



FINANCE AND BUDGET COMMITTEE

Wednesday, January 29, 2025 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

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES (none)

APPROVAL OF AGENDA

STAFF REPORTS

- [1.](#) Revenues and Expenditures Report as of November 30, 2024
- [2.](#) Finance & Budget Staff Report

OLD BUSINESS

3. Fish Tax

NEW BUSINESS

4. Set dates to discuss the FY25 Budget Revision

PUBLIC/COMMITTEE COMMENT(S)

ADJOURNMENT

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2024

Data Collected on:
11/27/2024

Section . Item 1.

	<u>Budget - FY25</u>	<u>11/30/24</u> YTD	<u>Percent</u>	<u>11/30/23</u> YTD	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,200,000	\$ 1,545,921	48%	\$ 1,121,689	\$ 424,232	(1,562.06)	48%
General Sales Tax - Remote	425,000	238,029	56%	87,119			
Alcohol Sales Tax	280,000	107,086	38%	108,763	(1,677)		38%
Transient Lodging Sales Tax	150,000	70,372	47%	82,856	(12,484)	(31.80)	47%
Gaming Sales Tax	45,000	3,199	7%	15,056	(11,857)		7%
Tobacco Excise Tax	300,000	118,352	39%	129,762	(11,410)		39%
Marijuana Excise Tax	90,000	36,453	41%	40,223	-		41%
Business License	17,000	1,600	9%	2,500	-		
Penalty & Interest - Sales Tax	17,000	4,290	25%	6,669	(2,379)	(60.69)	25%
Total Sales Tax	4,524,000	2,125,302	47%	1,594,636	384,426		47%
Real Property Tax	2,460,000	2,567,664	104%	2,474,896	92,767	(507,555.57)	84%
Personal Property Tax	1,098,000	1,129,900	103%	567,181	562,719	(303,379.88)	75%
Penalty & Interest - Property Tax	130,000	116,194	89%	75,893	40,302		89%
Total Property Taxes	3,688,000	3,813,758	103%	3,117,970	695,788		81%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	600,000	147,328	25%	600,639	(453,311)		25%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	75,396	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	520,000	537,418	103%	522,976	14,442		103%
State Jail Contract	720,000	271,828	38%	16,759	255,069		38%
Motor Vehicle Tax	25,000	7,633	31%	8,267	(634)		
Ambulance Fees	60,000	10,012	17%	17,487	(7,475)		17%
Lease & Rental Income	35,000	4,600	13%	4,550	50		13%
Admin Overhead	157,405	65,298	41%	70,928	(5,630)		41%
PERS on Behalf	168,162	75,785	45%	31,520	44,265		45%
PERS Forfeiture Fund	25,000	33,400	134%	19,395	14,005		134%
Other Revenues	298,800	170,998	57%	130,958	40,040	(1,200.00)	57%
Total	2,774,763	1,324,302	48%	1,423,480	(99,178)		48%
Total	\$ 10,986,763	\$ 7,263,362	66%	\$ 6,136,086	\$ 981,035		59%
Special Revenue & Other Funds Revenue							
Water	229,211	99,321	43%	96,755	2,566	(6,144.82)	41%
Sewer	462,111	167,637	36%	170,218	(2,581)	(8,295.51)	34%
Landfill	346,032	191,178	55%	186,734	4,444	(4,552.00)	54%
Port - Dock	750,402	577,724	77%	727,604	(149,881)	(105,178.33)	63%
Port - Harbor	157,912	83,475	53%	41,761	41,714	(5,876.00)	49%
Asset Forfeiture Fund	500	191	38%	246	(56)		0%
E-911 Service	67,000	26,950	40%	28,557	(1,607)		40%

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2024

Data Collected on:
11/27/2024

Section . Item 1.

