

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Port Director

ORDINANCE 25-04

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY25 CAPITAL BUDGET BY APPROPRIATING AN
ADDITIONAL \$8,200 FROM THE PORT RESERVES FOR TASK ORDER
24-02 FOR PROFESSIONAL AND TECHNICAL ASSISTANCE WITH
THE CITY'S APPLICATION TO THE PORT INFRASTRUCTURE
DEVELOPMENT PROGRAM TO REPLACE FLOAT SYSTEMS 4 AND 1
IN THE SMALL BOAT HARBOR.

WHEREAS, Ordinance 24-12 appropriated \$30,000 to work with HDR Engineering to
assist with the FY2024 Port Infrastructure Development Program (PIDP) grant application to
replace Float Systems 4 and 1 in Homer's Small Boat Harbor; and

WHEREAS, During the development of the application process, additional work by HDR
Engineering was required and increased the total project cost to \$38,137.19; and

WHEREAS, The additional work included was extra time spent on letters of support and
budget development, more than expected work on a public survey, time spent on the Budget
Cost Analysis (BCA) to monetize safety values, rewriting more narrative sections than planned,
and extensive map changes.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY25 Capital Budget by
appropriating an additional \$8,200 as follows:

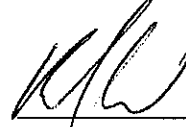
<u>Fund</u>	<u>Description</u>	<u>Amount</u>
456-0380	2024 PIDP Application & BCA	\$8,200

Section 2. This ordinance is a budget amendment only, is not of a permanent nature and
is a non code ordinance.

Section 3. The City Manager is authorized to execute and negotiate the appropriate
documents.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 28th day of January, 2025.

CITY OF HOMER



RACHEL LORD, MAYOR

ATTEST:



RENEE KRAUSE, MMC, CITY CLERK

YES: 5

NO: 0

ABSTAIN: 0

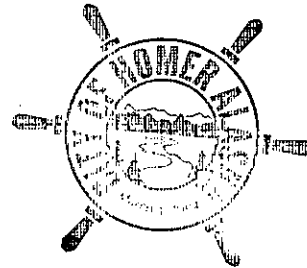
ABSENT: 1

First Reading: 1/13/25

Public Hearing: 1/27/25

Second Reading: 1/27/25

Effective Date: 1/28/25





MEMORANDUM

Ordinance 25-04, An Ordinance of the City Council of Homer, Alaska Amending FY25 Capital Budget by Appropriating an Additional \$8,200 from the Port Reserves for Task Order 24-02 for Professional and Technical Assistance with the City's Application to the Port Infrastructure Development Program to Replace Float Systems 4 and 1 in the Small Boat Harbor.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Date: December 31, 2024
From: Bryan Hawkins, Port Director
Through: Melissa Jacobsen, City Manager

I would like to provide an update regarding the work completed in support of the 2024 Port Infrastructure Development Program (PIDP) grant application, which was submitted last spring. Throughout the process, our team collaborated closely with the HDR team to develop and finalize the application. During this process, it became clear that expanding the scope of work was essential in order to enhance the competitiveness of our submission.

The additional work undertaken included:

- Preparing letters of support
- Conducting a public survey
- Extending time to revise and strengthen the narratives
- Recalculating the Benefit Cost Ratio (BCR)
- Illustrating transportation connections to non-road connected communities across Alaska that our fleet services.

Given the tight timeline under which we were operating, our team worked diligently to meet the application deadline. Unfortunately, due to time constraints, we were unable to seek prior authorization from the Council for the necessary additional funding to cover these expanded efforts. I regret not having addressed this sooner and I apologize for that oversight. However, it is my belief that the extra costs incurred were justified as they directly contributed to the goal of submitting the most competitive application possible. If successful, the grant would have been significant win for the Enterprise.

Regrettably, Homer did not secure funding in this round. However, staff will be meeting with the grant administrators shortly to assess how we can improve our application for the next round. We will bring the findings from this meeting to the Council and are likely to recommend revisions and resubmission for the next opportunity.

Prior to the expenditure of the additional time and efforts the project was under the budget appropriated by Ordinance 24-12.

Recommendation:

I respectfully request City Council authorize the additional funding allocation to HDR Alaska for the expanded services provided under the amended Task Order 24-02 IIJA Grant Writing Assistance.

Thank you for your consideration and I remain available for any questions.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Port Director

ORDINANCE 24-12

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE FY24 CAPITAL BUDGET BY APPROPRIATING
\$30,000 FROM THE PORT RESERVES FUND FOR THE PURPOSE OF
ISSUING A TASK ORDER TO HDR ENGINEERING IN AN AMOUNT
NOT TO EXCEED \$30,000 FOR PROFESSIONAL AND TECHNICAL
ASSISTANCE WITH A FY2024 PORT INFRASTRUCTURE
DEVELOPMENT PROGRAM GRANT APPLICATION TO REPLACE
FLOAT SYSTEMS 4 AND 1 IN THE SMALL BOAT HARBOR.

