

CITY OF HOMER
HOMER, ALASKA

City Manager

ORDINANCE 24-23(A)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY25 OPERATING BUDGET TO PROVIDE FOR
NECESSARY MID-BIENNIUM BUDGET ADJUSTMENTS.

THE CITY OF HOMER ORDAINS:

Section 1. The Operating Budget for the General, Water, Sewer, and Port and Harbor funds are hereby amended to provide funding for the fiscal year ending June 2025:

General Fund	\$ 16,602,741 <u>16,534,397</u>
Water Fund	\$ 2,504,619 <u>2,494,551</u>
Sewer Fund	\$ 2,222,334 <u>2,213,812</u>
Port/Harbor Fund	\$ <u>5,897,497</u>

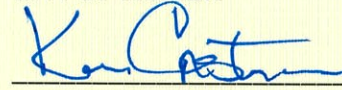
Total Expenditures	\$ 27,227,191 <u>27,140,257</u>
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Internal Service Funds	\$ 2,463,447
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Section 2. This is a budget amendment ordinance only, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 10th day of June, 2024.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



RENEE KRAUSE, MMC, CITY CLERK

YES: 6

NO: 0

ABSTAIN: 0

ABSENT: 0

43 First Reading: 5/28/24
44 Public Hearing: 6/10/24
45 Second Reading: 6/10/24
46 Effective Date: 6/11/24



MEMORANDUM

FY24-25 Mid Biennium Budget Amendments – Departmental Staffing Needs

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Thru: Melissa Jacobsen, Interim City Manager
Date: May 22, 2024
From: Andrea Browning, HR Director
Elizabeth Fischer, Finance Director

At Interim City Manager Jacobsen's direction, we have prepared this report to provide Council with:

- Any position changes that are incorporated into the FY25 budget
- Additional staffing needs outlined by individual departments

Moving forward, Administration would like to ensure that City Council is informed at all times of City staffing needs. We will provide both "wishlist" type positions, which solely allow us to provide better service to the community, as well as more critical positions for Council consideration.

Administration

Special Projects *The position funding is incorporated into the FY25 budget*

There is currently an unfilled .5 FTE (full-time equivalent) allocated to Administration as a part-time Special Projects position.

Staff Recommendation: Assign the part-time position to Special Projects Coordinator Jenny Carroll, allowing her to hire a part-time employee who reports directly to her.

Fiscal impact: no change

Community Rec *The position funding is incorporated into the FY25 budget*

Currently has one part-time position that was budgeted by Council in FY24.

Staff Recommendation: Convert this part-time position to a full-time position. Remove temporary employee expenses of \$67,396 to help offset the cost.

Fiscal impact: \$11,891 to General Fund

Community Development *The position funding is incorporated into the FY25 budget*

Economic Development There is a current vacancy in Economic Development of 1 full-time position. Staff Recommendation: Reduce this position to 24 hours (part-time).

Fiscal impact: \$44,845 savings to General Fund

Planning Currently has a part-time position in the FY24 budget that has been unfilled for much of FY24.

Staff Recommendation: Assign other .5 FTE from Economic Development to Planning, make this position whole, adding 1 additional full-time position in Planning. Proposed budget reductions totaling \$17,300 between Planning and Economic Development budget will offset fiscal impact.

Fiscal impact: \$14,771 savings to General Fund

Finance Department *The position funding is incorporated into the FY25 budget*

There is currently an unfilled position in Finance, which was unfunded in the FY24 budget.

Fiscal impact: no change

Port and Harbor *The position funding is incorporated into the FY25 budget*

The Port removed the Temporary (seasonal) Ice Plant/Fish Dock allocation when adding a new full-time position to Port budget in FY24. Now OBI (formerly Icicle Seafoods) is unsure if they are going to operate their ice plant this season. If OBI does not produce ice that would mean an additional 1500 tons of ice that our Ice Plant will need to produce to cover their needs.

Staff Recommendation: Add funds to FY25 budget for Temporary/ Seasonal employee.

Fiscal impact: \$26,626 to Port Operations

Public Works *The position funding is incorporated into the FY25 budget*

Parks Parks currently has one full-time staff member. There is \$55,306 in seasonal wages/benefits set aside to assist with parks duties. One year-round person is not enough to operate this division well, and manage the growing needs in the community.

