



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: January 8, 2025
SUBJECT: City Manager's Report for January 27, 2025 Council Meeting

RAISE Grant Award

The City of Homer has received a \$2 Million grant from the U.S. Department of Transportation (USDOT) for Rebuilding American Infrastructure with Sustainability and Equity (RAISE). This highly competitive federal grant program funds transportation infrastructure projects with significant local or regional impacts. As of June 2024, the RAISE program has provided more than \$15 billion across sixteen rounds of funding to local governments, Tribes, transit and port authorities, and states. This milestone achievement is a testament to the hard work of the City of Homer team and our dedicated partners. The grant will fund planning and design for Realizing Equitable and Accessible Connectivity in Homer, a project to develop sidewalks, trails, bikeways, and mobility hubs along key streets identified in Homer's Transportation Plan, and to address challenging, hard to develop routes that stand in the way of a connected, community-wide sidewalk network. Work will include public engagement, system-wide planning, design, environmental and equity analyses to ensure an inclusive approach. This award represents a critical step toward improving access for everyone in Homer. We appreciate the U.S. Department of Transportation for recognizing this project as one that will improve safety and mobility for the traveling public, and we thank the Alaska Congressional Delegation for advocating for this, and other important Alaskan infrastructure projects.

Grant Submitted

Community Development Director Engebretsen and Special Project Coordinator submitted a \$1.5M grant application to NOAA in early January. Via Resolution 24-077 in July 2024, Council supported a partnership between the City, University of Alaska and the Kachemak Bay National Estuarine Research Reserve to submit a grant application to the National Oceanic and Atmospheric Administration for funding to acquire and protect lands within the Bridge Creek Watershed Protection District. The grant also includes funding for a weather station, which can provide data for future landslide hazard research. Staff expects to learn the result of the application in late spring, with a potential grant agreement to Council in the summer.

Transportation Plan

Homer's new Transportation Plan has been adopted by the Kenai Peninsula Borough! This was the final step in the lengthy process to update this portion of the Comprehensive Plan. The community's work and input on this plan will serve Homer well as we embark on implementing the plan, working with the State of Alaska on the awarded HaPP loop project, and on the newly awarded federal RAISE grant. Staff from Administration, Public Works and Community Development will continue to work closely together on these transportation projects over the coming years.

Alaska Fire Chiefs Association Request to Legislature for Support

Next week at the Alaska Fire Chiefs Association will be meeting with legislators in Juneau to discuss several topics of interest within the Alaska fire service. Chief Kirko provided a copy of their letter and list of critical infrastructure needs from all over the state. The list was requested last year by Senator Stevens, who was instrumental in getting Kodiak the funding for their new fire station and has shown interest in supporting other Alaska public safety (fire/EMS) agencies as well.

FY24 Audit Update

The City Finance Department continues to focus on 2024 audit work in conjunction with Porter & Allison, the accounting firm that assists us in preparing our documentation, and BDO, the City's independent auditor. A copy of the 2024 Audit Planning Document from BDO is attached to this report.

Homer Comprehensive Plan Photo Contest and Open House Save the Date

A photo contest is underway, so help us showcase our vibrant community by sharing your pictures of Homer's unique and vibrant people and places. Submissions are due by January 31, 2025 and up to 5 winning photos will be selected. Winners will be selected by City communications staff and winning entries will be featured on the covers of the plan. Submit your photos on the website at <https://homercompplanupdate.com/> Also, the Open House for the Release of the Draft Comprehensive Plan is scheduled on Tuesday, February 11, 2025 from 5:00 to 8:00 p.m. at Islands & Ocean Visitors Center, 95 Sterling Highway, Homer, AK.

Lunch and Learn

Recognizing that we have a lot of fantastic new folks that have joined the City team over the last year we held a lunch time training session to learn about drafting ordinances, resolutions, and memorandums and 24 folks representing all departments joined in person or on Zoom! I led the session that took us through a legislation 101 track, and some of the more seasoned staff asked questions that took us down the road of substitutes, amendments, and other scenarios that led into legislation 202 type conversations. I really appreciated folks showing up to learn and I'm encouraged to do more of these sessions.