WHEREAS, The City has long recognized the need to replace floats in the Small Boat Harbor that are past or near the end of their useful life; the project is designated a Legislative Priority project in the City's FY25 Capital Improvement Plan; and

WHEREAS, In 2023, the City contracted with HDR to assist with a FY2023 Port Infrastructure Development Program grant application for Federal assistance to replace Float Systems 4 and 1 in Homer's Small Boat Harbor; and

WHEREAS, After Federal review, the City's project, Homer Port FREIGHT, was submitted to the Secretary of the US Department of Transportation for final funding consideration, but was ultimately not selected for award; and

WHEREAS, In a debrief of the Homer Port FREIGHT submission with PIDP program officials, the City of Homer was highly encouraged to resubmit a proposal in the FY2024 PIDP grant cycle; and

WHEREAS, The US Department of Transportation Maritime Administration has published a preliminary Notice of Funding Opportunity for the FY 2024 PIDP for projects that improve the safety, efficiency, and reliability of the movement of goods into, out of, around, or within a port; and

WHEREAS, To be successful an application must demonstrate competitiveness on a national level in alignment with the program goals and the benefits provided by the project, which requires significant project planning time, engagement of partners and the public, environmental review, technical and benefit-cost analyses, identification of matching funds and grant writing; and

WHEREAS, HDR, a term contractor with the City of Homer, has expertise with transportation infrastructure project planning and developing Federal grant applications,

assisted city staff with the FY23 PIDP grant application and attended the application debrief;
and

WHEREAS, Administration requested a proposal from HDR to provide FY2024 PIDP application revision and resubmission support.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY24 Capital Budget by appropriating \$30,000 as follows:

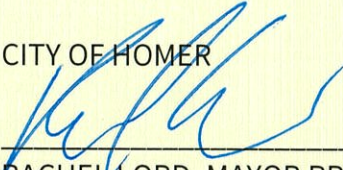
<u>Fund</u>	<u>Description</u>	<u>Amount</u>
456-0380	2024 PIDP Application & BCA	\$30,000

Section 2. The Homer City Council hereby authorizes a Task Order to HDR Engineering to assist the City with developing and writing a FY24 PIDP grant application in an amount not to exceed \$30,000 and authorizes the City Manager to negotiate and execute the appropriate documents.

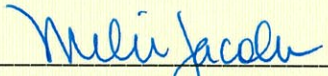
Section 3. This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 26th day of February, 2024.

CITY OF HOMER


RACHEL LORD, MAYOR PRO TEMPORE

ATTEST:


MELISSA JACOBSEN, MMC, CITY CLERK

YES: 6

NO: 0

ABSTAIN: 0

ABSENT: 0

First Reading: 2.12.24

Public Hearing: 2.26.24

Second Reading: 2.26.24

Effective Date: 2.27.24





MEMORANDUM

Ordinance 25-04 of the City Council of Homer, Alaska Amending the FY25 Capital Budget by Appropriating an Additional \$8,200 From the Port Reserves for Task Order 24-02 for Professional and Technical Assistance with the City's Application to the Port Infrastructure Development Program to Replace Float Systems 4 and 1 in the Small Boat Harbor.

Item Type: Back-Up Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: January 15, 2025
From: Bryan Hawkins, Port Director
Through: Melissa Jacobsen, City Manager

I am writing to address comments regarding Ordinance 25-04 which would amend Task Order 24-02, and appropriate additional funding to pay for the amendments to the task order. During the January 13, 2025 City Council meeting, Councilmember Aderhold requested that staff provide further detail about why this Ordinance was brought forward so many months after the work in question was completed.

Port staff received email correspondence on September 26, 2024 from HDR's grant writing project manager that their staff would be finalizing invoicing for the project, and requesting an amendment to the Task Order to increase the scope to include the additional work carried out in April and May of 2024.

On October 1, 2024, Port staff accepted the offer from HDR to draft the amendment for Task Order 24-02. On December 2, 2024, Port staff received the draft amendment and the fee sheet detailing the expenses to be added to the scope.

Due to the timing of this submission, coupled with internal processes, Port staff was unable to prepare and present the amended task order to the City Council prior to the January 13, 2025 meeting. Looking ahead, we recognize that should a situation like this arise it's necessary to confirm whether there will be a cost overage before issuing a task order and bring legislation to Council for approval if needed.

We appreciate HDR's diligence and hard work with grant writing assistance for the PIDP application.

Thank you for your attention to this matter.

City Council

January 27, 2025

Recommendation: I respectfully request City Council authorize the additional funding allocation to HDR Alaska for the expanded services provided under the amended Task Order 24-02 IIJA Grant Writing Assistance.

CITY OF HOMER FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding - PIDP Application Assistance</u>	DATE	<u>01/07/2025</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 8,200</u>		

DESCRIPTION	Ordinance 24-12 appropriated funds to work with HDR Engineering to assist with the FY2024 Port Infrastructure Development Program grant application to replace Float Systems 4 and 1 in Homer's Small Boat Harbor. During the development of the application process, additional work by HDR Engineering was required. The additional work included was extra time spent on letters of support and budget development, more than expected work on a public survey, time spent on the BCA to monetize safety values, rewriting more narrative sections than planned, and extensive map changes. The total cost for the project was estimated at \$30,000 in Ordinance 24-12. The additional time and effort increased the total project cost to \$38,137.19.
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	100%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: PORT RESERVES	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 1,210,631</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 648,062</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 8,200</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 28,193</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 526,176</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____