



FINANCE AND BUDGET COMMITTEE

Monday, February 05, 2024, at 5:30 PM

MINUTES MEETING INFORMATION

CALL TO ORDER

The Finance and the Budget Committee met on Monday, February 5, 2023, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call.

ROLL CALL

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

Alice Ruby
Anita Fuller

Kaleb Westfall
Michael Bennett

Kimberly Johnson

Committee members excused:

Aksel Buholm
Curt Armstrong

APPROVAL OF MINUTES

1. No minutes available

APPROVAL OF AGENDA

MOTION: Kaleb Westfall moved, and Anita Fuller seconded the motion to approve the agenda.

STAFF REPORTS

2. Revenue & Expense Report for November 2023
 - Remote Sales tax is delayed 2 months before revenue is entered.
 - Transient Lodging is at 69%
 - Business License renewal notices were sent out in November, renewal applications arriving in December.
 - Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal; at 65% by the end of November.
 - Shared Fisheries annual payment received 10% below its expected amount; it will be adjusted in the mid-year budget revision.
 - The PILT came in at 114%; will see in the mid-year budget revision.
 - Leases and rents are at 13%; a large payment will be received by the end of the year.
 - The PERS Forfeiture is at 0 and has not been utilized at this time.
 - Other Revenues are coming in at 105%.
 - Special Revenues & Other Funds Revenue
 - Dock at 90%; this will take up the bulk of the budget.
 - Asset Forfeiture fund revenue is hard to budget for; noted to work on it during the second budget revision.

- Senior Center Grant came in higher than anticipated.
 - Debt Services revenue is at 6%, based off when payments come in.
 - The Mary Carlson Estate is at 220% and that's strictly because of investments.
 - Transfers
 - Expenditures are still low for landfill, senior center, equipment replacement, capital projects, and loans.
 - The Debt Services School Bond amount is high, waiting for money from the state.
 - The Ice Machine at 2% due to nonuse.
 - General Fund Expenditures
 - Administration is at 15%; mainly for open positions that were budgeted.
 - Foreclosure was approved in the January meeting.
 - The Fire Department Donation is registering at 0%; has not been expensed yet.
 - Public Works Administration is at 13% due to wages.
 - Grandma's House needs a budget revision.
 - Special Revenues & Other Funds Expenditures
 - Asset Forfeiture hasn't had any money spent.
 - Senior Center (non-grant) is at 21%; there will be another grant reporting.
 - Ambulance Reserve Fund is at 7%; it's paying for volunteer stipends and will show up in December.
 - The School Bond is at 91%; the biggest payment being made at the beginning of the fiscal year.
 - Equipment replacement is in the process.
 - Grant and Revenues/Expenditures
 - All projects are pending.
 - Capital Project Revenues/Expenditures
 - Major building maintenance at \$12,417.
3. Balance Sheet
 - Was presented in the meeting in January.
 4. Three+One
 - The implementation has been put on hold to focus on the FY23 Audit work.
 5. Audit Update
 - FY22 Audit- There were some questions; it's in its final write up for its first draft.
 - FY23 Audit- Only two questions left to be answered.
 6. Department Staffing
 - Officially fully staffed as of January 8th.
 7. Property Tax
 - Penalties are assessed on remaining taxes not penalized in November.
 - A review of personal property tax has started with the F&B Committee and is ongoing.
 - Property tax is going to the Code Committee for review and is ongoing.
 8. Business License
 - 271 business licenses have been done since the writing of the report.
 9. Collections
 - Ongoing
 10. Grants
 - Eleven grant reports were completed in January.
 11. Budget
 - FY24 Budget revision review is being presented at the present meeting.