Staff Recommendation: Create a 28-hour/ part-time (year round) position totaling \$56,405. Reduce temporary/casual employee wages/benefits line items of \$55,306 to \$12,891 to help offset the cost. This \$12,891 will allow the Parks division to hire one 3-month temp each summer.

Fiscal impact: \$13,990 to General Fund

Police Department

Jail *The position funding is incorporated into the FY25 budget*

The Jail currently has three (3) full-time positions, and one part-time position. For many years the jail operated with four (4) full-time Jail Officers, as well as Casual (limited hours) staff who filled in. Due to budget constraints years ago, one position was converted to part-time. This means that there are 26 hours per week with no Jail Officer on duty (in a 24-hour facility).

During those hours, Police Officers book arrestees, but monitoring falls on our Public Safety Dispatchers. Sometimes there is only one Dispatcher on shift, and they are busy with 911 calls, requests from officers, walk-in traffic, and much more. They have very little time to even glance at the video monitors, let alone pay close attention. At times observation is the only way to catch behavior build-up of an inmate. Intervention can save an inmate, and greatly reduces the City's liability. Currently if a "high risk" type of inmate comes in when no jailer is on-duty, a Jail Officer or Police Officer is called in to work overtime. Additionally, our jail contract with the State requires us to fully staff the jail with a trained jail officer when a prisoner is present.

Staff Recommendation: Convert the part-time position to a full-time position. Remove temporary/casual employee expenses of \$34,941 to help offset the cost.

Fiscal impact: \$4,967 savings to General Fund

Dispatch *No staffing changes incorporated into FY25 budget.*

Working as a Public Safety Dispatcher is an extremely stressful job that requires an extensive amount of training. The Police Department currently has seven (7) Dispatcher positions. They had an additional 8th position until 2015, when budget cuts necessitated losing one FTE. Since that time, our Dispatch Center has operated with 7, which often means only one Dispatcher on shift. Best-practice says Dispatch should have two people on shift at all times, and in many dispatch centers that is a requirement. In order for Homer Dispatch Center to operate 24/7, as soon as a Dispatcher takes annual or sick leave- it creates overtime for another employee. Additionally, mandatory overtime has an adverse effect on staff. The job is tough, and they need their time away to decompress. Hiring one additional Dispatcher would restore to full staffing level. This is not incorporated into FY25 budget, but fiscal impact is below for Council review.

Fiscal impact: \$81,272 to General Fund

Patrol *No staffing changes incorporated into FY25 budget.*

HPD currently has 13 Police Officer positions. When fully staffed with no injuries or absences, things are manageable. However, as soon as a Police Officer takes annual or sick leave, is injured, or participating in a trial – it creates overtime for another employee. When compared to other agencies with similar caseloads, we have less patrol staffing. When we lose an officer to retirement or resignation, it takes many months to recruit and train a new lateral officer (an officer from another agency). If they are brand new to law enforcement, which is often the case, we have to send them to the DPS Academy in Sitka for 17 weeks. That is followed by a 3 ½ month field training upon return. That is 8 months to get a new officer out on their own! One more Police Officer would alleviate some of the mandatory overtime and burnout at the department. This is not incorporated into FY25 budget, but fiscal impact is below for Council review.

Fiscal impact: \$117,237 to General Fund

Information Technology (IT) *No staffing changes incorporated into FY25 budget.*

The City of Homer needs an additional full-time position in the IT Department. The current workload is more than three individuals can effectively manage if the department is to perform at a level that actually addresses the technology needs of the City. For instance:

- The current team routinely starts each week with a backlog of between 40-60 requests carried over from prior weeks.
- Non-urgent requests average over a week (5.75 business days) before a technician begins to respond.
- The Department has overshot OT budget each of the past two years.

What these figures actually mean is that the IT Department is only serving the basic needs of the City. Many important technology decisions historically have been made without coordination with the in-house IT professionals, and this structure essentially re-enforces habits where staff work around more pressing problems, which drives inconsistency and irregularity across the organization and leads to greater cybersecurity risk. The more important work of planning the development of digital systems that improves how City staff do their jobs and how citizens connect to City government is barely addressed. Benchmarking against similar-sized organizations, including other Alaskan municipalities that are excelling in their IT operations, reveals that they typically maintain a staff of around five (5) full-time IT professionals.