Attachments:

City of Homer 2024 Audit Planning Document
Letter from Alaska Fire Chief's Association



REPORT TO CITY COUNCIL

CITY OF HOMER, ALASKA

2024 AUDIT PLAN



Welcome

BDO USA, P.C.
3601 C St, Ste. 600
Anchorage, AK 99503
www.bdo.com

January 7, 2025

City Council

City of Homer, Alaska

We look forward to discussing with you the current year audit plan for the City of Homer, Alaska (the City). This report provides an overview of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the Company, are committed to executing a quality audit, and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

BDO USA

Copy to: Rachel Lord, Mayor
Elizabeth Fischer, Finance Director
Jenna deLumeau, Controller

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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors) and, if appropriate, management of the Company, and is not intended and should not be used by anyone other than these specified parties.

Executive Summary



Executive Summary

Audit timeline

- We will perform our year-end procedures during the months of December through January and February.

Audit strategy, including significant risks identified

- Our audit strategy, including significant risks identified, for the 2024 audit is outlined in the “Areas of Significant Risk” on page 12.

Other topics of interest

- Recent GASB Standards

Inquiries of Those Charged with Governance related to matters relevant to the audit (see page 16).



Audit Timeline

The following represents our anticipated schedule regarding our audit of the annual financial statements of the City:

	Dec	Jan	Feb	Mar
Planning	✓	✓		
Year-End Fieldwork		✓	✓	
Release Report on Financial Statements			✓	✓

OPTIONAL

Audit Overview & Strategy



Overview

Our audit strategy follows a risk-based approach, so that our audit work, including the nature, timing and extent of audit procedures planned, is focused on the areas of the financial statements where the risk of material misstatement is assessed to be significant as well as other areas of the financial statements where we have identified risks of material misstatement.

In preparation for our audit, we have discussed with City Council, management and internal audit significant matters including, but not limited to, market conditions, activities, and changes to the Company's business, systems, accounting principles and controls, and obtained management's view of potential audit risk in order to update our understanding of the Company. This is important to our identification and assessment of risks of material misstatement to the financial statements and related disclosures.

Key components of our audit objectives and strategy are highlighted within the executive summary section and explained in more detail in the following sections. The executive summary section is designed to facilitate discussion with the audit team, while the rest of the package serves as pre-read material for City Council.

We will continue to update the resulting assessment throughout the audit. We will communicate to you any significant changes to the planned audit strategy or the significant risks initially identified and communicated herein, and the reason for such changes, as applicable, when we present the results of our audit upon completion.



Terms of the Audit and Independence

AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities regarding independence and the performance of our services. This letter also stipulates the responsibilities of the Company with respect to independence as agreed to by the Company. Please refer to that letter for further information.

Terms of the Audit and Independence

AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework. In addition, our audit will be conducted in accordance with standards for financial audits contained in the *Government Auditing Standards* (GAS or Yellow Book), issued by the Comptroller General of the United States.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* regarding independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.

TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter, which was provided to you on December 3, 2024, and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

- ▶ We will plan and perform the audit of the financial statements for the year ended June 30, 2024, in accordance with *Government Auditing Standards*.
- ▶ We will perform tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Determining Our Planned Audit Strategy

We focus on areas with higher risk of material misstatement to the financial statements, whether due to error or fraud. Our audit strategy includes consideration of the following:

- ▶ Prior year audit results including discussions with management and those Charged with Governance regarding the City's operations, business activities, and risks.
- ▶ Inherent risk within the City (i.e., the susceptibility of the financial statements to material error or fraud) without regard to the effect of controls.
- ▶ A continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City.
- ▶ Recent developments within the industry, regulatory environment, and general economic conditions.
- ▶ Recently issued and effective accounting and financial reporting guidance.
- ▶ The City's significant and critical accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions.
- ▶ The control environment, risk management and monitoring activities, and the possibility that internal controls may fail to prevent or detect a material misstatement due to error or fraud.
- ▶ The use of information systems and service organizations in the financial reporting process and overall IT environment.
- ▶ Extent to which we plan to use others, outside the core engagement team, to perform certain planned audit procedures or evaluate audit results related to significant risks that may require specialized skills or knowledge.

We will communicate to you any significant changes to the planned audit strategy, or to the significant risks initially identified, that may occur during the audit due to the results of audit procedures or in response to external factors, such as changes in the economic environment.

