



Agenda

City Council Worksession

Monday, February 03, 2025 at 4:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 965 8631 4135 Password: 792566

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 4:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

DISCUSSION TOPIC(S)

- a. Department Budget Discussion
 - i. Port & Harbor
 - ii. Information Technology
 - iii. Library
 - iv. Community Recreation
 - v. Community Development/Planning

COMMENTS OF THE AUDIENCE (3 minutes)

ADJOURNMENT

The next Regular Meeting is Monday, February 10, 2025 at 6:00 p.m., Committee of the Whole at 5:00 p.m. A worksession is scheduled for 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Homer Port and Harbor FY26/27 Budget

Mission Statement

The mission of the Port and Harbor Department is to provide safe port and harbor facilities for our commercial clients, recreational users, and the general public, to manage and maintain these facilities cost effectively, and to administer our Tariff and procedures fairly and equitably for all users.



Functions & Responsibilities

There are numerous components of the Port & Harbor Fund:

- [Administration\(0600\)](#) - Manages, maintains and operates the port. Duties include accounts billing, accounts payable, land and airport lease management, and support for operations.
- [Harbor \(0601\)](#) – Operations officers monitor arrivals and departures from all facilities as well as collect the data for billing staff.
- [Pioneer Dock \(0602\)](#) - Berths the Coast Guard tenders, the Alaska Marine Highway ferries, and fuel barges.
- [Fish Dock \(0603\)](#) - Costs associated with the Fish Dock are cranes, and ice and cold storage. Revenues are derived from wharfage charges, crane rental, and ice sales and cold storage rental.
- [Deep Water Dock \(0604\)](#) – Provides 555 feet of industrial dock face for moorings of vessels.
- [Outfall Line \(0605\)](#) – Accounts for expenses associated with the outfall line.
- [Fish Grinder \(0606\)](#) – Accounts for expenses associated with the fish grinder operation.
- [Port Maintenance \(0611\)](#) - Provides the labor and operation expenses associated with maintenance of the Port/Harbor facilities.
- [Pioneer Dock Maintenance \(0612\)](#) – Tracks the maintenance costs of Pioneer Dock.
- [Deep Water Dock Maintenance \(0614\)](#) – Tracks the maintenance costs of the Deep Water Dock.
- [Load and Launch Ramp \(0615\)](#) - Tracks the revenue

3

 and expenses of Load and Launch activities



Port of Homer Fiscal Year 24/25 Accomplishments & Highlights

- ✓ Deep Water Dock sinkhole repair
- ✓ Deep Water Dock Power distribution transformer replacement
- ✓ Harbor anode installation (cathodic protection)
- ✓ Used oil heater installation at Port Maintenance
- ✓ Pioneer Dock repair re: State Ferry Tustumena 2022 incident
- ✓ Small boat harbor potable water system repairs
- ✓ In-house harbor float rebuild projects
- ✓ Deep Water Dock bull-rail modification (swing gate) accommodation for the Tustumena
- ✓ Fish Grinder building replacement project
- ✓ Ice Plant operational efficiency improvements
- ✓ Hosted the Alaska Association of Harbormasters and Port Administrators annual conference
- ✓ Camera Pole installation ramps 1 – 5
- ✓ Homer small boat basin Hydrographic Survey
- ✓ Mobile Pay for parking, camping, load/launch ramp and RV dump stations, parking delineation
- ✓ Won a Denali Commission grant and applied for the 2024 PIDP grant
- ✓ Increased use of the Homer Marine Repair facility to generate off-season revenues for the Port & Harbor and into the local economy



Port of Homer Fiscal Year 24/25 Accomplishments & Highlights: Harbor Expansion General Investigation study

- ✓ Completed Geophysical and Hydrographic survey of HHE project site
- ✓ Completed in person interviews of HHE expansion user groups
- ✓ Fleet identified
- ✓ Completed two HHE public meetings
- ✓ Fulfilled the local share requirements through a direct appropriation through the SOA
- ✓ Fulfilled the Federal share FY24/25 funding requirements
- ✓ Vertical Alignment of corps plan
- ✓ Environmental survey work (trawl and bird observations)



FY 2026/2027 Priorities

1. Replacement handheld moorage collection computers - \$10,000

Two ruggedized handheld computers for taking inventory of boats in the harbor and conducting field reads of electric meters. Harbor officers use computers every day in the field to track moorage activities. IT has recommended a 5-year life cycle for this technology, and the computers currently in use exceed that age. They operate on Windows 10, an operating system that will 'sunset' in October 2025, after which time they will no longer receive security updates.

2. Dry Well at the Load and Launch Ramp - \$30,000

Concerning the staging area above the Load & Launch ramp, water gathers in a low spot by the restroom, creating a large pothole that staff repeatedly patches throughout the summer. The issue is that adequate positive drainage was not achieved during construction. By installing a dry well in that low spot location we will effectively manage all the water in that area and be able to fix the pothole challenge.

3. Crane Control Software - \$100,000

The public-access Cranes on the Fish Dock are controlled by software that allows authorized crane users to activate the cranes and charge crane use to their Port & Harbor accounts. This software is a custom solution, and we are no longer able to obtain support for the program from the original team that created it. It is a matter of time before the software fails and crane access is dramatically restricted to manual activation by City Staff until a replacement can be found. We need to act proactively and start seeking a replacement now.



FY 2026/2027 Priorities

4. Repairs to Fish Dock Fenders - \$100,000

The face of the fish dock fenders are protected by wood facing. Boats rub against this fenders when they are tied up against the dock. Some of the wood on the fenders are cracked and broken, and the exposed bolts are actually catching on the lines of vessels tied off at the dock.

5. Replace Roof & Plumbing for the Sea Tow Building - \$35,000

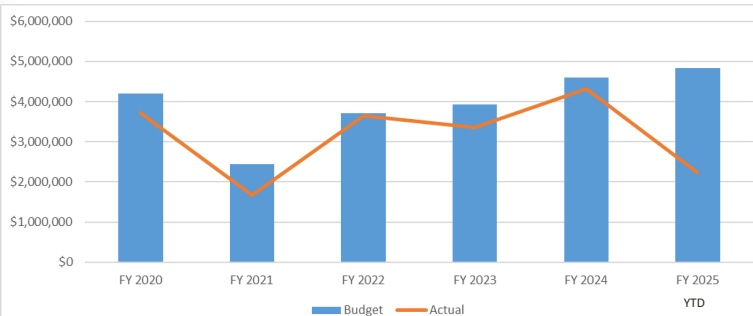
This facility is the backup water system and pump house for all the City water customers on the spit. The facility is an essential resource to support fire suppression infrastructure. This is the original roof and needs to be replaced. Plumbing in the rental unit is also original, and it was plumbed with metal fixtures, which have rotted out and are now leaking. We will propose that this cost be split between the City and the Enterprise fund.



Top Department Goals for FY 26/27

- Build a reserve that will fund future infrastructure maintenance/replacement.
- At FY end, transfer to reserves revenues that exceed budgeted amount.
- Keep focus on Homer Harbor Expansion study.
- Build support for a Corps General Investigation on Homer Spit erosion solutions.
- Stay engaged with Legislators in Juneau and DC.
- Make facility improvements that support new or increased revenues from our facilities.
- Reapply for a PIDP grant for harbor moorage float replacement.
- Support mission in delivering the best possible service to our customers.
- As always strive to keep Council and Commission informed on P/H operations.