Adding a full-time system administrator/security administrator would address the workload and target the most strategically important duties that are presently shared among the three current positions. The role would oversee server administration, security patching, system backups, and permissions and access control. The security administration duties would include administering the City's antivirus and threat detection software, developing our vulnerability management program, and ensuring overall compliance with NIST standards.

Many of the IT Department's priorities for the coming years involve cybersecurity-related initiatives and programs. These initiatives include things like implementing Multi-factor Authentication (MFA), building up our backup and recovery capabilities, and addressing the findings of our Cybersecurity Risk Assessment. These initiatives will require skilled staff to implement and sustain. Meanwhile, these sorts of initiatives tend to experience delays when daily operations demand urgent attention. If the City can afford it, the department's priority is to add a full-time position of system administrator and security administrator to help further our strategic goals around cybersecurity and infrastructure reliability. This is not incorporated into FY25 budget, but fiscal impact is below for Council review.

Fiscal impact: \$116,189 to General Fund

Fire Department *No staffing changes incorporated into FY25 budget.*

Firefighter/Basic EMT The current model allows for two responders at the station 24/7/365 excluding any vacations, sick, or training vacancies. Run volume is increasing and volunteerism is at an all-time low, nationally and locally. Even when current model is fully staffed, HVFD operates at high risk because much of what we do requires more than a two-person response. A safe and effective crew size, according to Chief Kirko and industry professional organizations is 3-4 people, based on HVFD run volume and services provided. City Council has approved three (3) new Firefighter/EMT positions in the past five years. This is not incorporated into FY25 budget, but fiscal impact for one new Firefighter/Basic EMT is below for Council review.

Fiscal impact: \$102,457 to General Fund

Library *No staffing changes incorporated into FY25 budget*

The Library Department currently has one person officially dedicated to children, the Youth Services Librarian. Ideally, the Library would like to upgrade one current part-time position to a full-time Youth Services Assistant position. This position would assist at the desk, but would have a youth services component built into their job description.

Fiscal impact: \$41,896 to General Fund

Second Priority would be another Library Tech II position. This could be accomplished by creating a new FTE or upgrade a current part-time (Tech I) position to full-time. Cost of upgrading a current part-time Tech I position to full-time below.

Fiscal impact: \$39,067 to General Fund



MEMORANDUM

Recommendation for Mid Biennium Budget Amendment to Add a COLA for the FY25 Budget

Item Type: Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: April 30, 2024
From: Employee Committee
Through: Melissa Jacobsen, Interim City Manager

Summary:

The Employee Committee respectfully requests the Fiscal Year 2025 budget be amended to reflect a 4.5% COLA increase. The FY25 Budget did not include a COLA when Council adopted the Biennium FY24/FY25 Budget via Ordinance 23-23(A-3).

Background:

COLAs are an important way to keep the City's wage scale competitive in the local market. A fair and equitable COLA helps with both recruitment and retention. In FY23, through a mid-biennium review of the prior budget, Council approved a 7% COLA (2022 CPI was 8.1%) as a way to keep pace with the high inflationary environment in which our employees are living. That COLA was a major reason why the wage parity study released by the City in early 2023 showed that the majority of our low- to mid-level positions were competitive with other public agencies with similar characteristics to Homer. The FY24 budget contained a 1.5% COLA (2023 CPI 1.8%). FY25 was left open for renegotiation during the next mid-biennium budget adjustment.

Inflation for Urban Alaska (Anchorage) over the last 12 months from February 2023 to March 2024 is 3.2% in accordance with the published CPI. The cumulative CPI increase from 2018 to 2023 was 17.8%, while our cumulative COLAs were 13.5% showing that overall we are behind by 4.3%.

Research has shown that Federal Employees received a 5.2% COLA, Social Security recipients received a 3.2% COLA (which is based on CPI from October of each year for the upcoming year), many State employees received a 5% COLA, and the Mat-su Borough will be receiving a 4.7% COLA while the City of Kenai has a proposed .9% COLA, City of Soldotna proposed a 1.5% COLA. There was no response from the City of Seward or the Kenai Peninsula Borough at the time.