Detail of Significant Risks & Additional Audit Considerations



Areas of Significant Risk

Our areas of significant risk, which are risks with both a higher likelihood of occurrence and a higher magnitude of effect that require special audit considerations, are as follows. Our planned audit procedures for these risks are detailed starting on page 12.



Grant revenue recognition

The diagram consists of two horizontal rows. Each row features a red rounded rectangle on the left containing a risk area, followed by a white rectangle on the right for audit procedures. A red line connects the two shapes in each row, and a vertical red line is on the left of each row.

Management override of internal controls

Grant Revenue Recognition

SUMMARY OF AREA OF SIGNIFICANT RISK

BDO has identified a significant risk related to recognizing grant revenue in accordance with approved agreements and applicable provisions. There is a risk that revenue recognized does not correlate with incurred expenses or according to stipulations in the applicable agreements. After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as significant.

SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will refine our understanding of the grant revenue recognition process through a walkthrough of the revenue business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating underlying grants based on inspection,, and inquiries directly with personnel at the City. We will select grants for detailed testwork of the underlying costs, revenue recognition, and cash receipts associated with the project.

Management Override of Controls

SUMMARY OF AREA OF SIGNIFICANT RISK

Management override of controls is presumed to be a significant risk by default for all entities. The presumptive risk is that management could use their position to circumvent controls in order to misstate or misappropriate assets. In addition, management could be in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as Significant.

SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will update our understanding of the FRCP business process, perform a walkthrough of the FRCP business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating journal entries to test the reasonableness of entries made, as well as their applicable authorization.
- Inquiries will be made throughout the organization to determine if there is know or potential fraud issues.

Inquiries of Those Charged with Governance



Obtaining Information from Those Charged with Governance

We perform inquiries related to fraud and other matters to help inform our audit strategy and execution of our audit procedures. As part of the upcoming meeting with you, we would like to discuss the following topics with you to understand any matters of which you believe we should be aware, including, but not limited to:

- ▶ Your views about the risk of material misstatements due to fraud, including the risk of management override of controls
- ▶ How you exercise oversight over the Company's assessment of fraud risks and the establishment of controls to address these risks
- ▶ Your awareness of any actual, alleged or suspected fraud or illegal acts affecting the Company
- ▶ Your awareness of tips or complaints regarding the Company's financial reporting and your response to such tips and complaints
- ▶ Your awareness of other matters relevant to the audit including, but not limited to, violations or possible violations of laws or regulations
- ▶ Your awareness of noncompliance with laws and regulations to include consideration of noncompliance with provisions of contracts and grant agreements.
- ▶ Your awareness of any investigations or legal proceedings that have been initiated or are in process with respect to the period under audit.
- ▶ Your awareness of any significant communications between the Company and regulators
- ▶ Your understanding of the Company's relationships and transactions with related parties that are significant to the Company
- ▶ Any business relationships between a BDO firm and the Company or its affiliates
- ▶ Whether the Company has entered into any significant unusual transactions
- ▶ Your awareness of any other information that is important to the identification and assessment of risks of material misstatement

Other Topics



BDO's System of Quality Management

An effective quality management system in an audit firm is crucial for supporting the consistent performance of high-quality audits and reviews of financial statements, or other assurance or related services engagements under professional standards, and applicable legal and regulatory requirements.

Accordingly, BDO has implemented a system of quality management designed to provide reasonable assurance that its professionals fulfill their responsibilities and conduct engagements in accordance with those professional standards, and legal and regulatory requirements. The firm's system of quality management supports the consistent performance of quality audits through many ongoing activities including, at least annually, certification by leaders with responsibility for key controls and related processes. Our Assurance Quality Management team performs regular reviews and testing of key controls and processes throughout the system of quality management and identifies and communicates areas for improvement. In addition, our Audit Quality Advisory Council supports our system of quality management by providing guidance and input on audit quality initiatives.

As required by International Standard on Quality Management 1 (ISQM 1) under the International Auditing and Assurance Standards Board (IAASB), BDO has conducted an evaluation of the effectiveness of its system of quality management and concluded, as of July 31, 2023, that, except for certain deficiencies related to the execution of its issuer audits, that system provides the reasonable assurance that our professionals will perform audits and reviews of financial statements or related assurance services engagements in accordance with professional standards, and applicable legal and regulatory requirements. BDO has either implemented or is designing remedial actions to address those deficiencies prior to our next evaluation.