FUND 400 - PORT & HARBOR ENTERPRISE FUND		COMBINED EXPENDITURES			
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
Salaries and Benefits					
5101	Salary and Wages	1,470,611	1,379,157	1,552,986	767,039
5102	Fringe Benefits	916,911	884,305	873,798	374,018
5103	Part-time Wages	165,371	122,103	184,933	85,611
5104	Part-time Benefits	19,086	14,232	23,173	10,007
5105	Overtime	39,439	29,580	39,439	20,219
5107	Part-time Overtime	3,879	460	3,879	-
5108	Unemployment Benefits	-	4,932	-	1,618
5112	PERS Relief	-	40,694	-	-
	Total Salaries and Benefits	2,615,297	2,475,462	2,678,207	1,258,511
Maintenance and Operations					
5201	Office Supplies	4,700	4,040	4,700	2,094
5202	Operating Supplies	26,000	26,337	26,000	19,732
5203	Fuel and Lube	36,300	49,017	36,300	22,143
5204	Chemicals	6,000	4,408	6,000	2,133
5207	Vehicle and Boat Maintenance	25,000	33,396	25,000	10,516
5208	Equipment Maintenance	64,000	62,505	77,000	26,882
5209	Building & Grounds Maintenance	67,000	40,523	67,000	46,112
5210	Professional Services	21,500	19,760	36,500	11,567
5211	Audit Services	40,446	47,868	42,468	25,130
5213	Survey and Appraisal	12,500	17,500	12,500	-
5214	Rents & Leases	7,000	4,563	7,000	2,699
5215	Communications	8,000	12,981	10,000	6,529
5216	Freight and Postage	5,500	2,028	5,500	(507)
5217	Electricity	730,450	654,842	803,495	234,697
5218	Water	83,208	138,976	91,528	108,950
5219	Sewer	14,472	12,383	15,919	8,379
5220	Refuse and Disposal	63,300	52,288	63,300	20,377
5221	Property Insurance	96,919	106,791	116,336	116,336
5222	Auto Insurance	10,714	10,907	11,522	11,950
5223	Liability Insurance	69,016	86,006	81,843	100,515
5226	Testing and Analysis	7,000	4,073	7,000	3,140
5227	Advertising	7,000	6,888	7,000	2,134
5231	Tools and Equipment	16,700	5,214	18,700	11,092
5233	Computer Related Items	-	-	-	1,751
5234	Record and Permits	2,000	-	4,000	55
5235	Membership Dues	7,000	6,085	7,000	1,125
5236	Transportation	4,000	2,201	4,000	889
5237	Subsistence	4,000	663	4,000	6
5238	Printing and Binding	3,500	282	3,500	-
5248	Lobbying	35,000	20,803	42,000	10,500
5249	Oil Spill Response	1,000	-	1,000	-
5250	Camera Area Network	18,000	2,423	18,000	8,175
5252	Credit Card Expenses	104,000	132,100	129,000	88,270
5256	Waste Oil Disposal	45,000	39,136	45,000	22,781
5258	Float and Ramp Repairs	25,000	15,624	25,000	3,847
5287	Electrical Supplies	2,100	-	2,100	-
5601	Uniform	9,500	11,574	11,500	2,042
5602	Safety Equipment	15,000	7,360	15,000	9,431
5603	Employee Training	38,500	32,999	41,000	6,986
5606	Bad Debt Expenses	30,000	58,210	30,000	3,351
5614	Car Allowance	-	-	-	1,600
5624	Legal Services	100,000	4,388	100,000	-
5627	Port Security	2,500	-	2,500	1,689
5635	Software	4,000	3,200	4,000	2,410
5637	Diving Services	8,500	30,945	8,500	-
5638	Signage and Delineation	31,000	37,294	31,000	19,166
	Total Maintenance and Operations	1,912,325	1,808,581	2,100,713	976,672
Transfers					
5106	Leave C	73,867	73,867	49,513	-
	Total Transfers	73,867	73,867	49,513	-
	Total	4,601,489	4,357,909	4,828,432	2,235,183



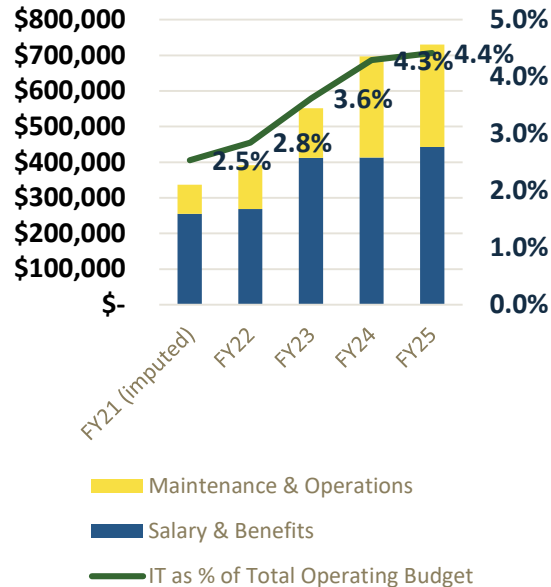
Information Technology

FY26-27 Budget Planning



Revitalizing IT

IT Operating Budget



FY24-25 Strategic Priorities

1. Cybersecurity
2. Service Management
3. Infrastructure Reliability

Milestones

- 2023: Staffing from 2 to 3
 - IT Support Specialist
 - Network Administrator
 - Chief Technology Officer
- 2024: Cybersecurity Risk Assessment

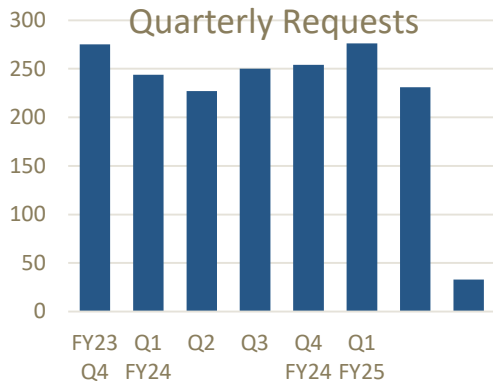
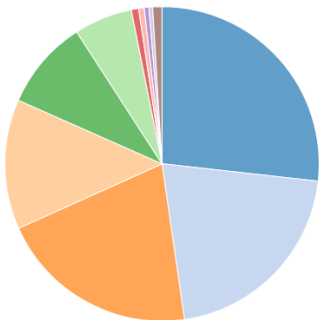