Recommendation: Approve the request for a 4.5% COLA for FY25

Memorandum
City Council
May 28, 2024

CC-24-111

Attachments:

April Consumer Price Index News Release



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, May 15, 2024**

USDL-24-0944

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – APRIL 2024

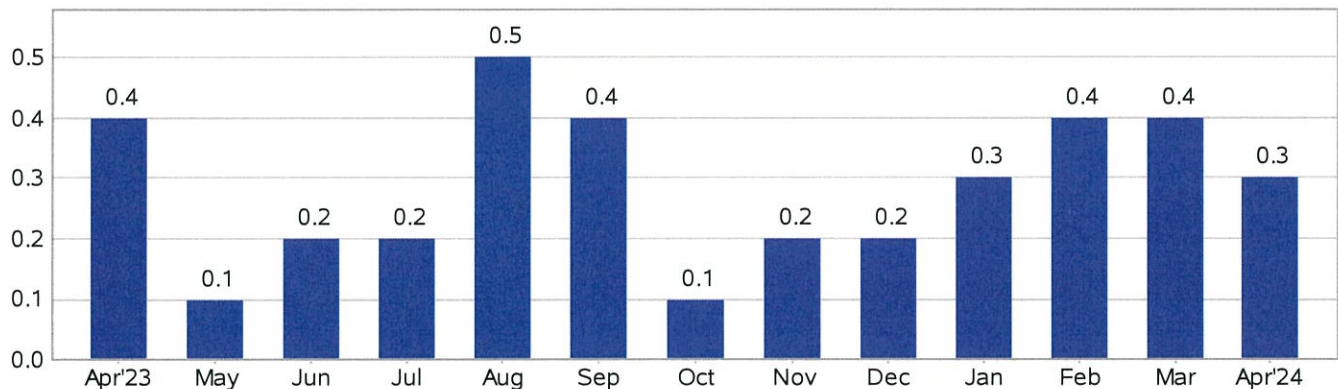
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent in April on a seasonally adjusted basis, after rising 0.4 percent in March, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 3.4 percent before seasonal adjustment.

The index for shelter rose in April, as did the index for gasoline. Combined, these two indexes contributed over seventy percent of the monthly increase in the index for all items. The energy index rose 1.1 percent over the month. The food index was unchanged in April. The food at home index declined 0.2 percent, while the food away from home index rose 0.3 percent over the month.

The index for all items less food and energy rose 0.3 percent in April, after rising 0.4 percent in each of the 3 preceding months. Indexes which increased in April include shelter, motor vehicle insurance, medical care, apparel, and personal care. The indexes for used cars and trucks, household furnishings and operations, and new vehicles were among those that decreased over the month.

The all items index rose 3.4 percent for the 12 months ending April, a smaller increase than the 3.5-percent increase for the 12 months ending March. The all items less food and energy index rose 3.6 percent over the last 12 months. The energy index increased 2.6 percent for the 12 months ending April. The food index increased 2.2 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Apr. 2023 - Apr. 2024
Percent change



Food

The food index was unchanged in April after increasing 0.1 percent in March. The index for food at home decreased 0.2 percent in April. Three of the six major grocery store food group indexes decreased over the month while the remaining three had price advances. The index for meats, poultry, fish, and eggs decreased 0.7 percent in April, led by a 7.3-percent decline in the index for eggs. The fruits and vegetables index declined 0.8 percent over the month, and the nonalcoholic beverages index fell 0.2 percent.

The index for cereals and bakery products increased 0.6 percent in April, after decreasing 0.9 percent in March. The index for other food at home and the index for dairy and related products both increased 0.1 percent over the month.

The food away from home index rose 0.3 percent in April, as it did in March. The index for limited service meals rose 0.4 percent, and the index for full service meals increased 0.3 percent over the month.