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO's system of quality management within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

**[CLICK HERE TO ACCESS IAASB
ISQM-1 IN ITS ENTIRETY >](#)**

GASB Statement No. 99, Omnibus 2022

Effective Dates	Date per Pronouncement
	Effective as Noted Below

- ▶ This Statement address practice issues identified during implementation and application of certain GASB Statements and accounting and financial reporting for financial guarantees.
- ▶ Effective Upon Statement Issuance - April 2022:
 - Extension of the period during which LIBOR is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
 - Accounting of benefits distributed as part of the Supplemental Nutrition Assistance Program (SNAP)
 - Disclosures related to nonmonetary transactions
 - Pledges of future revenues when resources are not received by the pledging government
 - Clarification of provisions of Statement No. 34 related to the focus of the government-wide financial statements
 - Updates to terminology used in Statement No. 53 to refer to resource flow statements and to certain provisions in Statement No. 63
- ▶ Effective for Fiscal Years Beginning After June 15, 2022:
 - Determination of lease term and classification of leases as short-term in accordance with Statement No. 87
 - Clarification related to the determination of Public-Private Partnerships (PPP) term and recognition and measurement of installment payments and the transfer of PPP assets under Statement No. 94
 - Clarification of the provisions of Statement No. 96 related to Subscription Based Information Technology Arrangements (SBITA) term, classification of short-term SBITA, and recognition and measurement of a subscription liability
- ▶ Effective for Fiscal Years Beginning After June 15, 2023:
 - A government extending an exchange or exchange-like financial guarantee should recognize a liability and expense/expenditure related to the guarantee when qualitative factors and historical data indicate that it is more likely than not a government will be required to make a payment related to the guarantee. Statement No. 99 excludes guarantees related to special assessment debt, financial guarantee contracts within the scope of Statement No. 53, or guarantees related to conduit debt obligations.
 - Requirements related to the classification and reporting of derivative instruments within the scope of Statement No. 53 that do not meet the definition of an investment or hedging derivative instrument

GASB Statement No. 100, *Accounting Changes and Error Corrections* - an amendment of GASB Statement No. 62

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2023

- ▶ This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes.
- ▶ As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability.
- ▶ This Statement also addresses corrections of errors in previously issued financial statements.
- ▶ This Statement requires that:
 - changes in accounting principles and error corrections be reported retroactively by restating prior periods,
 - changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and
 - changes in accounting estimates be reported prospectively by recognizing the change in the current period.
- ▶ The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement.
- ▶ Statement No. 100 requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.
- ▶ This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.
- ▶ Statement No. 100 also addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

GASB Statement No. 101, *Compensated Absences*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 12/15/2023

- ▶ This Statement requires that liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means.
- ▶ Requires recognition of a liability for leave that has not been used if:
 - the leave is attributable to services already rendered,
 - the leave accumulates, and
 - the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.
- ▶ Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.
- ▶ Statement No. 101 requires that a liability for certain types of compensated absences, including parental leave, military leave, and jury duty leave, not be recognized until the leave commences.
- ▶ In addition, this Statement requires that for specific types of compensated absences, a liability not be recognized until the leave is used.
- ▶ This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.
- ▶ With respect to financial statements prepared using the current financial resources measurement focus, Statement No. 101 requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.
- ▶ Statement No. 101 amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

GASB Statement No. 102, *Certain Risk Disclosures*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2024

- ▶ The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints.
- ▶ Statement No. 102 defines a *concentration* as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources.
- ▶ Statement No. 102 defines a *constraint* as a limitation imposed on a government by an external party or by formal action of the government’s highest level of decision-making authority.
- ▶ Requires a government to assess:
 - whether a concentration or constraint is known to the government prior to the issuance of the financial statements,
 - whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and
 - whether event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.
- ▶ For items meeting the above criteria, required disclosures include descriptions of:
 - the concentration or constraint,
 - each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements, and
 - Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.

At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes — for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.

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ALASKA FIRE CHIEFS ASSOCIATION

One Sealaska Plaza, Suite 200, Juneau, Alaska 99801

January 21, 2025

Subject: Request for Support for Much-Needed Fire Station Projects in Alaska

Dear Members of the Alaska State Legislature,

On behalf of the Alaska Fire Chiefs Association, we are reaching out to request your support for crucial fire station projects that are currently in need of attention and funding. Our organization represents all regions of Alaska and is dedicated to ensuring the safety and well-being of Alaskans by supporting and advocating for emergency service professionals across the state.