FY24-25 Accomplishments

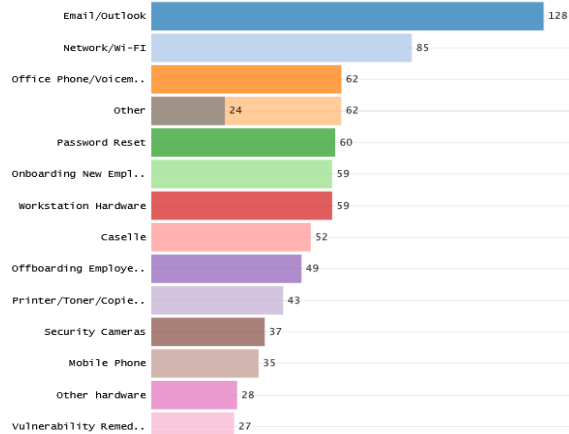
Priority	Goal
Cybersecurity	Conducted Cybersecurity Risk Assessment
	Rolled out Cybersecurity Training Plan
	Initiated Vulnerability & Configuration Management Programs
Service Management	Established IT Service Management Program (Web Help Desk for request management, Service Notification Protocols, etc.)
	IT Asset Management Program (including first asset inventory –phase 3 of 3 this quarter)
Infrastructure Reliability	Major IT infrastructure upgrades <ul style="list-style-type: none"> • Phone System Replacement • City Hall Fiber Optic • Private Microwave Link



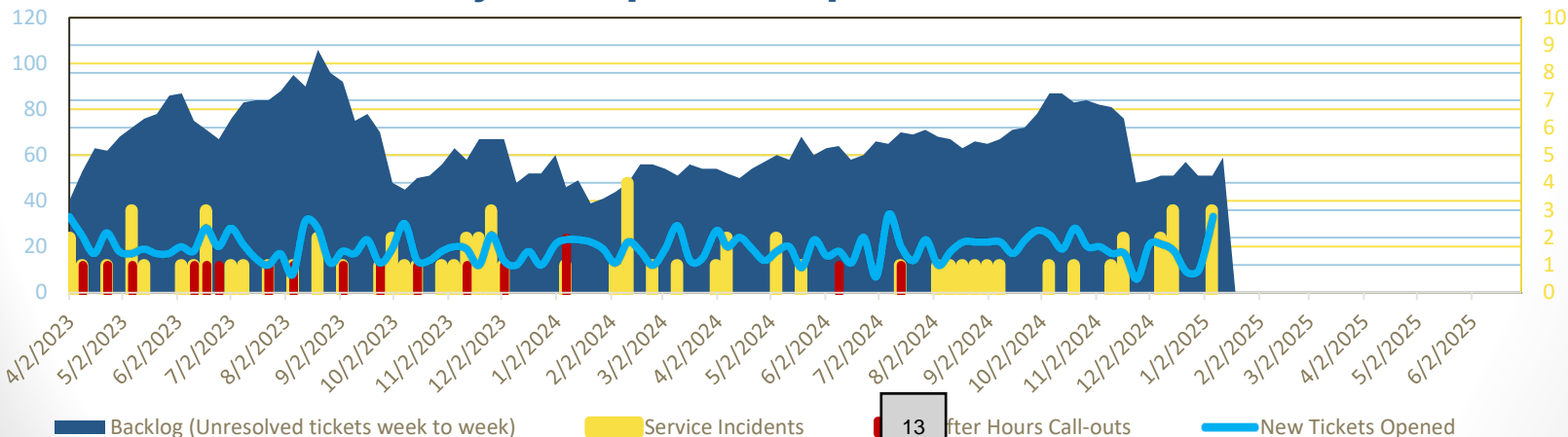
FY24-25 * by Location



FY24-25 * by Request Type



Weekly IT Helpdesk Requests



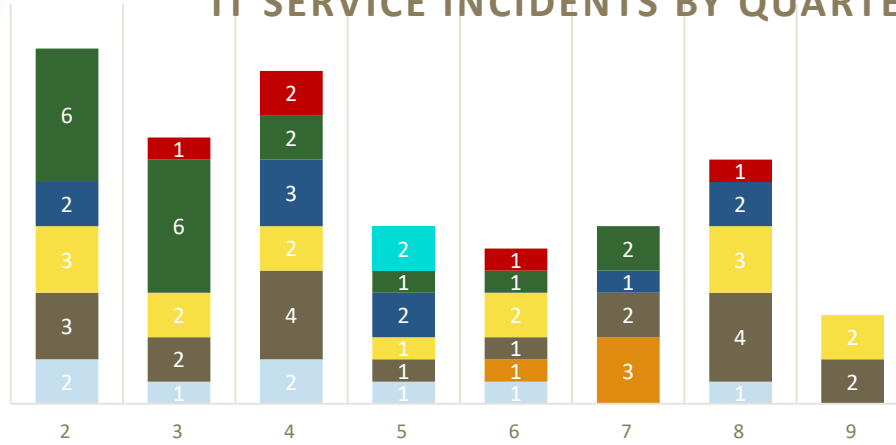
IT Metrics

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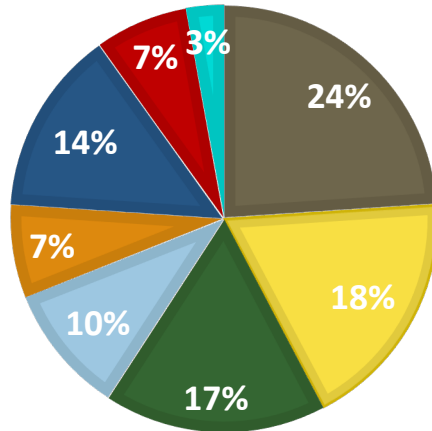
1/31/2025



IT SERVICE INCIDENTS BY QUARTER



FY24-25 INCIDENTS BY SERVICES IMPACTED



14

IT Metrics

1/31/2025



13

FY26-27 Priorities

Priority	Goal
Cybersecurity	Develop Robust Cybersecurity Policies and Practices (based on Risk Assessment)
	Continue to Improve <i>Cybersecurity Maturity Rating</i>
	Cybersecurity Infrastructure Projects <ul style="list-style-type: none"> • Next Generation Firewalls (CAP) • Disaster Recovery System (SLCGP Grant) • Security Log Aggregation (SLCGP Grant)
Service Management	Implement Performance Management Program
	Improve Technical Documentation
Infrastructure Reliability	Address Deferred Maintenance Backlog
Digital Maturity	Implement Technologies That Foster <i>Digital Maturity</i>



Funding Deferred Maintenance

Two Approaches

Capital Budget

- One-time projects for more expensive hardware or project-based work.
- Projects often entail intensive work loads.
- Allows more discretion /requires more engagement from Council.
- Can contribute to deferred maintenance backlog if not properly managed

Operations Budget

- *Managed Lifecycle Replacement* (replace % each year) for regular occurrence.
- Suitable for IT assets with shorter lifespans.
- More obvious for fleet-like assets:
 - Mobile devices (93)
 - Computers (146)
- Can apply to other infrastructure (proposed)
 - Security Cameras (86)
 - Servers (39)
 - Network equipment (180)
- Prevents maintenance backlog



Budget Requests

Staffing/Labor

- System/Security Administrator Position

Software (\$52k)

- Dramatic price increases for some subscriptions
- Add Office365 (+\$40k)

Deferred Maintenance Backlog (\$509k)

- Backup Servers (\$45k)
- Security Camera Infrastructure (\$188k)
- Network Storage Servers (\$48k)
- Network Equipment (\$59k)
- Council Chambers Audio-Visual (~\$125k)
- Server Room Env. Controls & Fire Suppression (\$44k)



IT Priority #4: Digital Maturity

1/31/2025

Digital Maturity ***refers to how well an organization employs technology to drive value and success.***

