



MEMORANDUM

Ordinance 24-23 and 24-24, Ordinances of the City Council of Homer, Alaska, Amending the FY25 Operating and Capital Budgets to Provide for Necessary Mid-Biennium Adjustments. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: June 10, 2024
From: Melissa Jacobsen, Interim City Manager

Attached with this memo are the list of budget amendments proposed by departments through the Interim City Manager and a spreadsheet that includes Mayor, Council, and Commission requested amendments.

RECOMMENDATION: Vote on amendments and adopt Ordinances 24-23 and 24-24.

Attachments:

- FY24 3rd Quarter Fund Balance report
- FY25 Departmental Budget Requests (*from Council Packet*)
- FY25 Personnel Requests (*from Council Packet*)
- FY25 Mid-biennium Capital Budget Requests (*from Council Packet*)
- Mayor, Council, Commission Requests cover sheet and Amendment Forms

Fund Balance Report
Actuals through Quarter Ending March 2024

Fund Name	Fund #	FY22 Actual	FY23 Actual	FY24 YTD	Obligated	Available
General	100	6,840,057	7,504,233	8,978,388	6,827,642	2,150,747
Utility Operations	200	1,129,109	652,486	1,106,412	775,999	330,413
Utility Capital Projects	215	(2,032,582)	(1,781,020)	(1,633,863)		(1,633,863)
Utility Reserves	256	3,533,412	4,146,188	3,035,327	1,675,800	1,359,527
HAWSP Debt Service	205	5,187,968	6,777,140	7,735,308	802,702	6,932,606
HART Roads	160	6,564,392	5,225,677	6,678,668	4,278,979	2,399,689
CARES	119	405	(4,579)	(3,876)		(3,876)
Police Station Debt Service	154	1,213,963	1,651,130	2,231,514		2,231,514
HART Assessments	155	1,047,210	1,131,469	1,176,849		1,176,849
Non-Capital Projects	157	54,925	29,146	11,327		11,327
Retainage Reimbursements	159	-	(1,453)	(3,615)		(3,615)
Seawall Assessments	173	(297,600)	294,559	303,799		303,799
PERS Funding	615	29,553	38,743	298,425		298,425
Fire Department Donations	802	31,346	41,237	37,424		37,424
Library Donations	803	174,949	180,407	186,701		186,701
Animal Shelter Donations	804	335	335	335		335
Community Schools	805	270	269	269		269
Sustainability	807	15,638	16,155	16,787		16,787
Ocean Dr Loop Assessments	808	40,462	43,733	46,409		46,409
Land Reserves	150	1,041,264	971,500	386,415	25,436	360,979
Capital Projects	151	(197,554)	(226,543)	(343,744)		(343,744)
GF Fleet CARMA	152	2,635,202	1,303,770	732,651	395,441	337,210
GF CARMA	156	2,493,783	2,163,682	1,934,448	1,120,145	814,303
HART Trails	165	878,403	1,043,119	1,148,940	382,823	766,117
Gas Line	175	311,216	874,747	951,768		951,768
Energy Revolving Loan	620	386,043	398,909	398,909		398,909
Total By Fund - Governmental		\$ 31,082,169	\$ 32,475,039	\$ 35,411,978	\$ 16,284,967	\$ 19,127,012
Port & Harbor Operations*	400	250,125	1,560,379	3,456,769	35,319	3,421,450
Port Capital Projects	415	273,207	831,878	762,199		762,199
Port Fleet Reserves	452	154,394	169,514	109,917	59,400	50,517
Port Reserves	456	3,701,392	3,413,533	3,405,196	1,107,852	2,297,344
Port Bonds	457	(2,299,921)	(2,300,000)	(2,319,852)		(2,319,852)
Cruise Ship Landing Tax	460	32,707	(35,445)	(35,093)		(35,093)
Total By Fund - Enterprise		\$ 2,111,904	\$ 3,639,859	\$ 5,379,136	\$ 1,202,571	\$ 4,176,565
Health Insurance	600	(76,668)	36,913	212,380		212,380
Leave Cash Out	610	(90,976)	(85,669)	(286,398)		(286,398)
Total By Fund - Internal Service		\$ (167,644)	\$ (48,756)	\$ (74,018)	\$ -	\$ (74,018)
Total By Fund - All Combined		\$ 33,026,429	\$ 36,066,142	\$ 40,717,096	\$ 17,487,538	\$ 23,229,558