The state of Alaska faces unique challenges when it comes to emergency response, and it is imperative that our fire stations are adequately equipped and maintained to effectively address these challenges.

Many of our fire stations need essential upgrades and improvements to enhance their capabilities and response times. These projects include, but are not limited to, the following:

1. **Replacement and New Construction:** With many of the aging stations, renovations are just not feasible. These old stations need an entire replacement.
2. **Infrastructure Upgrades:** Aging fire stations require improvements to meet current safety standards and accommodate modern firefighting equipment.
3. **Training Facilities:** Establishing or upgrading training facilities will allow our firefighters to stay current with the latest techniques and technologies in firefighting and emergency response.

We understand the fiscal responsibilities faced by the Alaska State Legislature, however, we believe that investing in these fire station projects is crucial for the safety and security of our communities.

We kindly request your support in securing the necessary funding for these projects to ensure that your fire departments can continue to provide the highest level of service to the residents of Alaska.

Thank you for your time and consideration. We look forward to the opportunity to discuss these projects further and to collaborate on initiatives that will strengthen the fire service capabilities throughout our great state.

Sincerely,

A handwritten signature in blue ink, appearing to read "Forrest Kuiper".

Forrest Kuiper, President
Alaska Fire Chiefs Association

		NEW FIRE STATION CONSTRUCTION			
Community:	Project Name:	Scope:	Cost:	POC:	Email:
Anchorage, Municipality	Anchorage Fire Department Station 12 Relocation	Relocation & Co-locate AFD-APD Dispatch	\$15.8M	Douglas Schrage	Douglas.Schrage@anchorageak.gov
	Anchorage Fire Department Station 16 New Station	New Fire Station	\$10.8M		
	Anchorage Fire Department Station 11 Relocation	Relocation	\$10.8M		
Chugiak	Station Replacement	New station for current and future needs	\$15M	Scott Fisher	scott.fisher@cvfrd.com
Dillingham, City	Dillingham Fire Department Fire Station replacement	Downtown Station replacement	\$10.6M	Scott Runzo	scott.runzo@dillinghamak.us
Fairbanks North Star Borough	University of Alaska Fairbanks Arctic Emergency Services Facility	Replace Station 11, and house Fire/EMS/Police & CTC programs	\$72M	Forrest Kuiper	fjkuiper@alaska.edu
Fairbanks, City	City of Fairbanks Fire Department Station 2 replacment	Replace Station 2	\$20M	Andrew Coccoaro	acoccoaro@fairbanks.us
Kenai Peninsula Borough	Central Emergency Services Fire Station Replacement	Additional funds to replace Station #1	\$5.9M	Roy Browning	RBrowning@kpb.us
Girdwood Fire Department	Training Prop Building	Building a training prop building	\$300,000	Michelle Weston	chief@girdwoodfire.com
Homer, City	Homer Fire Department Headquarters Replacement	Headquarters station replacement	\$20M	Mark Kirko	mkirko@ci.homer.ak.us
Kenai, City	Publis Safety Building Replacement	Replacement of Public Safety Building	\$25M	Jay Teague	jteague@kenai.city
Ketchikan, City	Ketchikan Fire Department Station Replacement	Station 2 replacement	\$15M	Rick Hines	rickh@city.ketchikan.ak.us
Matanuska Susitna Borough	Willow Fire Department Replacement Station	Replacement public safety facility in willow	\$5M	Brian Davis	bdavis@matsugov.us
North Pole, City	North Pole Fire Department Replacement Station	Replace headquarters fire station	\$21.5M	Chad Heineken	cheineken@northpolefire.org
Palmer, City	Palmer Public Safety Facility	New Public Safety building	\$46.5M	John Prevost	jprevost@palmerak.org
Saxman, City	Saxman Fire Station Replacement	Fire Station replacement	\$10M	Steve Rydeen	stever@kgbak.us
Seward, City	Fire Station Replacement	Replacement of Fire Station (built in 1963)	\$25M	Clinton Crites	ccrites@cityofseward.net
Sitka, City	Sitka Fire Department Fire Training Facility	Fire Training Facility	TBD	Craig Warren	craig.warren@cityofsitka.org
Unalaska, City	Unalaska Fire Department New Fire Station & Training Facility	New fire station and training facility	\$20M	Ben Knowles	bknowles@ci.unalaska.ak.us
Valdez, City	City of Valdez Fire Department Replacement Station 4	Relocate and Replace Station 4	\$5M	Tracy Raynor	TRaynor@valdezak.gov
		Total	\$354M		
		RENOVATED FIRE STATION PROJECTS			
Community:	Project Name:	Scope:	Cost:	POC:	Email:
Anchorage, Municipality	Anchorage Fire Department Regional Preparatory Training Facility	Training facility for explorer post	\$5M	Douglas Schrage	Douglas.Schrage@anchorage.gov
Kodiak Island Borough	Bayside Fire Department Station Expansion	Expand station and dorms for volunteers	\$1.7M	Scott Ellis	sellis@kodiakak.us
Fairbanks North Star Borough	Chena Goldstream Fire Station(s) renovations	Stations 41 & 42 Expansion/renovations	\$5M	Frank Bracken	frank.bracken@cgfr.com
Kenai Peninsula Borough	Kachemack Emergency Services Renovations	Renovations and additions to St. 1 & 2	\$1.65M	Eric Schultz	ESchultz@kpb.us
	Western Emergency Services Renovations	Expansion and Renovations of Station 3	\$3.75M	Robert Mathis	RMathis@kpb.us
	Bear Creek Fire Renovations	Asphalt paving & Living Quarters	\$1.05M	Richard Brackin	RBrackin@kpb.us
	Cooper Landing Emergency Services Repairs & Maintenance	Building Maintenance and Repairs	\$93,000	Mitchel Dickinson	mitchel_dickinson@live.com
	Moose Pass Volunteer Fire Company Clean Water/Renewable	Clean water and renewable power study	\$60,000	Judy Ingersol	merrittpscooper@gmail.com
Ketchikan Gateway Borough	South Tongass Volunteer Fire Department Renovations	Station addition and foundation repairs.	\$74,000	Steve Rydeen	stever@kgbak.us
		Total	\$16.7M		



