specialized work and believe this is a good time to take advantage of the newer data.

Requestor's Name:

Rick Abboud

Department Head Approval:

City Manager Recommendation:

Approved

Denied

Comments

Katie Koester

Date

7.19/6

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Port and Harbor Date 7-15,2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description Additional funding for the Fish Dock camera project

Fund Name: _____

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Account Name: Port and Harbor reserves

Account # 456-380

Estimated Cost: \$10,500

Justification:

The fish dock maintenance/safety camera task was approved for funding as a reserves project in 2013. Staff has been working on this as in house spare time assignment and we fully intend to complete this project before year end.

Now that Product and installation costs have been fully researched it has become apparent that we underestimated the total costs to install this new system and that additional funding is necessary to complete the project.

Requestor's Name: Bryan Hawkins

Department Head Approval: _____

City Manager Recommendation: Kate Koester

Date 7-19-16

Approved _____

Denied _____

Comments _____

Back-up
only

CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2014

Requesting Department Port and Harbor Date 8-21, 2013

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description Maintenance cameras for the Fish Dock

Fund Name: Port and Harbor reserves

(FINANCE DEPT WILL COMPLETE)

5101 Permanent Employees _____

5102 Fringe Benefits _____

5103 P/T Employees _____

5104 Fringe Benefits P/T _____

5105 Overtime _____

Total Personnel Cost _____

Account Name: _____

Account # 456-380

Estimated Cost: \$15,000

Justification:

This project will assist staff in managing what is a 24/7 operation on the fish dock. during hours when staff aren't present to observe and direct activities on city property. Or as in the case of damage , cameras will aid staff in assigning repair costs to the responsible parties.

Requestor's Name: Bryan Hawkins

Department Head Approval: _____

City Manager Recommendation: _____ Date 7-19-16

Approved Katie Webster

Denied _____

Comments _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Port and Harbor Date 7/15/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel: _____

Description Replace 1992 plow/sanding truck

Fund Name: Fleet Reserves

Account Name: 452-374

Account # _____

Estimated Cost: \$40,000

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

Necessary fleet upgrade to a F-450 for the Port/Harbor maintenance department. We are asking for this in a mid term instead of in our regular budget because we would like to be able to make the purchase before January when our new 2017 approved budget would come into affect.

Requestor's Name: Bryan Hawkins

Department Head Approval: _____

City Manager Recommendation: Kate Koester

Date 7-19-16

Approved _____

Denied _____

Comments _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
YEAR 2016**

Requesting Department Library Date 7/11/2016

Level of Need: Urgent Essential Necessary Desirable

Request for Additional Personnel:

Position Title _____

Salary Range & Step _____

Full-time

Part-time Hours Per Year _____

Request Other Than Personnel:

Description Replace 15 public-use computers

Fund Name: General --100

Account Name: Library -- 145

Account # Computer Related Items -- 5233

Estimated Cost: \$12,000

(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees	_____
5102 Fringe Benefits	_____
5103 P/T Employees	_____
5104 Fringe Benefits P/T	_____
5105 Overtime	_____
Total Personnel Cost	_____

Justification:

Half of the Library's 25 computers for public use are at the end of their life cycle and out of warranty in 2016. They were placed into service in 2012 and are very heavily used: 49,406 Internet sessions (on all computers) in 2015. Because they are all the same age, they are likely to fail around the same time. Depreciation funds were requested the past three years but not funded; thus we have no budget to replace these computers, heavily relied upon by many members of the public to job search, email, do taxes, apply for jobs and PFDs, create resumes, conduct business and research. Inability to replace these machines when they fail will result in long waits for access to remaining computers, which are themselves only one year newer. To purchase in bulk, we must buy in lots of 5 (15 this year, 10 next year.) Cost: 15 CPUs with Windows license + 15 monitor stands @ \$800 each = \$12,000.

Please note that patrons pay to print from these computers. Proceeds to the General Fund from printing (after expenses for ink and paper) in the past year were approximately \$3,340.

Note: Each computer has been rebooted on average 5,162 times over its lifetime, the equivalent of turning on and using a computer each work day for almost 20 years.

Requestor's Name: Ann Dixon

Department Head Approval: _____

City Manager Recommendation:

Date 7-19-16

Approved _____

Denied Katie Koester

Comments insufficient funding available at this time - too much uncertainty