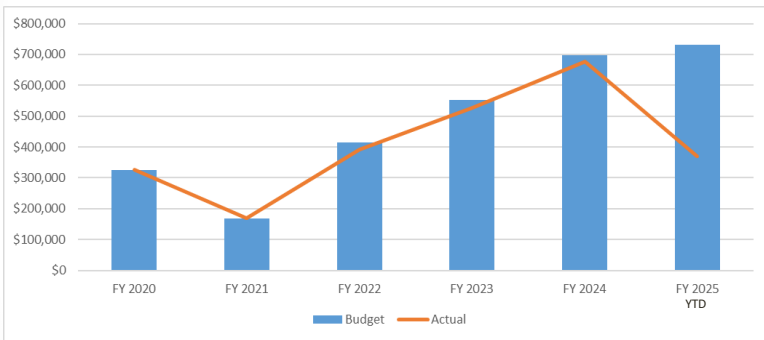
Key Concepts:

1. Empower Digital Innovation
2. Streamline Workflows
3. Reduce Data Silos
4. Focus on Customer Experience

Example Initiatives

- Office365 Feasibility
- Website Re-design
- AI Strategy/Policies





FUND 100 - GENERAL FUND		DEPT 0113 - INFORMATION TECHNOLOGY			
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
<u>Salaries and Benefits</u>					
5101	Salary and Wages	268,994	271,842	299,278	147,684
5102	Fringe Benefits	139,252	141,848	138,934	70,264
5103	Part-time Wages	-	-	-	-
5104	Part-time Benefits	-	-	-	-
5105	Overtime	5,000	5,307	5,000	3,358
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	7,990	-	-
<u>Total Salaries and Benefits</u>		<u>413,246</u>	<u>426,987</u>	<u>443,212</u>	<u>221,307</u>
<u>Maintenance and Operations</u>					
5201	Office Supplies	2,000	609	2,000	181
5210	Professional Services	40,000	30,307	40,000	-
5215	Communications	40,000	66,884	40,000	26,851
5216	Freight and Postage	1,000	1,128	1,000	-
5223	Liability Insurance	843	1,644	3,716	3,389
5228	Books	250	655	250	829
5231	Tools and Equipment	10,000	2,469	10,000	1,032
5233	Computer Related Items	40,000	56,828	40,000	22,405
5236	Transportation	-	-	-	-
5237	Subsistence	-	-	-	-
5603	Employee Training	11,000	10,464	11,000	199
5614	Car Allowance	2,438	2,250	2,438	1,125
5627	Security	80,000	41,376	80,000	61,045
5633	Phones	10,000	3,968	10,000	6,515
5634	Networking	6,500	6,274	6,500	6,283
5635	Software	25,000	9,563	25,000	13,071
5636	Servers	15,000	16,269	15,000	4,652
<u>Total Maintenance and Operations</u>		<u>284,031</u>	<u>250,689</u>	<u>286,904</u>	<u>147,578</u>
<u>Total</u>		<u>697,277</u>	<u>677,676</u>	<u>730,115</u>	<u>368,884</u>



Homer Public Library

Budget considerations for fiscal year 2026-27



Library Stats

	FY 24	FY 25 (to 12/31/24)
Circulation	172,590	83,310
Gate Count	105,343	48,936
Program Attendance	14,437	6,836
Volunteer Hours	2,785	1,464
Internet Sessions	28,190	14,425



FY 2024/25 Library News

- **Fantastic programs!**

- Big Read
- Celebration of Lifelong Learning
- Summer Reading Program

- **Policies and procedures:**

- Library department established
- Revised all policies and the strategic plan
- Started automatic renewals
- Improved online resources

- **Infrastructure:**

- Replaced chairs
- Renovated study room 5
- Front-desk display screen installed
- New screen in conference room
- Server room upgrades
- Wi-fi network upgrades
- Boiler components replaced
- HVAC controls replaced
- Parking lot drainage improved
- Extensive work on western lot



Library Goals for FY 2026/27

- Make the library space more flexible
 - Renovate study room 6
 - Install security grille
- Continue improving digital offerings
- Grow the endowment
- Streamline procedures



FY 2026/27 Priorities

- **Siding**

- The library building is not yet suffering significant water damage, but it's only a matter of time. Fixing it sooner rather than later saves on repairs. Estimated cost is unknown.

- **Security grille**

- Allows us to get more mileage out of an existing resource (the meeting room). Code review is complete and we have nearly-finished engineering drawings, plus estimates for installation. Council appropriated \$30,000 via Ord. 24-24(A). Total estimated cost \$65,000.