MEMORANDUM

January Employee Anniversaries

Item Type: Informational
Prepared For: Mayor Lord and City Council
Date: January 27, 2025
From: Andrea Browning, HR Director
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.

Teresa Sundmark	Library	18	Years
Tomasz Sulczynski	IT	17	Years
Andrea Browning	Admin	13	Years
Brody Jones	Public Works	11	Years
Jona Focht	Dispatch	10	Years
Lynda Gilliland	Finance	7	Years
Amy Woodruff	Port	4	Years
Rose Benson	Port	3	Years
Ed Gross	Planning	1	Year
Kaleb Harvey	Police	1	Year

VISTORS

AGENDA CALENDAR 2025

Council Meeting Dates	Visitor Scheduled
<i>Monday, January 13</i>	<i>Senator Stevens</i>
<i>Monday, January 27</i>	
<i>Monday, February 10</i>	<i>Patty Relay Pratt Museum – Budget Appropriation Request</i>
<i>Monday, February 24</i>	
<i>Monday, March 10</i>	
<i>Monday, March 24</i>	
<i>Monday, April 14</i>	
<i>Monday, April 28</i>	
<i>Monday, May 12</i>	
<i>Tuesday, May 27</i>	
<i>Monday, June 9</i>	
<i>Monday, June 23</i>	
<i>Monday, July 28</i>	
<i>Monday, August 11</i>	
<i>Monday, August 25</i>	
<i>Monday, September 8</i>	
<i>Monday, October 13</i>	
<i>Monday, November 10</i>	
<i>Monday, November 24</i>	