	<u>Budget - FY25</u>	<u>11/30/24</u> YTD	Percent	<u>11/30/23</u> YTD	INC/(DEC)	
Senior Center (Non-Grant)	49,059	7,161	15%	12,404	(5,243)	15%
Senior Center (Grant)	80,450	19,481	24%	23,833	(4,353)	24%
Library (Grants)	38,578	13,578	35%	13,955	(377)	35%
Debt Service - Bond Investments	80,000	48,023	60%	46,136	1,887	60%
Debt Service - SOA Revenue	742,060	-	0%	967,625	(967,625)	
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	8,744	42%	8,814	(70)	42%
Ambulance Rental	14,400	4,800	33%	25,338	(20,538)	
Total	\$ 3,038,715	\$ 1,248,262	41%	\$ 2,349,981	\$ (1,101,719)	37%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	662,724	250,959	38%	179,985	70,974	
Senior Center	281,383	143,121	51%	58,175	84,946	
Ambulance Reserve	50,000	10,041	20%	15,738	(5,697)	
Equipment Replacement	220,000	225,699	103%	118,637	107,062	
Capital Projects (Fund 7140)	368,694	93,023	25%	12,417	80,606	
Landfill Closure (Fund 7150)	25,000	16,672	67%	-	16,672	
Debt Service SRF Loans	51,461	38,100	74%	-	38,100	
Debt Service Streets Bond	151,500	12,737	8%	17,239	(4,502)	
Debt Service Firehall Bond	43,000	11,500	27%	12,000	(500)	
Debt Service School Bond	318,440	296,375	93%	-	296,375	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	258,263	57,417	22%	92,859	(35,442)	
Port - Harbor - Ice Machine	-	1,684		430	1,254	
Port - Harbor - Bathhouse	13,470	7,120	53%	6,450	670	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	33,901	51%	23,614	-	
Transfer from Carlson Estate to Library	4,000	1,669	42%	1,665	-	
Transfer from Wastewater to Water	102,068	-	0%	-	-	
Total	\$ 2,617,003	\$ 1,200,018	46%	\$ 539,209	\$ 650,518	
Total Revenues & Transfers	\$ 16,642,481	\$ 9,711,642	58%	\$ 9,025,277	\$ 529,834	

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2024

Data Collected on:
11/27/2024

Section . Item 1.

	<u>11/30/24</u>		<u>Percent</u>	<u>11/30/23</u>	
	<u>Budget - FY25</u>	<u>YTD</u>		<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 146,350	\$ 6,840	5%	\$ 34,891	\$ (28,051)
City Clerk	326,797	114,804	35%	46,323	68,481
Administration	771,879	161,281	21%	113,750	47,531
Finance	1,496,839	533,792	36%	440,229	93,563
Legal	125,000	40,131	32%	49,405	(9,274)
Insurance	328,100	172,683	53%	129,384	43,299
Planning	527,182	85,263	16%	101,187	(15,924)
Foreclosures	9,000	5,540	62%	53	5,487
IT	342,300	153,336	45%	94,815	58,521
Public Safety Administration	370,887	124,522	34%	81,229	43,293
Dispatch	745,231	339,015	45%	237,445	101,570
Patrol	1,597,624	409,543	26%	385,892	23,651
Corrections	773,407	303,431	39%	275,561	27,870
DMV	86,804	34,138	39%	31,226	2,911
Animal Control Officer	187,282	49,977	27%	56,105	(6,128)
Fire	776,570	304,444	39%	201,312	103,132
Fire Department Donation	10,000	0	0%	525	(525)
Public Works Administration	499,835	171,910	34%	55,998	115,913
Building and Grounds	1,229,345	386,799	31%	153,179	233,620
Shop	743,197	140,423	19%	163,576	(23,153)
Street	738,528	143,739	19%	210,326	(66,588)
Library	255,972	92,509	36%	74,469	18,040
Grandma's House	73,961	18,249	25%	15,661	
City School	1,702,000	850,347	50%	850,770	(423)
Transfers to Other Funds	2,147,202	1,081,545	50%	1,381,816	(300,271)
Total	\$ 16,011,292	\$ 5,724,258	36%	\$ 5,185,129	\$ 536,541