NEW BUSINESS

12. Budget Narrative
 - Revenue
 - Noted that the amendment is missing and will need to be added.

- PILT received \$522,976 on July 13th; an increase of \$62,976.
- Jail Contract is at \$403, 926; a large decrease of \$316,000.
- AML is going to work on trying to increase revenue that's coming in from the state.
- A slight increase with Admin. Overhead with some of the expenditure that is increasing.
- Investment Income was \$20,000 but will be changed to \$80,000.
- Council
 - Travel has been increased to \$10,000; have spent \$5,680 as of January 31st.
 - Training has been increased to \$1,500; have already spent \$1,205 as of January 31st.
 - In-Kind Expense has been increased from \$500 to \$1,700 due to the free Trash Day cost \$1,200.
- Clerk
 - The Admin Assistant will be changed to a full-time position.
 - Training was increased by \$1,995 to reflect the AML Leadership Academy.
- Administration
 - Subs & Memberships got an increase of \$735.
 - Safety Equipment received an increase of \$2400 due to adding a purchase order of ice grippers for all staff.
 - Minor Tools & Equipment received \$2,800 for the addition of fireproof cabinet.
 - There was a decrease in Building Rent due to lack of use.
- Finance
 - Three+One (Cash Vest)
 - Need for Contractual support will decrease with a full complement of staffing.
 - An increase of \$500 with Office Supplies.
 - Minor Tools and Equipment got an increase of \$5,462 for two desks and a Grainger key cabinet.
 - Increased Building Rent for Vitavik Apartment Unit G and Walter Campbell Apartment.
- Legal
 - Under review, budget is at \$65,000
- Insurance
 - Evaluation of assets is expected to change the initial premiums assessed.
- Planning
 - The number of staff will be changed.
 - AML Leadership Academy increase to training \$1,995.
- IT
 - Looking at some Public Safety computers that can be replaced, the budget for this is good overall.
 - Telephones will be having an increase; phones will need improvement.
 - Some ideas were discussed for low budget alternatives.
- Public Safety Patrol
 - A request was made to purchase one or two snow machines for the cost of \$12,000-\$18,000 each and a snowbalance deluxe for \$8,000.
 - Alice Ruby expressed concern of how they would be used.
- Fire Department
 - Donations/Contributions got an increase by \$2,000.
 - Ambulance Billing has a rate increase estimated at \$500.
- PW Building & Grounds
 - Original budget was \$12,500 but got changed to \$52,000
- PW Shop
 - Safety Equipment got an increase of \$500 for purchasing more winter gear.
 - PW is not coding their purchases correctly.
 - Discussion was had on having more uniformed gear.
- PW Streets

- Major Tools & Equip originally had a \$50,000 but was increased to \$75,000.
- Electricity will increase by \$2,300
- Need to report to F&B the cost of putting in a new streetlight for additional lighting.
- Library
 - Deep Freeze (software) was bought over a five-year period and the cost changed.
- Grandma's House
 - Grandma's House is increasing insurance on property; the City is managing the property.
- DCSD
 - The City is paying for the use of landfill on behalf of the DCSD.
- PW Water
 - Transfer from Wastewater was increased due to increased expenses; the original budget was \$28,471 and now it's \$39,946.
 - Contractual / Professional got an additional \$10,000 due to a water leak near the territorial school building; original budget was \$5,000.
 - Permitting has a total of \$175; paying two years for Additional Line item for SOA DNR annual permitting fee (\$50 each) and a caught up plus penalty of \$75.
 - Office Supplies has \$175; was noted that PW needs an Office Supply line.
- PW Waste Water
 - Miscellaneous Revenue has \$15,000 for the Dept of Interior BIA refunded bond from 2012 that was issued.
 - Contractual/Professional has an increased budget from originally being \$5,000 to \$20,000 due to the Alaska Sewer & Drain sewer inspection for repair to the line.
 - Construction for \$7,000 was used to get engineering for CRW Design for Wastewater Lagoon Generator Foundation.
 - Transfer to Water has increased.
- PW Landfill
 - Landfill Fees- In-Kind for \$32,000; the bulk of this is City.
 - Permitting/Fees annual permit fee has doubled to pay for prior year; and \$2,000 to allow for additional permits.
 - Major Equipment budget changed from \$573,000 to \$640,000 due to what was needed out at the Landfill.
 - Additions to the truck at \$64,790 and an AM 2023-18 council approved plow to be at \$57,123.
 - Equipment Maintenance went from \$60,000 to \$90,000; \$78,423.20 was spent as of January 31st.
 - Sample Testing- Water testing required in the landfill area by Bristol Bay Engineering Services Company, LLC was for \$28,000.

PUBLIC/COMMITTEE COMMENT(S)

- Noted to approve the Budget Amendment in the next F&B Meeting in addition to more things being presented on February 12th.
- Noted to increase \$500,000 to the Harbor towards the Harbor project; this will be reflected in FY24.

ADJOURNMENT

The meeting adjourned at 7:41 p.m.



Curt Armstrong F&B Committee Chair

[SEAL]

ATTEST:



Abigail Flynn, Acting City Clerk

Approval Date: 8/26/24