*Determined by formula: Current Assets - Current Liabilities

FUND 100 - GENERAL FUND						
DEPT 0110 - CITY MANAGER						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5101	Salary and Wages	92,622	72,622	(20,000)	-22%	Move wages to cover increased budget in professional services
5206	Food and Staples	10,000	11,500	1,500	15%	Costs have continued to increase for catering/hospitality/city end of year party
5210	Professional Services	30,000	50,000	20,000	67%	Additional need for contractual support
5216	Freight and Postage	1,000	500	(500)	-50%	Declining reason to send mail or freight
5238	Printing and Binding	2,500	1,500	(1,000)	-40%	Decreasing reasons to print materials
DEPT 0112 - ECONOMIC DEVELOPMENT						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5101	Salary and Wages	179,502	110,799	(68,703)	-38%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5102	Fringe Benefits	97,061	53,510	(43,551)	-45%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5105	Overtime	3,000	1,000	(2,000)	-67%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5231	Tools and Equipment	1,000	500	(500)	-50%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5235	Membership Dues	2,000	1,500	(500)	-25%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5238	Printing and Binding	1,000	500	(500)	-50%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5603	Employee Training	10,000	7,000	(3,000)	-30%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
DEPT 0114 - HERC						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5210	Professional Services	1,500	2,500	1,000	67%	Increased costs
5218	Water	820	1,000	180	22%	
5219	Sewer	552	1,000	448	0%	
DEPT 0115 - COMMUNITY RECREATION						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	42,179	22,063	(20,116)	-48%	Decrease to offset costs associated with converting Part-Time position to Full-Time
5104	Part-time Benefits	25,218	22,777	(2,441)	-10%	Decrease to offset costs associated with converting Part-Time position to Full-Time
5238	Printing and Binding	-	1,800	1,800	0%	
DEPT 0130 - PLANNING						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	3,000	1,500	(1,500)	-50%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5228	Books	1,000	500	(500)	-50%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5235	Membership Dues	3,800	3,000	(800)	-21%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5238	Printing and Binding	1,000	500	(500)	-50%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
5603	Employee Training	17,500	10,000	(7,500)	-43%	Decrease to offset costs associated with converting Planning Part-Time position to Full-Time
DEPT 0145 - LIBRARY						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5231	Tools and Equipment	4,250	5,250	1,000	24%	General increases due to inflation
5233	Computer Related Items	3,500	5,500	2,000	57%	Ongoing, gradual replacement of smaller computer items
5635	Software	14,500	19,500	5,000	34%	Switch to managing public computers through a Google Admin account
5639	Subscription Databases	10,000	23,500	13,500	135%	Additional databases, increased costs, and increase checkout limit for Kanopy videos

DEPT 0150 - FIRE ADMINISTRATION						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5216	Freight and Postage	800	1,200	400	50%	Shipping cost increases
5231	Tools and Equipment	10,000	11,000	1,000	10%	Based on current prices and cost for service
DEPT 0160 - POLICE ADMINISTRATION						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5215	Communications	48,000	65,000	17,000	35%	Increased prices for records management software and CAD system
DEPT 0164 - JAIL						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5107	Part-time Overtime	7,000	-	(7,000)	-100%	Eliminating Part-Time position
DEPT 0171 - GENERAL MAINTENANCE						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5208	Equipment Maintenance	5,000	7,000	2,000	40%	Unplanned expenses
DEPT 0175 - PARKS						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	50,913	44,452	(6,461)	-13%	Decrease to offset costs associated with converting Part-Time position to Full-Time
5104	Part-time Benefits	6,174	21,638	15,464	250%	Converting Part-Time position to Full-Time
DEPT 0176 - MOTOR POOL						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	2,838	4,000	1,162	41%	Snowfall events

FUND 200 - UTILITY FUND						
DEPT 0401 - WATER TREATMENT PLANT						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	17,387	21,000	3,613	21%	Annual call outs
5208	Equipment Maintenance	23,000	25,000	2,000	9%	Increased maintenance needs
DEPT 0402 - WATER SYSTEM TESTING						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5226	Testing and Analysis	17,000	20,000	3,000	18%	Increased cost of lab services
DEPT 0500 - SEWER SYSTEM ADMINISTRATION						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5601	Uniform	350	500	150	43%	Inflation
DEPT 0501 - SEWER PLANT OPERATIONS						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5204	Chemicals	66,000	76,000	10,000	15%	Increase in chemical prices
5208	Equipment Maintenance	22,000	26,000	4,000	18%	Inflation
5210	Professional Services	30,000	70,000	40,000	133%	Biosolids KPB fee is tripling (phased increase, likely more in FY26/27)
DEPT 0504 - COLLECTION SYSTEM						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	3,644	5,000	1,356	37%	Increased call outs