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2024

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	<u>Budget - FY25</u>	<u>11/30/24</u> <u>YTD</u>	<u>Percent</u>	<u>11/30/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	331,279	70,679	21%	92,867	(22,188)
Sewer	539,468	63,378	12%	141,805	(78,428)
Landfill	1,008,756	442,138	44%	369,765	72,373
Port - Dock	840,229	458,876	55%	601,733	(142,858)
Port - Harbor	428,545	149,696	35%	141,431	8,265
Asset Forfeiture Fund	500	-	0%	-	-
E-911 Service	67,000	106,953	160%	23,614	83,339
Senior Center (Non-Grant)	330,469	150,282	45%	69,858	80,424
Senior Center (Grant)	80,423	29,294	36%	43,475	(14,181)
Library (Grants)	38,578	18,082	47%	17,033	1,050
Mary Carlson Estate	6,255	3,054	49%	2,690	364
Ambulance Reserve Fund	20,000	600	3%	23,858	(23,258)
Debt Service SRF Loans	51,461	38,100	74%	-	38,100
Debt Service School Bond	1,060,500	986,375	93%	967,625	18,750
Debt Service Firehall Bond	43,000	11,500	27%	12,000	(500)
Debt Service Streets Bond	231,500	60,750	26%	63,375	(2,625)
Equipment Replacement	220,000	225,699	103%	118,637	107,062
Total	\$ 5,297,963	\$ 2,815,455	53%	\$ 2,689,766	\$ 125,689
	\$ 21,309,255	\$ 8,539,713	40%	\$ 7,874,895	\$ 662,230
Net Increase (Decrease) to Fund Balances	\$ (4,666,774)	\$ 1,171,929		\$ 1,150,382	\$ (132,396)

	<u>Budget - FY25</u>	<u>11/30/24</u> YTD	<u>Percent</u>	<u>11/30/23</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	1,752,195	99%	280,966	1,471,228
SRF Loan - Lagoon Aeration	615,813	93,719	15%	-	93,719
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	54,694	27%	-	54,694
Curyung-Ice Machine	20,833	-	0%	(1,324)	1,324
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	15,412	21%	23,897	(8,485)
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 5,896,499	\$ 1,916,019	32%	\$ 303,540	\$ 1,612,479
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		100,000	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	1,715,842	97%	14,128	1,701,714
SRF Loan - Lagoon Aeration	615,813	646,824	105%	-	646,824
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	965	0%	-	965
Curyung-Ice Machine	20,833	-	0%	-	-
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	15,412	21%	38,123	(22,711)
BBEDC Training Reimb	-	4,375		10,350	(5,975)
BBNC Training Reimb	-	-		10,350	(10,350)
Total	\$ 5,896,499	\$ 2,383,418	40%	\$ 172,951	\$ 2,310,467
	\$ -	\$ (467,399)		\$ 130,589	\$ 3,922,946

City of Dillingham
Unaudited Revenues and Expenditures As of November 30, 2024

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 11/27/2024

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	<u>Budget - FY25</u>	<u>11/30/24</u> <u>YTD</u>	<u>Percent</u>	<u>11/30/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		1,200	(1,200)
Total	\$ -	\$ -		\$ 1,200	\$ (1,200)
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	356,694	-	0%	-	-
Sewer Lagoon Aeration	12,000	66,816	557%	-	66,816
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	26,207		-	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ 368,694	\$ 93,023	25%	\$ -	\$ 66,816
	\$ (368,694)	\$ (93,023)		\$ 1,200	\$ (68,016)

	Budget	Actual
General Fund Revenue	\$ 10,986,763	\$ 7,263,362
Special Fund Revenue	\$ 3,038,715	\$ 1,248,262
Transfers In	\$ 2,617,003	\$ 1,200,018
Grant and Bond Revenue	\$ 5,896,499	\$ 1,916,019
CIP Revenue	\$ -	\$ -
	\$ 22,538,980	\$ 11,627,661
General Fund Expenditures	\$ 16,011,292	\$ 5,724,258
Special Fund Expenditures	\$ 5,297,963	\$ 2,815,455
Grant and Bond Expenditures	\$ 5,896,499	\$ 2,383,418
CIP Expenditures	\$ 368,694	\$ 93,023
	\$ 27,574,448	\$ 11,016,154
Net Increase (Decrease) to Fund Bal	\$ (5,035,468)	\$ 611,507



MEMORANDUM

DATE: January 27, 2025
TO: Daniel Decker, Acting City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance & Budget Staff Report

STAFF REPORT

- Revenue and Expense review for November 2024
- Balance Sheet
- Questica
- FY24 Audit update
- Department staffing
- Property Taxes
- Collections
- Budget
- Internal Controls

Revenue and Expense Report – November 2024:

- Target percentage is 41%. Explanations are for those items above 61% or below 21%.
- Fund balance is an increase of \$611,507.
- Gaming sales tax reports remain at 7%.
- Business license revenue increases in December due as expected.
- Real and personal property taxes are higher than expected at 104%. Penalty & Interest is high at 89% and is being reviewed. The actual amount collected in November is 84% for real property and 75% for personal property.
- The PILT is \$17,418 higher than expected and will require a budget revision.
- Shared Fisheries revenue was received at \$147,328 and will require a budget revision for a reduction of \$452,672.
- Other state revenues arrive later in the year.
- DMV fees are generally several months behind but are currently lower than expected at 17%.
- Lease and rental income is as expected at 13%.
- PERS Forfeiture fund has already exceeded expectations and will require a budget revision.