WORKSESSION SCHEDULE

AGENDA CALENDAR 2025

Council Meeting Dates	WORKSESSION/MEETING TOPICS
Monday, January 13	<i>Worksession, HART Fund 3:30 p.m.</i>
Saturday, January 18	<i>Strategic Planning Worksession 9 am – 1pm</i>
Monday, January 20 Off Cycle	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
Monday, January 27	<i>Special Meeting 3:30 p.m. CM 6 month review</i>
Monday, February 3	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
Wednesday, February 5 Off Cycle	<i>Joint Worksession with Planning Commission and Comp Plan Steering Committee at 5:00 p.m.-6:30</i>
Monday, February 10	<i>Worksession – Utility Rate Model Discussion COW – Draft Comp Plan</i>
Tuesday, February 11	<i>Draft Comp Plan Open House Event Islands & Ocean Visitor Center 5:30 – 7:30 pm</i>
Monday, February 24	<i>Worksession – Utility Rate Model Discussion (If Needed)</i>
Monday, March 10	<i>4:00 Kachemak City Worksession</i>
Monday, March 24	<i>Worksession Reserved for Budget Discussion</i>
Monday, April 14	<i>City Manager's Proposed Budget and Utility Rate Model to City Council</i>
	<i>Committee of the Whole – Council to Discuss Budget</i>
	<i>Regular Meeting – Public Hearing on Budget</i>
Monday, April 28	<i>Committee of the Whole – Council Discussion on Budget</i>
	<i>Regular Meeting – Introduction of Budget Ordinance, Fee/Tariff Ordinances</i>
Monday, May 12	<i>Committee of the Whole – Council Budget Discussion</i>
Tuesday, May 27	<i>Committee of the Whole – Council Budget Discussion</i>
	<i>Regular Meeting – Public Hearing</i>
Monday, June 9	<i>Regular Meeting Public Hearing & FY26/FY27 Budget Ordinance Adoption</i>
Monday, June 23	

<i>Monday, July 21</i>	
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Council Meeting Dates	WORKSESSION/MEETING TOPICS
<i>Monday, August 11</i>	
<i>Monday, August 25</i>	
<i>Monday, September 8</i>	
<i>Monday, September 22</i>	
<i>Monday, October 13</i>	
<i>Monday, October 27</i>	
<i>Monday, November 10</i>	
<i>Monday, November 24</i>	

City of Homer
Financial Reporting Schedule
for Calendar Year 2025

Dates	Event
1/13/2025	
1/27/2025	Monthly FY25 Year-To-Date (YTD) Report
2/10/2025	FY25 2nd Quarter Report
2/24/2025	Monthly FY25 YTD Report
3/10/2025	
3/24/2025	Monthly FY25 YTD Report
4/14/2025	
4/28/2025	Monthly FY25 YTD Report
5/12/2025	FY25 3rd Quarter Report
5/27/2025	Monthly FY25 YTD Report
6/9/2025	
6/23/2025	Monthly FY25 YTD Report
7/28/2025	Monthly FY25 Year-End Report - Preliminary
8/11/2025	FY25 4th Quarter Report
8/25/2025	Monthly FY25 YTD Report
9/8/2025	
9/22/2025	Monthly FY25 YTD Report
10/13/2025	
10/27/2025	Monthly FY25 YTD Report
11/10/2025	FY25 1st Quarter Report
11/24/2025	Monthly FY25 YTD Report

General Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25	FY25 YTD	
	ADOPTED	ACTUAL	
	BUDGET	\$	%
Revenues			
Property Taxes	\$ 4,225,672	\$ 5,180,838	123%
Sales and Use Taxes	9,296,032	5,592,604	60%
Permits and Licenses	41,723	19,232	46%
Fines and Forfeitures	8,381	1,806	22%
Intergovernmental	746,338	405,162	54%
Charges for Services	445,762	325,705	73%
Other Revenues	-	81,281	
Airport	202,406	99,242	49%
Operating Transfers	1,568,082	20,710	1%
Total Revenues	\$ 16,534,397	\$ 11,726,580	71%
Expenditures & Transfers			
Administration	\$ 2,201,751	\$ 997,975	45%
Clerks/Council	942,104	366,284	39%
Planning	446,281	183,868	41%
Library	1,126,251	532,417	47%
Finance	948,850	386,136	41%
Fire	1,973,062	909,690	46%
Police	4,416,940	2,313,869	52%
Public Works	3,663,001	1,565,078	43%
Airport	239,580	85,061	36%
City Hall, HERC	190,449	75,644	40%
Non-Departmental	191,000	166,000	87%
Total Operating Expenditures	\$ 16,339,269	\$ 7,582,022	46%
Transfer to Other Funds			
Leave Cash Out	\$ 178,375	\$ -	0%
Other	6,752	-	0%
Total Transfer to Other Funds	\$ 185,128	\$ -	0%
Transfer to CARMA			
General Fund Fleet CARMA	\$ -	\$ -	0%
General Fund CARMA	-	-	0%
Seawall CARMA	10,000	-	0%
Total Transfer to CARMA Funds	\$ 10,000	\$ -	0%
Total Expenditures & Transfers	\$ 16,534,397	\$ 7,582,022	46%
Net Revenues Over (Under) Expenditures	\$ 0	\$ 4,144,558	