FUND 400 - PORT AND HARBOR ENTERPRISE FUND						
DEPT 0600 - ADMINISTRATION						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5215	Communications	8,000	10,000	2,000	25%	Additional cell phones added for harbor personnel
5252	Credit Card Expenses	104,000	125,000	21,000	20%	Fees are increasing, additional merchant account fees related to camping, etc.
DEPT 0601 - HARBOR						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5231	Tools and Equipment	2,000	4,000	2,000	100%	Anticipate purchase of generator and grounds keeping equipment
5601	Uniform	3,000	5,000	2,000	67%	Need to purchase full equipment for new employees including PPE and all weather gear
5603	Employee Training	9,500	12,000	2,500	26%	Need to certify/recertify HAZWOPER for several employees
DEPT 0603 - FISH DOCK						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5208	Equipment Maintenance	37,000	50,000	13,000	100%	Increased need for repairs and refurbishment on cranes
DEPT 0606 - FISH GRINDER						
A/C NUMBER	EXPENSE DESCRIPTION	FY25 ADOPTED BUDGET	FY25 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5210	Professional Services	-	15,000	15,000	100%	Dedicated line item for outside labor that operates fish grinder
5234	Record and Permits	-	2,000	2,000	100%	DEC permit

	FY25
Total Proposed Amendments	<u>\$ 20,001</u>

<u>Page #</u>	<u>Fund</u> <u>Dept A/C</u>	<u>Requests Description</u>	<u>BY</u>	<u>Amount</u>	<u>City</u> <u>Manager</u> <u>Approval</u>	<u>Council</u> <u>Approved</u>
		Personnel/Operating Budget Requests				
	100-0115	Full-time Recreational Assistant	Com. Rec.	11,891	11,891	
	100-0175	Part-Time Parks	Parks	13,990	13,990	
	400-0603	Seasonal Ice Plant	Port	26,626	26,626	
	100	4.5% COLA - General Fund Share	City Manager	342,974	342,974	
	200	4.5% COLA - Water Fund Share	City Manager	43,898	43,898	
	200	4.5% COLA - Sewer Fund Share	City Manager	37,847	37,847	
	400	4.5% COLA - Port and Harbor Fund Share	City Manager	99,088	99,088	
	Total Personnel/Operating Budget Requests			576,313	576,313	-

Page #	Fund Dept A/C	Requests (>=\$5000) Description	BY	Amount	City Manager Approval	Council Approved
		General Fund				
	152	Pumper Tanker Purchase - Additional Funding	Fire	7,000	7,000	
	152	Utility 1 Replacement	Fire	85,000	-	
	152	Utility 2 Replacement	Fire	85,000	-	
	152	Brush Truck/Mini Pumper	Fire	450,000	-	
	152	Medic 2 Replacement	Fire	450,000	-	
	152	Replacement E-126 Bldg Maintenance Vehicle	PW	50,000	50,000	
	156-0369	Seawall Maintenance - For FY25 Only	PW	900	900	
	156	Public Computer Replacement	Library	12,000	12,000	
	156	Rolling Tables	Library	6,000	6,000	
	156	Fire Bay Doors and Motors	Fire	50,000	50,000	
	156	Security Fencing - Additional Funding	Police	7,000	7,000	
	156	Library HVAC Control System Upgrade	PW	16,000	16,000	
	156	Fuel Island	PW	350,000	350,000	
	156	City Hall Elevator	PW	150,000	150,000	
	156	City Hall ADA Ramp	PW	23,000	23,000	
		Total General Fund Requests		1,741,900	671,900	-
		Water/Sewer				
	256-0378	Water SCADA Upgrades (split 50/50)	PW	37,500	37,500	
	256-0378	Raw Water Pump House Communication Line	PW	150,000	150,000	
	256-0379	Sewer SCADA Upgrades (split 50/50)	PW	37,500	37,500	
	256-0379	Portable Back-Up Generator	PW	95,000	-	
		Total Water and Sewer CARMA		320,000	225,000	-
		Port and Harbor				
	456-0373	USCGC Berth Space Maintenance - For FY25 Only	Port	20,000	20,000	
	456-0380	MB Sweeper	Port	5,000	5,000	
	456-0380	Campground Items	Port	18,000	18,000	
	456-0380	Camera Pole Installation	Port	25,000	25,000	
		Total Port Reserves		68,000	68,000	-
		HART				
	160	Green Infrastructure Research - Appraisals	PW	50,000	50,000	
	160	Green Infrastructure Research - Appraisals	PW	10,000	10,000	
	160	Ground Water Research	PW	35,000	35,000	
		Total HART		95,000	95,000	-
		HAWSP				
	205	Ground Water Research	PW	35,000	35,000	
		Total HART		35,000	35,000	-
		Total Capital Requests Only		2,224,900	1,059,900	-