The food at home index rose 1.1 percent over the last 12 months. The index for other food at home rose 1.4 percent over the 12 months ending in April, and the index for fruits and vegetables increased 1.7 percent over the year. The nonalcoholic beverages index increased 2.3 percent over that period. The index for meats, poultry, fish, and eggs rose 1.0 percent over the 12 months ending in April, and the index for cereals and bakery products increased 0.6 percent over the same period. In comparison, the dairy and related products index fell 1.3 percent over the year.

The index for food away from home rose 4.1 percent over the last year. The index for limited service meals rose 4.8 percent over the last 12 months, and the index for full service meals rose 3.4 percent over the same period.

Energy

The energy index rose 1.1 percent in April, the same increase as in March. The gasoline index increased 2.8 percent in April. (Before seasonal adjustment, gasoline prices rose 5.2 percent in April.) The fuel oil index increased 0.9 percent in April. In contrast, the index for natural gas fell 2.9 percent in April, and the index for electricity decreased 0.1 percent over the month.

The energy index increased 2.6 percent over the past 12 months. The gasoline index rose 1.2 percent, and the electricity index increased 5.1 percent over this 12-month span. In contrast, the index for natural gas decreased 1.9 percent over the last 12 months and the index for fuel oil fell 0.8 percent over the same period.

All items less food and energy

The index for all items less food and energy rose 0.3 percent in April. The shelter index increased 0.4 percent in April and was the largest factor in the monthly increase in the index for all items less food and energy. The index for rent rose 0.4 percent over the month, as did the index for owners' equivalent rent. The lodging away from home index decreased 0.2 percent in April, after rising 0.1 percent in March.

The motor vehicle insurance index rose 1.8 percent in April, following a 2.6-percent increase in March. The index for apparel increased 1.2 percent over the month. The indexes for personal care, recreation, and education also increased in April.

The medical care index rose 0.4 percent in April after rising 0.5 percent in March. The index for hospital services rose 0.6 percent over the month, and the index for physicians' services increased 0.1 percent. The prescription drugs index rose 0.2 percent in April.

The index for used cars and trucks fell 1.4 percent in April, following a 1.1-percent decrease in March. Over the month, the household furnishings and operations index fell 0.5 percent, the new vehicles index decreased 0.4 percent, and the airline fares index declined 0.8 percent.

The index for all items less food and energy rose 3.6 percent over the past 12 months. The shelter index increased 5.5 percent over the last year, accounting for over two thirds of the total 12-month increase in the all items less food and energy index. Other indexes with notable increases over the last year include motor vehicle insurance (+22.6 percent), medical care (+2.6 percent), personal care (+3.7 percent), and recreation (+1.5 percent).

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 3.4 percent over the last 12 months to an index level of 313.548 (1982-84=100). For the month, the index increased 0.4 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 3.4 percent over the last 12 months to an index level of 307.811 (1982-84=100). For the month, the index increased 0.4 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 3.2 percent over the last 12 months. For the month, the index increased 0.4 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for May 2024 is scheduled to be released on Wednesday, June 12, 2024, at 8:30 a.m. (ET).



MEMORANDUM

Item Type: Informational Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: May 15, 2024
From: Economic Development Advisory Commission
Through: Julie Engebretsen, Community Development Director

Background

As part of the budget process for FY 24/25, Council voted down a \$15,000 annual request to fund the Homer Small Business Advisor of the Alaska Small Business Development Center (AKSBDC). Thereafter, the Kenai Peninsula Borough was able to increase funding to the AKSBDC, which helped close the budget gap for FY 24. The City Council subsequently approved \$10,000 via ordinance 23-50. The City Council provided financial support via budget amendment for FY 's 22, 23 and 24.

The AKSBDC funding is not a line item in the City budget; rather it has been requested and funded as a separate ordinance for each of the last 3 budget cycles. Funding initially was in the amount of \$25,000 (FY 22), but through increased Borough contributions, \$12,000 is now the amount needed to sustain this service in Homer.

The Economic Development Advisory Commission values having a local small business advisor, and recommends funding the AKSBDC in the amount of \$12,000.

RECOMMENDATION:

Include \$12,000 in the FY 25 budget to fund the Homer Business Advisor Position of the AKSBDC.

