

**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.

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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:

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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

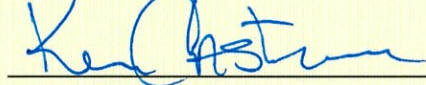
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59 Transfer to:

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

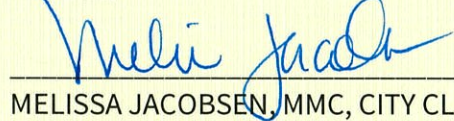
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63 PASSED AND ADOPTED by the Homer City Council this 23rd day of October, 2023.

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65 CITY OF HOMER

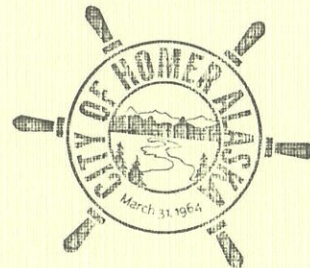
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67
68 KEN CASTNER, MAYOR

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70 ATTEST:

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73 MELISSA JACOBSEN, MMC, CITY CLERK

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





MEMORANDUM

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 Operating Funds, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: November 1, 2023
From: Melissa Jacobsen, MMC, City Clerk

The Request for Proposals (RFP) for operation and management of the Homer Animal Shelter was issued September 5, 2023. The purpose of the RFP was to solicit parties who are interested in the opportunity to manage and operate the Homer Animal Shelter and provide safe and humane treatment for all animals, in compliance with Homer City Code Title 20 and the Humane Society of the United States Standards for Operating an Animal Shelter.

One proposal was submitted from Homer Animal Services, LLC., the firm who is currently under contract and managing the shelter.

The submittal was evaluated by Police Chief Robl and Lieutenant Browning using the following criteria:

- Experience
- Business Plan
- Hours of Operation and Staffing
- Quality of Submittal

A memorandum from Chief Robl recommending award of the contract to Homer Animal Services, LLC is included.

RECOMMENDATION: Award the contract for operation and management of the Homer Animal Shelter to Homer Animal Services, LLC.