Operating Budget Amendments

PG	Request Name	Sponsor	Amount	Funding Source	Status
	Alaska Small Business Development Center Homer RC	Venuti/EDA	\$12,000	GF Unassigned Fund Balance	
	Increase Mayor/Council Food & Staples	Lord	\$800	Mayor/Council Professional Services –	
	Increase Lobbying	Lord	\$20,000	Divided between GF/Port/Utilities	
	Parks Tech Full Time	PARCAC	\$76,041	GF Unassigned Fund Balance	

Capital Budget Amendments

PG	Request Name	Sponsor	Amount	Funding Source	Status
	Security Rolling Closure for Library	Mayor	\$30,000	GF CARMA	
	Volleyball Net System	PARCAC	\$4,500	GF CARMA	
	Jack Gist Park Improvements (electric & parking improvements)	Aderhold/Erickson	\$125,000	GF Fund Balance	
	Multi-Use Community Center Set Aside	Aderhold/Erickson	\$400,000	GF Fund Balance	

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
FY25 BUDGET**

Requesting Department Community Development

Date 5/1/2024

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ (FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost _____	<input type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input checked="" type="checkbox"/> Operating Line Item Increase Request Title <u>AKSBDC Advisor</u> Fund Name: <u>General Fund</u> Account Name: <u>Non-Departmental Professional Services</u> Account # <u>100.0350.5210</u> Estimated Cost: <u>\$12,000</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The City of Homer has been providing matching funding for the Alaska Small Business Development Center, Homer Advisor position for several years. Funding for this position additionally comes from the University of Alaska, the Kenai Peninsula Borough, and the Homer Chamber of Commerce provides office space and in kind services. Staff supports this funding; the City does not have staff or capacity to advise the many locally owned small businesses that support Homer's economy. City funding has been requested outside of the annual budget process. This year, the Economic Development Advisory Commission has considered the request and recommended approval to the City Council. Rather than continue to request funding outside the budget process, staff recommends a line in term increase in the operating budget.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

Homer's economy is heavily reliant on small businesses and entrepreneurs. The local Homer Advisor of the AKSBD provides essential business planning services and helps companies access capital to buy, sustain and grow local businesses. This has a direct impact on sales tax revenue and jobs.

Priority of Need: This budget request item ranks # 2 of the department's 3 budget requests.

Requestor's Name: Julie Engebretsen **Dept Head Approval** _____
Date _____

City Manager Recommendation: ☐ Approved ☒ Denied ☐ Amended

Comments: _____
This is a non-departmental budget request.

FY25 Proposed Budget Amendment Form

Fund Name: GF: Mayor/Council Food & Staples

Project Name:

Account #	Account name	Page #	Increase	Decrease	Balance
100-0100-5206	Food and Staples		\$ 800		
100-0100-5210	Professional Services			\$800	

Rationale:

Our Commissions and Boards spend considerable time in meetings, especially during consideration of issues of high community importance.

This budget amendment is intended to allow Commissioners access to the Council fridge during their meetings.

This is intended to cover the ADA Advisory Board, EDC, LAB, PARCAC, Planning, and Port & Harbor. The amount was estimated by the City Manager to cover the additional food as well as the joint KPB Assembly dinner when they are here in August.

The current FY25 food budget is \$2,500 and this would bring that total to \$3,300. I suggest reducing the Council/Mayor Professional Services budget by \$800 to balance this proposed amendment, bringing that budgeted item for FY25 to a still-robust \$24,200.