These numbers are preliminary and are subject change

Water and Sewer Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25		FY25 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<u>Revenues</u>				
Water Fund	\$	2,494,551	\$ 1,410,036	57%
Sewer Fund		2,213,812	1,121,332	51%
Total Revenues	\$	4,708,362	\$ 2,531,367	54%
<u>Expenditures & Transfers</u>				
<u>Water</u>				
Administration	\$	350,977	\$ 191,049	54%
Treatment Plant		726,654	321,550	44%
System Testing		36,000	11,359	32%
Pump Stations		123,793	43,047	35%
Distribution System		393,195	210,438	54%
Reservoir		19,191	6,042	31%
Meters		288,507	28,510	10%
Hydrants		214,868	87,926	41%
<u>Sewer</u>				
Administration	\$	348,160	\$ 187,290	54%
Plant Operations		938,779	344,503	37%
System Testing		18,000	9,044	50%
Lift Stations		230,206	96,074	42%
Collection System		378,085	176,407	47%
Total Operating Expenditures	\$	4,066,415	\$ 1,713,240	42%
Transfer to Other Funds				
Leave Cash Out	\$	12,216	\$ -	0%
GF Admin Fees		-	-	0%
Other		15,597	-	0%
Total Transfer to Other Funds	\$	27,813	\$ -	0%
Transfers to CARMA				
Water	\$	325,376	\$ -	0%
Sewer		288,758	-	0%
Total Transfer to CARMA Funds	\$	614,134	\$ -	0%
Total Expenditures & Transfers	\$	4,708,362	\$ 1,713,240	36%
Net Revenues Over(Under) Expenditures	\$	0	\$ 818,127	

These numbers are preliminary and are subject change

Port and Harbor Fund
Expenditure Report
Actuals through December 2024
50% Fiscal Year Elapsed

Current Fiscal Analysis

	FY25	FY25 YTD	
	ADOPTED BUDGET	ACTUAL	
		\$	%
<u>Revenues</u>			
Administration	\$ 640,736	\$ 396,179	62%
Harbor	4,045,337	3,231,565	80%
Pioneer Dock	302,106	173,958	58%
Fish Dock	578,477	430,093	74%
Deep Water Dock	188,651	128,682	68%
Outfall Line	4,800	-	0%
Fish Grinder	7,390	6,460	87%
Load and Launch Ramp	130,000	57,814	44%
Total Revenues	\$ 5,897,497	\$ 4,424,750	75%
<u>Expenditures & Transfers</u>			
Administration	\$ 1,227,954	\$ 677,937	55%
Harbor	1,658,848	709,706	43%
Pioneer Dock	89,120	44,665	50%
Fish Dock	817,052	336,034	41%
Deep Water Dock	107,656	68,960	64%
Outfall Line	13,500	3,140	23%
Fish Grinder	45,150	13,881	31%
Harbor Maintenance	558,501	265,829	48%
Main Dock Maintenance	54,546	22,386	41%
Deep Water Dock Maintenance	65,046	24,930	38%
Load and Launch Ramp	141,549	67,716	48%
Total Operating Expenditures	\$ 4,778,920	\$ 2,235,183	47%
Transfer to Other Funds			
Leave Cash Out	\$ 49,513	\$ -	0%
GF Admin Fees	-	-	0%
Debt Service	0	-	0%
Other	380,573	-	0%
Total Transfer to Other Funds	\$ 430,086	\$ -	0%
Transfers to Reserves			
Harbor	\$ 688,491	\$ -	0%
Load and Launch Ramp	-	-	0%
Total Transfer to Reserves	\$ 688,491	\$ -	0%
Total Expenditures & Transfers	\$ 5,897,496	\$ 2,235,183	38%
Net Revenues Over(Under) Expenditures	\$ 0	\$ 2,189,567	

These numbers are preliminary and are subject change