

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 23-122**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AWARDING THE CONTRACT FOR THE HOMER ANIMAL SHELTER  
OPERATION AND MANAGEMENT SERVICES TO THE FIRM OF  
HOMER ANIMAL SERVICES, LLC IN THE AMOUNT OF \$330,000,  
TRANSFERRING \$15,000 OF UNENCUMBERED FUNDS, AND  
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE  
THE APPROPRIATE DOCUMENTS.

WHEREAS, The City's animal shelter is operated by a contract awarded via a  
request for proposals process; and

WHEREAS, In accordance with the Procurement Policy the Request for Proposals was  
advertised in the Homer News on September 14 and 21, 2023, the Peninsula Clarion and  
Anchorage Daily News on September 14, 2023, sent to two in-state Plans Rooms, and posted  
on the City's website; and

WHEREAS, Bids were due on October 27, 2023 and one bid was received from Homer  
Animal Services, LLC, was found to be the lowest responsive bidder; and

WHEREAS, The Homer Animal Services, LLC bid in the recent request for proposal  
process exceeds the existing FY24 animal shelter budget by \$15,000; and

WHEREAS, Homer City Code 3.05.030 (c) states that "at the request of the City Manager,  
or on its own initiative, the Council may, by resolution, transfer unencumbered appropriation  
balances from one department to another within the same fund"; and

WHEREAS, The City Manager proposes the transfer of available professional services  
funds from the Administration Department to the Police Department, both of which are funded  
by the General Fund, to balance the increased funding need for FY24 to operate the animal  
shelter; and

WHEREAS, the FY25 operating budget will also need an adjustment, but it is  
recommended that those changes be made as part of the midbiennium budget adjustment in  
spring of 2024; and

WHEREAS, This award is not final until written notification is received by the firm from the  
City of Homer.

44 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby  
45 awards the contract of the Homer Animal Shelter Operation and Management Services to the  
46 firm of Homer Animal Services, LLC in the Amount of \$330,000 and Authorizing the City  
47 Manager to Negotiate and Execute the Appropriate Documents.

48  
49 BE IT FURTHER RESOLVED that \$15,000 in FY24 professional services operating funds  
50 will be transferred from the Administration Department to the Police Department's Animal  
51 Control budget as follows:

52

53 Transfer from:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
54 100-0100-5210	Mayor & Council Professional Services	\$4000
55 100-0101-5210	City Clerk Professional Services	\$7000
56 100-0110-5210	City Manager Professional Services	<u>\$4000</u>
57		\$15,000

58

59 Transfer to:

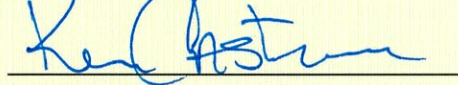
<u>Account</u>	<u>Description</u>	<u>Amount</u>
60 100-0165-5210	Police Department Professional Services	\$15,000

61

62

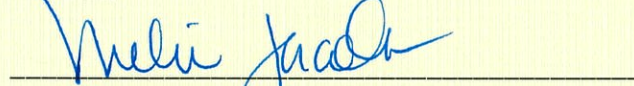
63 PASSED AND ADOPTED by the Homer City Council this 23<sup>rd</sup> day of October, 2023.

64  
65 CITY OF HOMER

66 

67  
68 KEN CASTNER, MAYOR

69  
70 ATTEST:

71   
72  
73 MELISSA JACOBSEN, MMC, CITY CLERK

74  
75 Fiscal Note: FY24 Budget 100-0165-5210 \$315,000 accomplished by transfers outlined in this  
76 resolution.