Requested By: _____
Rachel Lord

Prepared By: _____
Rachel Lord

FY25 Proposed Budget Amendment Form

Fund Name: GF/Enterprise/Utility

Project Name: Federal Lobbying Support

Account #	Account name	Page #	Increase	Decrease	Balance
100-0100-5248	Lobbying		\$ 11,000		
400-0600-5248	Lobbying		\$ 7,000		
200-0400-5248	Lobbying		\$ 1,000		
200-0500-5248	Lobbying		\$ 1,000		
100-0110-5210	Professional Services			\$ 11,000	
400-0600-5990	Transfer to Port Reserves			\$ 7,000	
200-0400-5990	Transfer to Water CARMA			\$ 1,000	
200-0500-5990	Transfer to Sewer CARMA			\$ 1,000	

Rationale:

The City of Homer has been working tirelessly to submit federal grants and engage our state and federal partners to leverage resources for infrastructure and planning investments. We have realized the value of having state lobbyists, and we should strongly consider setting aside funds for federal lobbyists. In addition to engaging with key members of Congress, additional assistance would be invaluable in developing strategies, understanding timing, and realizing timely opportunities that align with the goals and priorities of the City. Because of the broad suite of projects across City funds, I suggest splitting this cost 55% GF, 35% Enterprise, 10% Utility Funds. The current FY25 budget has \$52,000 budgeted for lobbying from the GF (\$12,000 in the City Manager and \$40,000 in Council/Mayor), \$35,000 from the Enterprise, and 0 from the Utility Fund for a total of \$87,000. This covers our state lobbyist contract @ \$42,000 (which is renewed in December on an annual basis, our current contract is Dec. '23-Dec '24) and staff/Council/Mayor travel to Juneau and DC. I suggest we start with \$50,000 set aside for federal lobbying support, continue to support our state lobbyists at \$42,000/yr, and include an additional \$15,000 for JNU and DC travel and contingencies which would equal \$107,000 and require additional appropriation of \$20,000 above the already budgeted amount for FY25 split three ways.

I'm not sure why the lobbying amount is split in the GF between the CM and the Council/Mayor. As a team, I believe this should be consolidated in one place for transparency and ease of use.

Requested By: _____
Rachel Lord

Prepared By: _____
Rachel Lord

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
FY25 BUDGET**

Requesting Department PARCAC

Date 4/10/2024

<input checked="" type="checkbox"/> Request for Additional Personnel: Position Title <u>Parks Maintenance Tech</u> Salary Range & Step _____ Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ (FINANCE DEPT WILL COMPLETE) <table style="width: 100%;"><tr><td>5101 Permanent Employees</td><td style="text-align: right;">\$44,573</td></tr><tr><td>5102 Fringe Benefits</td><td style="text-align: right;">\$31,468</td></tr><tr><td>5103 P/T Employees</td><td></td></tr><tr><td>5104 Fringe Benefits P/T</td><td></td></tr><tr><td>5105 Overtime</td><td></td></tr><tr><td>Total Personnel Cost</td><td style="text-align: right;">\$76,041</td></tr></table>	5101 Permanent Employees	\$44,573	5102 Fringe Benefits	\$31,468	5103 P/T Employees		5104 Fringe Benefits P/T		5105 Overtime		Total Personnel Cost	\$76,041	<input type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input type="checkbox"/> Operating Line Item Increase Request Title _____ Fund Name: <u>General Fund</u> Account Name: _____ Account # _____ Estimated Cost: _____
5101 Permanent Employees	\$44,573												
5102 Fringe Benefits	\$31,468												
5103 P/T Employees													
5104 Fringe Benefits P/T													
5105 Overtime													
Total Personnel Cost	\$76,041												

Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The parks maintenance division within public works department is down to one FTE with approximately \$50,000 budgeted for seasonal staffing. Parks coordinator reports that they are struggling to hire seasonal employees and that the parks division has a broad scope of duties and responsibilities related to parks, trails, fields, playgrounds, etc. The request from Commissioner Keiser is to create an additional one FTE for the parks division utilizing the already budgeted \$50,000 for seasonal staff with the remaining balance to be covered by the general fund.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

Priority of Need: This budget request item ranks # of the department's budget requests.