Attachments

EDC Staff Report, 4/9/24
EDC minutes excerpt 4/9/24 meeting



MEMORANDUM

Funding for Alaska Small Business Homer Business Advisor

Item Type: Action Memorandum
Prepared For: Economic Development Advisory Commission
Date: April 9, 2024
From: Julie Engebretsen, Community Development Director

Background

As part of the budget process for FY 24/25, Council voted down a \$15,000 annual request to fund the Homer Small Business Advisor position of the Alaska Small Business Development Center (AKSBDC). Council later approved \$10,000 for FY 24, which ends July 1.

The City has begun the process to amend the budget for any changes to FY 25. A City contribution of \$12,000 will support the continued presence of a part time business advisor in Homer.

RECOMMENDATION:

Recommend the City Council fund the AKSBDC Homer Business Advisory in the amount of \$12,000 for FY 25.

Commissioner Brown reiterated Commissioner Arevalo's previous comments about needing to know what this is going to accomplish for the City.

Commissioner Brennan stated that she didn't understand the purpose behind the City business license since realizing that there would be no means of enforcement. She added that she was on board with the idea of a business license at the previous meeting, but was a little disappointed to receive the direction from City Council without any foreseen benefits for businesses.

Commissioner Hasche provided that he had informally asked members of the community about the potential of a City business license after the last meeting, and stated that most people are surprised the City doesn't already require a business license. He added that the overall sentiment of the community seems to be "if it isn't broke, don't fix it."

Commissioners agreed that if they had a concise list of potential benefits to the City that the business license would create, they then would be more open to assessing the creation of such a license. Community Development Director Engebretsen suggested creating an outline with scheduled tasks for the Commission to work on at various future EDC meetings. There was general consensus from the Commission that more clarity was needed regarding why the City wants to implement a business license, and that further discussion was necessary regarding a business license.

B. Comprehensive Plan

Community Development Director Engebretsen noted that there was a great open house event two weeks ago. She added that Agnew::Beck will be launching a six-week survey within the coming weeks, and that the consultants will be making their second community visit during the second week of May. Visiting that week will enable the consultants to attend meetings with City Council, the EDC, the Planning Commission, and the Parks Art Recreation and Culture Advisory Commission, in addition to meeting with other user groups and City departments.

NEW BUSINESS

A. Alaska Small Business Development Center Small Business Advisory Funding

Community Development Director Engebretsen informed the Commission that she requested this in her budget request to the City Manager. She provided a brief background on the small business development center and how it is funded. She added that the request for this year is \$12,000, and that the City has funded anywhere from \$10,000-25,000 in the past.

HASCHE/KIM MOVED TO RECOMMEND THE CITY COUNCIL FUND THE ALASKA SMALL BUSINESS DEVELOPMENT CENTER HOMER BUSINESS ADVISORY IN THE AMOUNT OF \$12,000.

Commissioner Kim voiced his support for the funding, stating that every dollar the City invests pays tenfold. He inquired about the possibility of partnering with Robert Green at the Small Business Development Center to amplify Mr. Green's influence.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Land Allocation Plan

Memorandum from Community Development Director as backup

Community Development Director stated that the City reviews the land allocation plan annually to determine which properties should be out for lease. She added that there might be space at the airport this year, but with the runway construction taking place and other internal construction that the City is doing, she doesn't see space at the airport being feasible for leasing this year. She reviewed her staff report in conjunction with the land allocation plan for the Commission. There were in-depth discussions regarding the over slope areas on the land allocation plan.

BRENNAN/HASCHE MOVED TO REMOVE OVER SLOPE AREA 1 FROM THE LANDS AVAILABLE FOR LEASE PORTION OF THE LAND ALLOCATION PLAN.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. City Manager's Report
- B. City of Homer Newsletter
- C. EDC Strategic Plan 2024-2025
- D. EDC Meeting Calendar

Chair Marks noted the informational materials and volunteered herself to deliver the report to City Council on April 22nd.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE COMMISSION

Commissioner Hasche said that this is his favorite time of year watching Homer wake up with all the action happening on the Spit.

Commissioner Brown thanked Community Development Director. She also thanked former Commissioner Pitzman for his analysis on the housing market at the previous EDC meeting.