Special Revenues & Other Funds Revenue

- Dock revenue is 77% through the November report and Harbor revenues are at 53%, which is higher than expected and will be reviewed during the budget revision.
- Senior Center non-grant is reduced due to two office spaces not being rented. Starting in February the office space will be utilized by City of Dillingham for Records Retention Manager. Will require budget revision.
- SOA School Bond Reimbursement is expected to be received by end of January 2025.

Transfers

- Ambulance reserve is reduced due to reduced amount of ambulance fees received to date.
- Equipment replacement is at 103% due to increase cost of shipping for new vehicles.
- Landfill Closure transfer will be reviewed for December Rev & Exp report.
- SRF Loan Annual payment for Water has been paid.
- Street Bond transfer is reduced at 8% due to amount of interest earned from the bond investments.
- School Bond bi-annual payment is for both interest and principal and is the higher payment for the year.
- Water revenue exceeds expenses and does not require a transfer.

General Fund Expenditures

- City Council expenses are at 5% due to lobbying contracts going into effect January 2025.
- Administration expenses are reduced due to open Deputy CM position.
- Planning expenses are at 16% largely due to only using 1% of the contract/professional budget.
- No Fire Department Donation funds have been spent.
- Shop budget is reduced due to open positions and subsequent reduced cost to equipment repairs.
- Streets budget is reduced due to open positions and delay in acquiring street supplies, gravel, road maintenance products.

Special Revenues & Other Funds Expenditures

- Water and Sewer expenditures are reduced by the October report due to open positions. The first position is filled in November but paid in December.
- No asset forfeiture funds have been spent.
- Had a final payout for the E911 duplication system of \$73,0551.60 in July that was not expected. This will require a budget revision.
- Volunteer stipends are expected at 6 months
- Bi-annual water loan is paid and the school bond payment included the principal payment.
- Equipment replacement was higher due to shipping costs.

Grant and Bond Revenues/Expenditures

- The Lagoon Aeration project is completed and payment of invoices are being finalized which includes LGLR and SRF Loan.
- SOA Department of Health grants are in process. Expenses are for sanitation improvements.
- BBEDC Internships have finished programs for the summer and training has been completed for the fire department.

Capital Project Revenues/Expenditures

- Snagpoint erosion project has not started.
- Plans are being drafted for the new fire department building.
- Lagoon Aeration change order is paid with City of Dillingham funds.

Balance Sheet:

Next Report.

Questica:

Implementation is in review. The final stage of cleanup is scheduled for completion in time for FY26 budget setup.

Audit Update:

FY24 Audit – Audit site work is finished. Financial statements are being drafted.

Department staffing:

IT Specialist – Kyle Johnson has been hired and is already proving to be an important part of the Finance Team.

Receivables Tech II – Position became open and has been filled. Cindy Valenty, started 01/27/2025. Our department is excited to bring her on board.

Cashier Tech I – Position has become open and a candidate has been offered the position.

Property Tax:

Real property tax past due letters were mailed 01/05/2025 to provide a past due notice and foreclosure notice.

Personal property tax assessment returns have been mailed out 11/15/2024 with a deadline of February 1, 2025.

Assessors are assisting with the preparation of the 2025 taxes.

Collections:

A foreclosure 2018-2022 has been finalized.

A foreclosure 2021-2024 is prepared and pending 02/05/2025 before public notice can be made.

Past due utility collections have started.

Grants:

Grant reports will be completed in January:

Budget:

FY25 Budget revision review dates will be discussed in this meeting.

FY26 Budget is beginning in February and will go to F&B after FY25 Budget revisions are done.

Internal Controls:

- On hold for after budget revisions.

Other News:

Completed PERS audit information. Waiting for the final report.

Business license renewals were mailed out for 2025 business licenses.