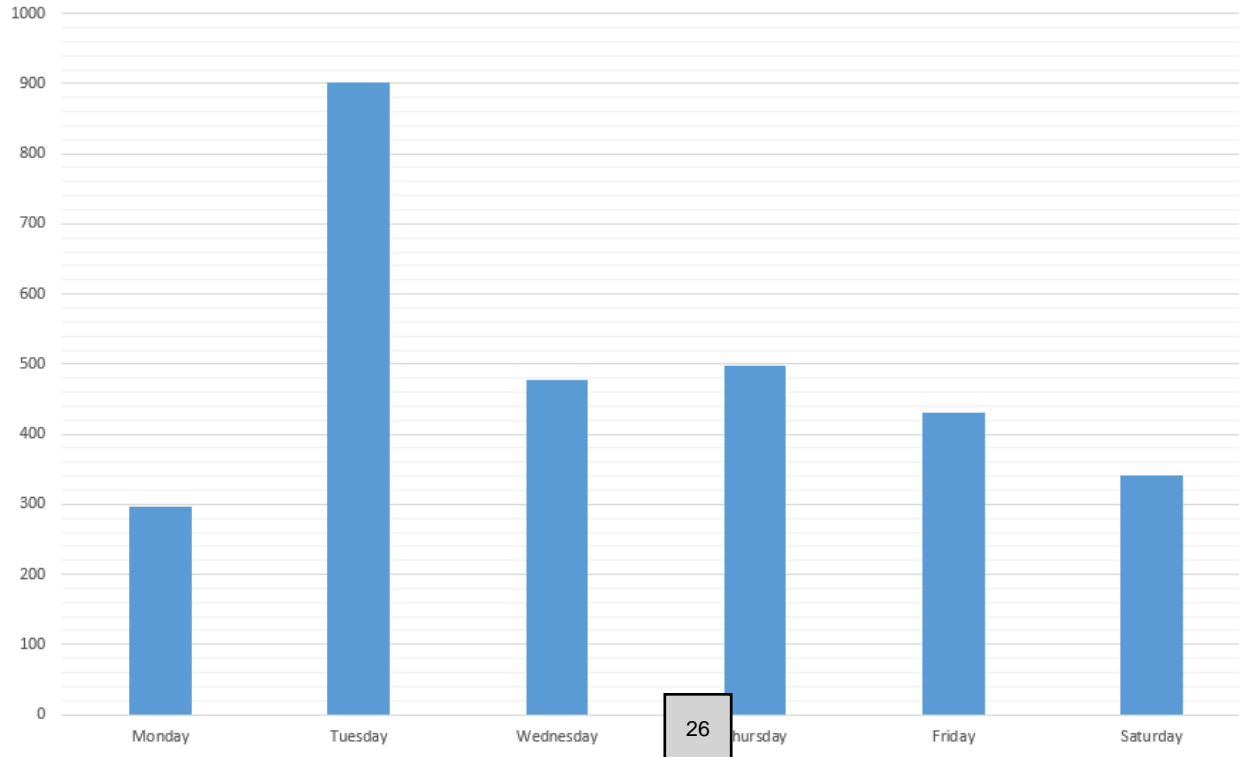


FY 2026/27 Priorities

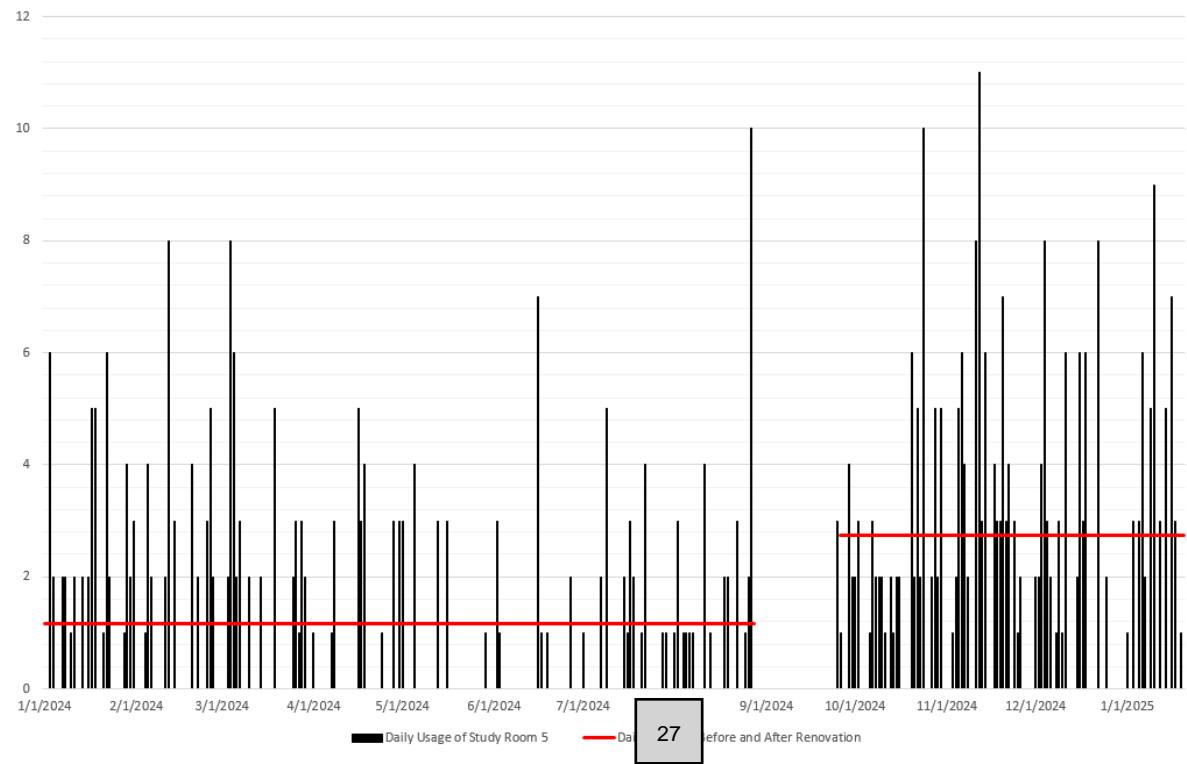
- **Invest in online resources**
 - Demand for print materials remains high, but demand for electronic resources is increasing. Estimated cost \$2,000-\$10,000 annually.
- **Consider a Youth Services Assistant**
 - The community has recognized a long-running need for more youth services in Homer. Our current youth services staff is amazing, but we could do more if we had more help. Estimated cost with benefits is around \$45,000 (PT) to \$80,000 (FT) annually.

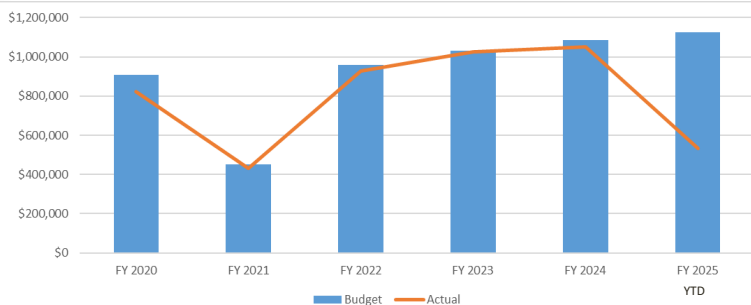


Total Meeting Room Use by Weekday Calendar Year 2024



Study Room 5: Daily Usage





FUND DEPT		100 - GENERAL FUND 0145 - LIBRARY			
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	Salaries and Benefits				
5101	Salary and Wages	402,393	397,385	424,929	210,981
5102	Fringe Benefits	237,618	234,803	225,461	111,776
5103	Part-time Wages	108,861	85,421	116,823	57,005
5104	Part-time Benefits	67,017	65,953	58,161	29,149
5105	Overtime	1,000	460	1,000	31
5107	Part-time Overtime	-	456	-	73
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	11,469	-	-
	Total Salaries and Benefits	816,889	795,946	826,374	409,015
	Maintenance and Operations				
5201	Office Supplies	9,000	7,436	9,000	2,119
5202	Operating Supplies	1,270	1,139	1,270	543
5203	Fuel and Lube	18,000	17,310	18,000	7,334
5208	Equipment Maintenance	3,000	3,516	3,000	-
5209	Building & Grounds Maintenance	250	-	250	-
5210	Professional Services	11,200	10,847	9,400	8,289
5214	Rents & Leases	6,000	3,793	6,000	1,774
5215	Communications	36,000	28,009	36,000	9,592
5216	Freight and Postage	4,500	4,035	4,500	1,586
5217	Electricity	30,554	30,152	33,609	12,651
5218	Water	1,044	1,428	1,148	740
5219	Sewer	1,148	1,485	1,263	741
5221	Property Insurance	16,541	20,133	21,940	21,940
5223	Liability Insurance	1,576	2,564	5,846	5,332
5227	Advertising	1,000	531	1,000	-
5228	Books	44,000	44,349	44,000	14,670
5229	Periodicals	12,000	9,709	12,000	798
5230	Audio Visual	16,500	17,462	16,500	5,442
5231	Tools and Equipment	4,250	3,696	5,250	63
5233	Computer Related Items	3,500	557	5,500	319
5235	Membership Dues	1,500	817	1,500	480
5236	Transportation	-	-	-	445
5237	Subsistence	-	-	-	-
5238	Printing and Binding	600	-	600	-
5242	Janitorial	-	-	-	-
5244	Snow Removal	10,200	16,120	10,200	2,470
5252	Credit Card Expenses	600	808	600	609
5603	Employee Training	8,500	2,472	8,500	3,012
5627	Security	-	-	-	774
5634	Networking	-	-	-	-
5635	Software	14,500	13,957	19,500	8,798
5636	Servers	-	5,048	-	-
5639	Subscription bases	10,000	8,952	23,500	12,880
	Total Maintenance and Operations	267,233	256,325	299,877	123,401
	Total	1,084,122	1,052,271	1,126,251	532,417



Community Recreation Division

FY26/27 Budget

Mission Statement

To promote community involvement, quality of life opportunities and life-long learning through special events, educational and recreational opportunities for people of all ages.



Functions and Responsibilities

- Offer an array of recreational and educational classes, programs and special events for participants of all ages to create a positive, healthy and connected community.
- Recruit, retain and manage volunteers and contracted instructors.
- Provide direct supervision for indoor/outdoor programs at local school facilities and the city owned HERC gymnasium/activity room.
- Collaborate with other community agencies to support existing and new special events and programs.



FY24/25 Accomplishments

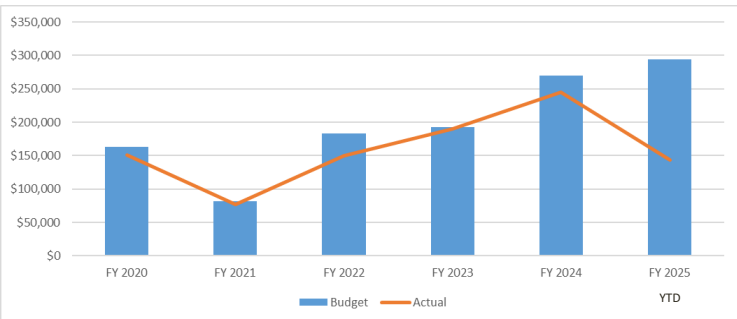
- Hired a Full Time Recreation Programmer
- Implemented new registration/payment software with over 450 accounts
- New software is used for Parks and Port & Harbor pavilion reservations
- Recruited 18 new volunteers, for a current total of 108 volunteers
- Received over 4,500 donated volunteer hours over the last two years
- Updated the Community Recreation Fee Schedule
- Generated significant increase in participation fees over projection
- Offered over 100 programs and special events
- Expanded partnership with Homer Public Library for the collaborative Sports Gear Library
- Facilitated and completed PARCAC's SWOT analysis and Strategic Plan/Goals
- Secured funding for new volleyball net system for the HERC gymnasium
- Provided free annual memberships to City of Homer employees for all drop in programs



FY26/27 Priorities

- Renew 3-year MOU agreement with the Kenai Peninsula Borough School District for facility, equipment use and fields agreement.
 - Projected additional increase of \$4,000 to annual fee (\$10,000)
- New City of Homer Community Recreation Facility
 - Determine location, draft facility design and potential costs
- Create comprehensive policies and procedures operations document for Community Recreation and Parks Maintenance.
- Investigate and consider the creation of a Parks and Recreation Department
 - As recommended by community members, SWOT Analysis and PARCAC short term goals.
- Recruit new volunteer, instructors, partners to meet the ongoing demand of existing and new recreational services from the taxpayers and participants.





FUND 100 - GENERAL FUND		DEPT 0115 - COMMUNITY RECREATION			
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	100,266	99,981	159,009	78,052
5102	Fringe Benefits	53,605	49,661	86,203	27,249
5103	Part-time Wages	41,597	27,890	(0)	1,415
5104	Part-time Benefits	24,427	21,789	0	8,199
5105	Overtime	1,351	-	1,351	-
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	2,882	-	-
	<u>Total Salaries and Benefits</u>	<u>221,247</u>	<u>202,204</u>	<u>246,564</u>	<u>114,916</u>
	<u>Maintenance and Operations</u>				
5201	Office Supplies	250	97	250	24
5202	Operating Supplies	2,500	3,490	2,500	1,031
5208	Equipment Maintenance	500	136	500	-
5210	Professional Services	18,000	15,376	18,000	8,440
5215	Communications	1,950	4,176	1,950	2,250
5216	Freight and Postage	50	-	50	-
5223	Liability Insurance	295	630	1,404	1,280
5227	Advertising	900	614	900	-
5233	Computer Related Items	4,200	3,111	4,200	2,263
5235	Membership Dues	300	275	300	-
5236	Transportation	-	-	-	-
5237	Subsistence	-	-	-	-
5238	Printing and Binding	-	-	1,800	170
5252	Credit Card Expenses	1,000	188	1,000	371
5601	Uniform	1,000	498	1,000	634
5603	Employee Training	4,500	2,052	4,500	3,652
5614	Car Allowance	500	499	500	250
5635	Software	11,400	10,543	7,400	7,631
5815	Parks & Recreation Board	1,500	1,475	1,500	1,000
	<u>Total Maintenance and Operations</u>	<u>48,845</u>	<u>43,161</u>	<u>47,754</u>	<u>28,996</u>
	<u>Total</u>	<u>270,092</u>	<u>245,365</u>	<u>294,318</u>	<u>143,912</u>



Community Development

Julie Engebretsen, Director

Planning and Zoning

Ryan Foster, AICP
City Planner

Ed Gross
Associate Planner

Will Anderson
Associate Planner

Economic Development

Jackie McDonough
Community Development
Associate



What We Do

Planning and Zoning

- Customer service – development questions, complaints, etc.
- Zoning permits
- Planning Commission Liaison
- CUPs, plats, zoning changes
- Enforcement
- Projects – long term planning, code amendments, plan implementation

Economic Development

- Special projects
- Grant writing and project management
- EDC Liaison
- Chamber of Commerce Board
- Mobile Food permits
- Records retention
- Website
- Coast Guard City
- MAPP Steering Committee



Current Projects

- Comprehensive Plan
- Zoning code update
- Improved zoning permit review
- Potential building code adoption
- Special project support
- Records retention
- Coast Guard City activities
- Grant writing – HERC and Bridge Creek Watershed Land
- Transportation planning



Goals

Operations:

- Retain staffing
- Modernize operations
- Increase enforcement

Aspirations:

- We have skills! How can we support city priorities?
 - Grant writing
 - Help meet the needs of other departments
 - Project team participation



Budget Requests – FLAT Budget

What would a budget reduction mean?

Budget reduction would reduce staffing, slow permit review, reduce enforcement, slow progress on plan implementation, bring modernization to a standstill

How can we help other departments?

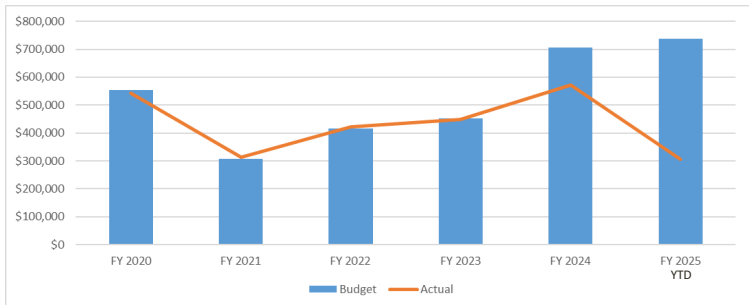
Grant writing for fire apparatus?
How can Community Development support other City needs?



FUND 100 - GENERAL FUND

COMMUNITY DEVELOPMENT COMBINED EXPENDITURES

A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	360,033	320,325	388,709	174,884
5102	Fringe Benefits	188,750	174,140	182,351	85,687
5103	Part-time Wages	30,281	-	50,256	5,455
5104	Part-time Benefits	21,849	19,380	22,358	8,573
5105	Overtime	6,000	201	2,500	-
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	9,240	-	-
	Total Salaries and Benefits	606,913	523,286	646,175	274,599
	<u>Maintenance and Operations</u>				
5201	Office Supplies	3,500	842	3,500	795
5202	Operating Supplies	-	168	-	-
5203	Fuel and Lube	-	-	-	-
5206	Food and Staples	3,000	846	3,000	412
5207	Vehicle and Boat Maintenance	-	-	-	-
5208	Equipment Maintenance	500	-	500	-
5209	Building & Grounds Maintenance	-	-	-	-
5210	Professional Services	20,000	5,810	20,000	6,259
5213	Survey and Appraisal	10,000	4,350	10,000	4,434
5214	Rents & Leases	-	840	-	508
5215	Communications	1,400	2,461	1,400	1,308
5216	Freight and Postage	300	22	300	106
5223	Liability Insurance	990	1,656	3,752	3,422
5227	Advertising	4,000	4,589	4,000	818
5228	Books	1,500	121	500	40
5231	Tools and Equipment	2,000	61	1,500	-
5233	Computer Related Items	2,000	132	2,000	-
5235	Membership Dues	5,800	1,885	4,500	1,053
5236	Transportation	-	114	-	-
5237	Subsistence	-	290	-	-
5238	Printing and Binding	2,000	-	1,500	-
5252	Credit Card Expenses	-	401	-	205
5603	Employee Training	27,500	16,506	17,000	1,733
5604	Public Education	-	-	2,000	315
5635	Software	15,900	8,599	15,900	9,134
	Total Maintenance and Operations	100,390	49,692	91,352	30,542
	Total	707,303	572,978	737,527	305,141



FUND 400 - PORT & HARBOR ENTERPRISE FUND
COMBINED EXPENDITURES

A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	1,470,611	1,379,157	1,552,986	767,039
5102	Fringe Benefits	916,911	884,305	873,798	374,018
5103	Part-time Wages	165,371	122,103	184,933	85,611
5104	Part-time Benefits	19,086	14,232	23,173	10,007
5105	Overtime	39,439	29,580	39,439	20,219
5107	Part-time Overtime	3,879	460	3,879	-
5108	Unemployment Benefits	-	4,932	-	1,618
5112	PERS Relief	-	40,694	-	-
	Total Salaries and Benefits	2,615,297	2,475,462	2,678,207	1,258,511
	<u>Maintenance and Operations</u>				
5201	Office Supplies	4,700	4,040	4,700	2,094
5202	Operating Supplies	26,000	26,337	26,000	19,732
5203	Fuel and Lube	36,300	49,017	36,300	22,143
5204	Chemicals	6,000	4,408	6,000	2,133
5207	Vehicle and Boat Maintenance	25,000	33,396	25,000	10,516
5208	Equipment Maintenance	64,000	62,505	77,000	26,882
5209	Building & Grounds Maintenance	67,000	40,523	67,000	46,112
5210	Professional Services	21,500	19,760	36,500	11,567
5211	Audit Services	40,446	47,868	42,468	25,130
5213	Survey and Appraisal	12,500	17,500	12,500	-
5214	Rents & Leases	7,000	4,563	7,000	2,699
5215	Communications	8,000	12,981	10,000	6,529
5216	Freight and Postage	5,500	2,028	5,500	(507)
5217	Electricity	730,450	654,842	803,495	234,697
5218	Water	83,208	138,976	91,528	108,950
5219	Sewer	14,472	12,383	15,919	8,379
5220	Refuse and Disposal	63,300	52,288	63,300	20,377
5221	Property Insurance	96,919	106,791	116,336	116,336
5222	Auto Insurance	10,714	10,907	11,522	11,950
5223	Liability Insurance	69,016	86,006	81,843	100,515
5226	Testing and Analysis	7,000	4,073	7,000	3,140
5227	Advertising	7,000	6,888	7,000	2,134
5231	Tools and Equipment	16,700	5,214	18,700	11,092
5233	Computer Related Items	-	-	-	1,751
5234	Record and Permits	2,000	-	4,000	55
5235	Membership Dues	7,000	6,085	7,000	1,125
5236	Transportation	4,000	2,201	4,000	889
5237	Subsistence	4,000	663	4,000	6
5238	Printing and Binding	3,500	282	3,500	-
5248	Lobbying	35,000	20,803	42,000	10,500
5249	Oil Spill Response	1,000	-	1,000	-
5250	Camera Area Network	18,000	2,423	18,000	8,175
5252	Credit Card Expenses	104,000	132,100	129,000	88,270
5256	Waste Oil Disposal	45,000	39,136	45,000	22,781
5258	Float and Ramp Repairs	25,000	15,624	25,000	3,847
5287	Electrical Supplies	2,100	-	2,100	-
5601	Uniform	9,500	11,574	11,500	2,042
5602	Safety Equipment	15,000	7,360	15,000	9,431
5603	Employee Training	38,500	32,999	41,000	6,986
5606	Bad Debt Expenses	30,000	58,210	30,000	3,351
5614	Car Allowance	-	-	-	1,600
5624	Legal Services	100,000	4,388	100,000	-
5627	Port Security	2,500	-	2,500	1,689
5635	Software	4,000	3,200	4,000	2,410
5637	Diving Services	8,500	30,945	8,500	-
5638	Signage Parking Delineation	31,000	37,294	31,000	19,166
	Total Maintenance and Operations	1,912,325	1,808,581	2,100,713	976,672
	<u>Transfers</u>				
5106	Leave Cash Out	73,867	73,867	49,513	-
	Total Transfers	73,867	73,867	49,513	-
	Total	4,601,489	4,357,909	4,828,432	2,235,183

FUND 100 - GENERAL FUND					
DEPT 0113 - INFORMATION TECHNOLOGY					
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	268,994	271,842	299,278	147,684
5102	Fringe Benefits	139,252	141,848	138,934	70,264
5103	Part-time Wages	-	-	-	-
5104	Part-time Benefits	-	-	-	-
5105	Overtime	5,000	5,307	5,000	3,358
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	7,990	-	-
	<u>Total Salaries and Benefits</u>	<u>413,246</u>	<u>426,987</u>	<u>443,212</u>	<u>221,307</u>
	<u>Maintenance and Operations</u>				
5201	Office Supplies	2,000	609	2,000	181
5210	Professional Services	40,000	30,307	40,000	-
5215	Communications	40,000	66,884	40,000	26,851
5216	Freight and Postage	1,000	1,128	1,000	-
5223	Liability Insurance	843	1,644	3,716	3,389
5228	Books	250	655	250	829
5231	Tools and Equipment	10,000	2,469	10,000	1,032
5233	Computer Related Items	40,000	56,828	40,000	22,405
5236	Transportation	-	-	-	-
5237	Subsistence	-	-	-	-
5603	Employee Training	11,000	10,464	11,000	199
5614	Car Allowance	2,438	2,250	2,438	1,125
5627	Security	80,000	41,376	80,000	61,045
5633	Phones	10,000	3,968	10,000	6,515
5634	Networking	6,500	6,274	6,500	6,283
5635	Software	25,000	9,563	25,000	13,071
5636	Servers	15,000	16,269	15,000	4,652
	<u>Total Maintenance and Operations</u>	<u>284,031</u>	<u>250,689</u>	<u>286,904</u>	<u>147,578</u>
	<u>Total</u>	<u>697,277</u>	<u>677,676</u>	<u>730,115</u>	<u>368,884</u>

