



# City of Homer

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Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum 21-044a

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: March 12, 2021  
SUBJECT: Budget Work Session #1 – Admin & Finance Departments; Admin Fees

The work session on March 15<sup>th</sup> will provide Council with an opportunity to provide early comments and feedback to staff regarding the budget for the Administration Department, the Finance Department, and the calculation of Admin Fees which are charged to the special revenue (water and sewer) and enterprise fund (Harbor).

The work session will be structured as follows:

- Administration and Finance Department
  - Staff from both departments will be available to discuss any budget-related comments or questions the Council may have. A PowerPoint presentation will be used to keep us on track and give the conversation some structure. There will be a built-in opportunity to discuss each division of the Administration Department and the Finance Department. Please note that that staff have not completed their budget worksheets yet. Per the budget development schedule, they are due to Finance on March 29<sup>th</sup> and I will be meeting with each department/division in early April to discuss and finalize drafts.
- Admin Fees
  - Finance Director Walton and I will give a brief presentation about admin fees. We will discuss the context for evaluating them, the current calculation, the previous calculation methodology, and our ideas for an update to integrate into the FY22/23 budget. We have some questions for Council and will finish with open discussion.

Attached to this memo are a copy of the truncated FY21 budget as well as copies of PowerPoint presentations covering the discussion topics. I encourage Council to review these documents in advance and come prepared with any questions/comments/ideas/suggestions for staff.

Enclosures:

1. Administration and Finance Department Presentation
2. Admin Fees Presentation
3. Current Admin Fee Sheet
4. Former Admin Fee Sheet
5. FY21 Adopted Budget