Requestor's Name: _____ Dept Head Approval _____

Date _____

City Manager

Recommendation: ☐ Approved ☐ Denied ☐ Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
FY25 BUDGET**

Requesting Department Community Recreation **Date** 5/6/2024

<input type="checkbox"/> Request for Additional Personnel: Position Title <u>Community Rec Programmer</u> Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ (FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost <u>\$0</u>	<input checked="" type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input type="checkbox"/> Operating Line Item Increase Request Title <u>Volleyball Net System</u> Fund Name: <u>General Fund CARMA</u> Account Name: _____ Account # _____ Estimated Cost: <u>\$4,500</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

This capital request is for a volleyball net system that would be installed and utilized at the city's HERC gymnasium. The Community Recreation drop in volleyball is very popular for adults, teens and there is a strong interest in providing some dedicated youth volleyball programs as well. We also have offered numerous volleyball tournaments and volleyball leagues with very limited options to make them happen due to equipment and gym space not being available. The recreation program is at the whim of the school district's limited gymnasium days and times to offer volleyball, therefore with the purchase of an adequate and quality net at the HERC we will then have the ability to help meet the strong demand for playing volleyball in our community. The net system is removable and would be a usable piece of equipment for a future new recreation facility as well. The estimated cost includes shipping.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

Priority of Need: This budget request item ranks # 2 of the department's 2 budget requests.

Requestor's Name: Mike Illg **Dept Head Approval** _____
Date _____

City Manager Recommendation: ☐ Approved ☒ Denied ☐ Amended

Comments: It's my understanding that Public Works will have to cut into the existing gym floor to install inserts to place the nets. More research needs to be done to ensure it's possible to do the installations in the HERC gym. It's a small cost and could be considered in a future off-cycle capital budget request once it's been determined installation is feasible.

FY24 Proposed Budget Amendment Form

Fund Name: General Fund Fund Balance

Project Name: Jack Gist Park Improvements

Account #	Account name	Page #	Increase	Decrease	Balance
	Jack Gist Park Improvements		125,000		\$125,000
100	General Fund Fund Balance			125,000	1,625,747

Rationale: City Council appropriated funds for mobile bathrooms to be installed at Jack Gist Park as water and sewer were extended to the adjacent subdivision. The bathrooms need electric power. Public Works estimates that \$57,000 is required to install power for the bathrooms and an adjacent light pole. The electrical extension would also support future planned concession stand and score-keeper box.

Additional work is needed to complete an improved gravel parking lot between the fields, the additional gravel, geotextile fabric, grading, and stormwater drainage work are estimated to cost \$68,000.

Jack Gist Park is a popular and highly used park during community softball and baseball seasons. Completing these improvements will provide a better experience for local and visiting park users.

Requested By:
Aderhold & Erickson

Prepared By:
Aderhold

FY25 Proposed Budget Amendment Form

Fund Name:

Project Name:

Account #	Account name	Page #	Increase	Decrease	Balance

Rationale:

Requested By:

Prepared By:

FY24 Proposed Budget Amendment Form

Fund Name:

Project Name:

Account #	Account name	Page #	Increase	Decrease	Balance

Requested By:
Aderhold & Erickson

Prepared By:
Aderhold

FY25 Proposed Budget Amendment Form

Fund Name: General Fund CARMA

Project Name: Library Security Gate

Account #	Account name	Page #	Increase	Decrease	Balance
	Library Security Gate		\$30,000		
	General Fund CARMA			\$30,000	

Rationale: Homer Public Library rents the Library Meeting Room after hours. Because there is access to the entire library it requires that a Library staff member be onsite while the meeting room is in use. Intalling a security gate will secure the library area and allow the meeting room usage after hours without having to have a staff member on site.

Requested By:

Prepared By:

FY24 Proposed Budget Amendment Form

Fund Name: General Fund Fund Balance

Project Name: Multi-use Community Center set aside

Account #	Account name	Page #	Increase	Decrease	Balance
	Multi-use Community Center set aside		400,000		\$400,000
100	General Fund Fund Balance			400,000	1,750,747

Rationale: A new multi-use community center is one of the City's top Capital Improvement projects, a project that would contribute to Homer's quality of life and provide numerous positive opportunities for adults and youth to engage with others. Setting aside funds for the project as we have budget available will help the city move closer to the goal of a new center and demonstrate to residents that the City Council is taking action to move the project forward.

Requested By:
Aderhold & Erickson

Prepared By:
Aderhold

FY25 Proposed Budget Amendment Form

Fund Name:

Project Name:

Account #	Account name	Page #	Increase	Decrease	Balance

Rationale:

Requested By:

Prepared By: