



FINANCE AND BUDGET COMMITTEE

Monday, September 19, 2022 at 5:30 PM

AGENDA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

Limited Seating Available

141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:

<https://us02web.zoom.us/j/83010231048?pwd=RFMrd1FXazBvZXRZVIN5N2hYaE82Zz09>

Meeting ID: 830 1023 1048; participant #; passcode: 616479

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Minutes of May 31, 2022; Finance & Budget Committee

APPROVAL OF AGENDA

STAFF REPORTS

- [2.](#) August 2022 Revenue and Expense Report

COMMITTEE BUSINESS

3. FY21 Audit
4. FY22 Audit
5. Fish Tax Discussion

PUBLIC/COMMITTEE COMMENT(S)

ADJOURNMENT



FINANCE AND BUDGET COMMITTEE

Tuesday, May 31, 2022 at 4:00 PM
Adjourned to Wednesday, June 1, 2022 at 4:00 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, May 26, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 4:00 p.m.

ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Alice Ruby	Robert Mawson	Aksel Buholm
Anita Fuller	Curt Armstrong	

Committee members excused:

Perry Abrams

APPROVAL OF MINUTES

- Minutes of May 26, 2022, Finance & Budget Committee Meeting

MOTION: Anita Fuller moved and Alice Ruby seconded the motion to approve the minutes of May 26, 2022.

VOTING: the motion passed by unanimous consent.

APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the agenda.

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

There was no staff report.

COMMITTEE BUSINESS

- FY23 Budget

- Proposed budget shows anticipated revenue at 17.6 million, 18.6 million in expenditures, and 1.175 million in reserve funds to balance the budget.
- Budget includes a 10% across the board wage increase for all city staff, 20% for inflation, and projected increased insurance costs.
- Currently does not include anticipated projects or equipment replacements.
- State of Alaska; jail contract, bond reimbursement etc. exact numbers are still unknown; therefore not reflect in the budget yet.
- Council strategic project for staffing organization has not been completed. Longevity incentives are also being considered.

Council Member Abrams arrived at 4:43 p.m.

- Individual department budgets reviewed. Non departmental has been rolled into administration. IT budget has computer replacement on a rotational four year cycle. Facilities / Buildings & Grounds to be moved under supervision of administration. Budget for facilities to be established to address needed repairs and maintenance. Volunteer Fire Donation budget will be closed when there is no balance remaining.
- Budget book to be compiled for council members.

MOTION: Aksel Buholm moved and Alice Ruby seconded the motion to recess the meeting, reconvene to tomorrow, Wednesday June 1, 2022, 4:00 p.m.

VOTING: the motion passed by unanimous consent.

ADJOURNMENT

The meeting concluded as an adjourned meeting at 7:22 p.m.

CALL TO ORDER

Curt Armstrong reconvened the Finance & Budget Committee and called the adjourned meeting to order on June 1, 2022, at 4:00 p.m.

ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Perry Abrams

Robert Mawson

Aksel Buholm

Anita Fuller

Curt Armstrong

Committee members excused:

Alice Ruby

COMMITTEE BUSINESS CONTINUED

Mayor Ruby arrived at 4:11 p.m.

- Several Library grant opportunities are not being funded this year. School pass through grant funding noted. Carlson Estate contribution to library / museum facility to resume. Recommended dock fund balance be considered for equipment needs. Condition of ice machine to be evaluated and potential solutions being considered. CARES LGLR projects to be clarified as some projects will be completed in subsequent fiscal years.
- Transfers show allocations from general fund to other department funds.
- Rate / fee study is included in the master plan.
- Fund balance policy was proposed. 20% of the fund balance to be set aside in the budget for investment in equipment.

MOTION: Aksel Buholm moved and Alice Ruby seconded the motion to have \$1,000,000 from the general fund for the capital projects budget and equipment replacement.

- A plan will be developed prior to any expenditures. An evaluation of need, and prioritization will be outlined.

VOTING: the motion passed by unanimous consent.

- Recommended city look for ways to wisely invest other funds; i.e. dock and Carlson accounts.
- Finance & Budget Committee to recommend budget ordinance based on changes discussed.
- List of city property still being compiled.
- Auditors requested more information adjusting the date of audit acceptance.

PUBLIC/COMMITTEE COMMENT(S)

There were no comments.

ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Neil C. Armstrong, Chair

ATTEST:

Lori Goodell, City Clerk

Approved: _____

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
General Fund Revenues					
General Sales Tax	\$ 3,000,000	\$ 791,822	26%	\$ 276,239	\$ 515,583
General Sales Tax - Remote	400,000	77,635	19%	0	
Alcohol Sales Tax	260,000	81,784	31%	32,917	48,867
Alcohol Sales Tax - Remote	-	51		-	51
Transient Lodging Sales Tax	120,000	39,449	33%	16,391	23,057
Gaming Sales Tax	65,000	7,698	12%	4,410	3,288
Tobacco Excise Tax	350,000	64,543	18%	23,444	41,099
Marijuana Excise Tax	75,000	24,965	33%	-	-
Penalty & Interest - Sales Tax	20,000	2,189	11%	8,036	(5,847)
Total Sales Tax	4,290,000	1,090,137	25%	361,439	626,098
Real Property Tax	2,410,000	2,393,797	99%	2,084,566	309,231
Personal Property Tax	450,000	456,068	101%	479,357	(23,289)
Penalty & Interest - Property Tax	70,000	24,324	35%	27,683	(3,359)
Total Property Taxes	2,930,000	2,874,189	98%	2,591,605	282,584
Telephone Gross Receipts State Tax	65,000	81,672	126%	-	81,672
Shared Fisheries	600,000	-	0%	-	-
Raw Fish Tax	20,000	-	0%	-	-
Community Sharing	73,072	-	0%	84,575	(84,575)
Payment in Lieu of Taxes (PILT)	460,000	480,895	105%	473,299	7,596
State Jail Contract	645,000	-	0%	-	-
Ambulance Fees	50,000	15,006	30%	1,053	13,953
Lease & Rental Income	35,000	1,800	5%	1,780	20
Admin Overhead	130,300	30,845	24%	24,190	6,655
PERS on Behalf	67,126	19,364	29%	37,949	(18,585)
PERS Forfeiture Fund	20,000	-	0%	2,617	(2,617)
Other Revenues	145,400	29,265	20%	17,791	11,474
Total	2,310,898	658,846	29%	643,253	15,593
Total	\$ 9,530,898	\$ 4,623,172	49%	\$ 3,596,297	\$ 924,275
Special Revenue & Other Funds Revenue					
Water	232,087	44,533	19%	41,036	3,497
Sewer	457,000	87,631	19%	75,090	12,541
Landfill	256,459	81,845	32%	76,313	5,532
Port - Dock	721,915	203,469	28%	108,486	94,983
Port - Harbor	184,295	37,740	20%	26,194	11,546
Asset Forfeiture Fund	2,000	12	1%	(10)	21
E-911 Service	65,000	11,242	17%	15,403	(4,161)
Senior Center (Non-Grant)	40,597	3,616	9%	4,775	(1,159)

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Senior Center (Grant)	131,000	642	0%	(12,307)	12,949
Library (Grants)	98,302	2,190	2%	24,213	(22,023)
Debt Service	305,000	1,773,338	581%	-	1,773,338
Mary Carlson Estate	1,000	463	46%	(1,011)	1,475
Total	\$ 2,494,655	\$ 2,246,722	90%	\$ 358,183	\$ 1,888,539
Transfers			18,081		
<i>From General Fund to Other Funds</i>					
Landfill	340,323	-	0%	-	-
Senior Center	184,242	39,872	22%	22,004	17,868
Ambulance Reserve	45,000	(1,501)	-3%	105	(1,606)
Equipment Replacement	600,000	-		-	-
Capital Projects	-	-		1,304	(1,304)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	765,500	-	0%	-	-
Debt Service Firehall Bond	45,000	-	0%	-	-
Debt Service Streets Bond	226,750	-	0%	-	-
<i>From Dock Fund to Harbor Funds</i>					
Port - Harbor	54,858	74,159	135%	31,528	42,631
Port - Harbor - Ice Machine	-	-	0%	-	-
Port - Harbor - Bathhouse	13,308	401	3%	4,064	(3,663)
<i>From Department to Department</i>					
Transfer from E911	52,084	1,124	2%	6,847	-
Transfer from Mary Carlson Estate	4,000	-	0%	-	-
Total	\$ 2,378,465	\$ 114,055	5%	\$ 65,852	\$ 53,926
Total Revenues & Transfers	\$ 14,404,018	\$ 6,983,949	48%	\$ 4,020,332	\$ 2,866,740

City of Dillingham
Unaudited Revenues and Expenditures As of August 31, 2022

Data Collected on
 9/1/2022 Section . Item 2.

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 85,350	\$ 17,438	20%	\$ 5,202	\$ 12,235
City Clerk	158,775	22,706	14%	16,546	6,160
Administration	505,373	57,408	11%	41,755	15,653
Finance	884,069	107,866	12%	122,321	(14,455)
Legal	60,000	5,886	10%	3,231	2,655
Insurance	313,400	1,016	0%	42,525	(41,510)
Non-Departmental	0	0		5,203	(5,203)
Planning	213,884	14,203	7%	26,147	(11,944)
Foreclosures	6,000	120	2%	0	120
IT	282,688	51,829	18%	20,577	31,252
Meeting Hall above Fire Station	0	0		150	(150)
Public Safety Administration	194,510	25,451	13%	27,906	(2,455)
Dispatch	520,844	64,392	12%	68,473	(4,082)
Patrol	1,010,368	106,210	11%	126,213	(20,003)
Corrections	750,223	51,101	7%	78,041	(26,940)
DMV	60,373	7,867	13%	6,900	967
Animal Control Officer	119,767	15,590	13%	14,756	834
Fire	344,013	71,591	21%	11,090	60,502
Fire Department Donation	0	0		0	-
EOC	0	0		5,455	(5,455)
Public Works Administration	348,747	265	0%	20,386	(20,121)
Building and Grounds	401,788	31,962	8%	28,584	3,377
Shop	505,287	75,468	15%	57,561	17,906
Street	484,679	30,213	6%	45,366	(15,153)
Library	169,187	34,908	21%	21,359	13,548
City School	1,300,000	325,000	25%	325,000	-
Transfers to Other Funds	2,254,215	38,371	2%	23,413	14,958
Total	\$ 10,973,540	\$ 1,156,858	11%	\$ 1,144,160	\$ 12,699

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2022

Data Collected on 9/1/2022
 Section . Item 2.

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	243,834	21,543	9%	30,997	(9,454)
Sewer	310,834	40,591	13%	31,192	9,399
Landfill	596,782	55,337	9%	60,579	(5,242)
Port - Dock	721,915	191,562	27%	114,778	76,784
Port - Harbor	256,953	112,760	44%	79,659	33,101
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	52,084	1,124	2%	6,847	(5,723)
Senior Center (Non-Grant)	219,839	40,658	18%	26,146	14,512
Senior Center (Grant)	136,000	8,671	6%	18,231	(9,560)
Library (Grants)	98,302	12,092	12%	13,197	(1,105)
Mary Carlson Estate	6,201	59	1%	345	(286)
Ambulance Reserve Fund	50,478	-	0%	-	-
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,065,500	-	0%	-	-
Debt Service Firehall Bond	45,000	-	0%	-	-
Debt Service Streets Bond	231,750	-	0%	-	-
Equipment Replacement	600,000	103,692	17%	5,849	97,843
Total	\$ 4,684,872	\$ 588,090	13%	\$ 387,820	\$ 200,270
	\$ 15,658,412	\$ 1,744,948	11%	\$ 1,531,979	\$ 212,969
Net Increase (Decrease) to Fund Balances	\$ (1,254,394)	\$ 5,239,001		\$ 2,488,353	\$ 2,653,771

City of Dillingham
Unaudited Revenues and Expenditures As of August 31, 2022

Data Collected on
 9/1/2022 Section . Item 2.

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	146,778	6,183	4%	227	5,956
State Public Safety	-	-		(3,056)	3,056
COVID - ARPA	-	-		472,784	(472,784)
COVID - LGLR	2,786,321	285,609	10%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		5,320	(5,320)
Southern Region EMS	-	-		360	(360)
Curyung-Ice Machine	2,000	160	8%	-	160
BBEDC Intern Program	56,682	-	0%	(7,753)	7,753
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
Bond Investment Income	-	1,628		85	1,543
Total	\$ 3,879,906	\$ 293,580	8%	\$ 467,967	\$ (459,996)
Grant & Bond Expenditures					
ANTHC-Lagoon	146,778	146,538	100%	-	146,538
State Public Safety	-	-		1,353	(1,353)
COVID - LGLR	2,786,321	42,559	2%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		8,364	(8,364)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	200	10%	1,662	(1,462)
BBEDC Intern Program	56,682	17,742	31%	20,617	(2,875)
BBEDC Training Reimb	-	5,913		-	5,913
BBEDC Pass Thru	-	-		-	-
Total	\$ 3,879,906	\$ 212,951	5%	\$ 31,997	\$ 138,395
	\$ -	\$ 80,629		\$ 435,970	\$ (321,601)

	<u>Budget - FY23</u>	<u>08/31/22</u> YTD	<u>Percent</u>	<u>08/31/21</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds	-	214,490		-	214,490
Total	\$ -	\$ 214,490		\$ -	\$ 214,490
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Landfill Groundwater Well	-	-		4,447	(4,447)
Total	\$ 400,000	\$ -	0%	\$ 4,447	\$ (4,447)
	\$ (400,000)	\$ 214,490		\$ (4,447)	\$ 218,937

	Budget	Actual
General Fund Revenue	\$ 9,530,898	\$ 4,623,172
Special Fund Revenue	\$ 2,494,655	\$ 2,246,722
Transfers In	\$ 2,378,465	\$ 114,055
Grant and Bond Revenue	\$ 3,879,906	\$ 293,580
CIP Revenue	\$ -	\$ 214,490
	\$ 18,283,924	\$ 7,492,019
General Fund Expenditures	\$ 10,973,540	\$ 1,156,858
Special Fund Expenditures	\$ 4,684,872	\$ 588,090
Grant and Bond Expenditures	\$ 3,879,906	\$ 212,951
CIP Expenditures	\$ 400,000	\$ -
	\$ 19,938,318	\$ 1,957,899
Net Increase (Decrease) to Fund Bal	\$ (1,654,394)	\$ 5,534,120