Commissioner Arevalo mentioned that the Homer Soil and Water Conservation District has set up a meeting to offer the chance for public comment on the Fox River Flats RS 2477 right-of-way. She added that there will be flyers going around town on April 16th, and that the public comment period runs through April 26th. The meeting will take place at the Kachemak Bay Campus on Tuesday, April 16th.



MEMORANDUM

FY24-25 Mid Biennium Request – Additional Parks Personnel

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Thru: Melissa Jacobsen, Interim City Manager
Date: May 17, 2024
From: Parks, Art, Recreation & Culture Advisory Commission

Background Information: The parks maintenance division within public works department is down to one FTE with approximately \$50,000 budgeted for seasonal staffing.

Public works 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.

At the May 16, 2024 PARCAC meeting, the commissioners approved the FY25 mid-biennium request the general fund to create an additional full time position for parks maintenance by unanimous vote.

Recommendation: Approve the FY25 mid-biennium budget request for an amount to be determined by the Finance Director from the general fund to add one FTE to parks maintenance.

**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) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost <u>\$0</u>	<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: _____
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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: _____



MEMORANDUM

Recommendation to Amend the FY24 – FY25 Budget for Additional Parks Maintenance Personnel

Item Type: Action Memorandum
Prepared For: Parks, Art Recreation and Culture Advisory Commission
Date: May 7, 2024
From: Janet Keiser, Commissioner
Through: Mike Ilg, Recreation Manager/PARC Staff Liaison

Background:

It is time for the Biennial Budget Review. This is when the City Council adjusts the City's Operating and Capital Budgets to provide for conditions, which may have changed since the two-year budget was adopted in 2023. This is our opportunity to make recommendations for budget adjustments to address matters that concern us. I have been advised by the Interim City Manager that the Commissions are empowered to make specific recommendations to the City Council for budget adjustments.

I propose we address staffing for parks and community recreation as an issue of concern by recommending additional full-time staffing for both Parks and Community Recreation.

Mike Ilg has already asked for our support for his request to convert Community Recreation's part-time position to a full-time position. Mike made a strong argument (1) that it is difficult to hire seasonal personnel and (2) that the increase in community recreation programs requires an increase in staffing to properly support those programs. We voted to support Mike's request at our April meeting.

Issue:

The same issue applies to Parks. Chad Felice does a great job! That said, Chad is a crew of one and in past years, has relied on seasonal employees. As with Community Recreation, it's become harder and harder to recruit such employees.

Like Community Recreation, Parks needs more full-time support. Even with that, Chad may still need contractor support to help with seasonal work, such as landscaping and grounds keeping, as he has in the past. But, a reliable two-person team, consistently available year-around can work wonders. They could help, even if they can't find seasonal help, move the needle from parks that are shabby in

all ways, except their own natural beauty, to parks (a) we can be proud of and (b) that provide the recreational and economic development opportunities benefit they have the potential to generate.

The funding to support an additional Parks-related FTE already exists within the City's Operating Budget, so this is not a big ask.

Recommendation:

PARCAC recommend to the City Council that the City's Operating Budget be adjusted during the Biennial Budget review to add one FTE to Parks maintenance.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 24-23

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY25 OPERATING BUDGET TO PROVIDE FOR
NECESSARY MID-BIENNIUM BUDGET ADJUSTMENTS.

THE CITY OF HOMER ORDAINS:

Section 1. The Operating Budget for the General, Water, Sewer, and Port and Harbor
funds are hereby amended to provide funding for the fiscal year ending June 2025:

General Fund	\$ 16,602,741
Water Fund	\$ 2,504,619
Sewer Fund	\$ 2,222,334
Port/Harbor Fund	<u>\$ 5,897,497</u>

Total Expenditures	\$ 27,227,191
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Internal Service Funds	\$ 2,463,447
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Section 2. This is a budget amendment ordinance only, is not permanent in nature, and
shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ____ day of _____, 2024.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

RENEE KRAUSE, MMC, ACTING CITY CLERK

43
44 YES:
45 NO:
46 ABSTAIN:
47 ABSENT:
48
49 First Reading:
50 Public Hearing:
51 Second Reading:
52 Effective Date:

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	\$ 20,001

<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	-