FUND 100 - GENERAL FUND					
DEPT 0145 - LIBRARY					
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	402,393	397,385	424,929	210,981
5102	Fringe Benefits	237,618	234,803	225,461	111,776
5103	Part-time Wages	108,861	85,421	116,823	57,005
5104	Part-time Benefits	67,017	65,953	58,161	29,149
5105	Overtime	1,000	460	1,000	31
5107	Part-time Overtime	-	456	-	73
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	11,469	-	-
	<u>Total Salaries and Benefits</u>	<u>816,889</u>	<u>795,946</u>	<u>826,374</u>	<u>409,015</u>
	<u>Maintenance and Operations</u>				
5201	Office Supplies	9,000	7,436	9,000	2,119
5202	Operating Supplies	1,270	1,139	1,270	543
5203	Fuel and Lube	18,000	17,310	18,000	7,334
5208	Equipment Maintenance	3,000	3,516	3,000	-
5209	Building & Grounds Maintenance	250	-	250	-
5210	Professional Services	11,200	10,847	9,400	8,289
5214	Rents & Leases	6,000	3,793	6,000	1,774
5215	Communications	36,000	28,009	36,000	9,592
5216	Freight and Postage	4,500	4,035	4,500	1,586
5217	Electricity	30,554	30,152	33,609	12,651
5218	Water	1,044	1,428	1,148	740
5219	Sewer	1,148	1,485	1,263	741
5221	Property Insurance	16,541	20,133	21,940	21,940
5223	Liability Insurance	1,576	2,564	5,846	5,332
5227	Advertising	1,000	531	1,000	-
5228	Books	44,000	44,349	44,000	14,670
5229	Periodicals	12,000	9,709	12,000	798
5230	Audio Visual	16,500	17,462	16,500	5,442
5231	Tools and Equipment	4,250	3,696	5,250	63
5233	Computer Related Items	3,500	557	5,500	319
5235	Membership Dues	1,500	817	1,500	480
5236	Transportation	-	-	-	445
5237	Subsistence	-	-	-	-
5238	Printing and Binding	600	-	600	-
5242	Janitorial	-	-	-	-
5244	Snow Removal	10,200	16,120	10,200	2,470
5252	Credit Card Expenses	600	808	600	609
5603	Employee Training	8,500	2,472	8,500	3,012
5627	Security	-	-	-	774
5634	Networking	-	-	-	-
5635	Software	14,500	13,957	19,500	8,798
5636	Servers	-	5,048	-	-
5639	Subscription Databases	10,000	8,952	23,500	12,880
	<u>Total Maintenance and Operations</u>	<u>267,233</u>	<u>256,325</u>	<u>299,877</u>	<u>123,401</u>
	<u>Total</u>	<u>1,084,122</u>	<u>1,052,271</u>	<u>1,126,251</u>	<u>532,417</u>

FUND 100 - GENERAL FUND					
DEPT 0115 - COMMUNITY RECREATION					
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	100,266	99,981	159,009	78,052
5102	Fringe Benefits	53,605	49,661	86,203	27,249
5103	Part-time Wages	41,597	27,890	(0)	1,415
5104	Part-time Benefits	24,427	21,789	0	8,199
5105	Overtime	1,351	-	1,351	-
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	2,882	-	-
	<u>Total Salaries and Benefits</u>	<u>221,247</u>	<u>202,204</u>	<u>246,564</u>	<u>114,916</u>
	<u>Maintenance and Operations</u>				
5201	Office Supplies	250	97	250	24
5202	Operating Supplies	2,500	3,490	2,500	1,031
5208	Equipment Maintenance	500	136	500	-
5210	Professional Services	18,000	15,376	18,000	8,440
5215	Communications	1,950	4,176	1,950	2,250
5216	Freight and Postage	50	-	50	-
5223	Liability Insurance	295	630	1,404	1,280
5227	Advertising	900	614	900	-
5233	Computer Related Items	4,200	3,111	4,200	2,263
5235	Membership Dues	300	275	300	-
5236	Transportation	-	-	-	-
5237	Subsistence	-	-	-	-
5238	Printing and Binding	-	-	1,800	170
5252	Credit Card Expenses	1,000	188	1,000	371
5601	Uniform	1,000	498	1,000	634
5603	Employee Training	4,500	2,052	4,500	3,652
5614	Car Allowance	500	499	500	250
5635	Software	11,400	10,543	7,400	7,631
5815	Parks & Recreation Board	1,500	1,475	1,500	1,000
	<u>Total Maintenance and Operations</u>	<u>48,845</u>	<u>43,161</u>	<u>47,754</u>	<u>28,996</u>
	<u>Total</u>	<u>270,092</u>	<u>245,365</u>	<u>294,318</u>	<u>143,912</u>

FUND 100 - GENERAL FUND
COMMUNITY DEVELOPMENT COMBINED EXPENDITURES

A/C Num.	Expenditure Categories & Descriptions	FY24		FY25	
		7/1/23 - 6/30/24		7/1/24 - 6/30/25	
		BUDGET	ACTUAL	BUDGET	YTD ACTUAL
	<u>Salaries and Benefits</u>				
5101	Salary and Wages	360,033	320,325	388,709	174,884
5102	Fringe Benefits	188,750	174,140	182,351	85,687
5103	Part-time Wages	30,281	-	50,256	5,455
5104	Part-time Benefits	21,849	19,380	22,358	8,573
5105	Overtime	6,000	201	2,500	-
5107	Part-time Overtime	-	-	-	-
5108	Unemployment Benefits	-	-	-	-
5112	PERS Relief	-	9,240	-	-
	<u>Total Salaries and Benefits</u>	606,913	523,286	646,175	274,599
	<u>Maintenance and Operations</u>				
5201	Office Supplies	3,500	842	3,500	795
5202	Operating Supplies	-	168	-	-
5203	Fuel and Lube	-	-	-	-
5206	Food and Staples	3,000	846	3,000	412
5207	Vehicle and Boat Maintenance	-	-	-	-
5208	Equipment Maintenance	500	-	500	-
5209	Building & Grounds Maintenance	-	-	-	-
5210	Professional Services	20,000	5,810	20,000	6,259
5213	Survey and Appraisal	10,000	4,350	10,000	4,434
5214	Rents & Leases	-	840	-	508
5215	Communications	1,400	2,461	1,400	1,308
5216	Freight and Postage	300	22	300	106
5223	Liability Insurance	990	1,656	3,752	3,422
5227	Advertising	4,000	4,589	4,000	818
5228	Books	1,500	121	500	40
5231	Tools and Equipment	2,000	61	1,500	-
5233	Computer Related Items	2,000	132	2,000	-
5235	Membership Dues	5,800	1,885	4,500	1,053
5236	Transportation	-	114	-	-
5237	Subsistence	-	290	-	-
5238	Printing and Binding	2,000	-	1,500	-
5252	Credit Card Expenses	-	401	-	205
5603	Employee Training	27,500	16,506	17,000	1,733
5604	Public Education	-	-	2,000	315
5635	Software	15,900	8,599	15,900	9,134
	<u>Total Maintenance and Operations</u>	100,390	49,692	91,352	30,542
	<u>Total</u>	707,303	572,978	737,527	305,141