



## RESCHEDULED - FINANCE AND BUDGET COMMITTEE

Thursday, December 05, 2024 at 5:30 PM

### MINUTES

*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

**Originally Scheduled Meeting Postponed from 12/03/2024 at 5:30 P.M**

**Rescheduled for December 5th, 2024 at 5:30 P.M.**

#### CALL TO ORDER

The meeting was called to order at 5:30 PM by Councilman Curt Armstrong, Chair.

#### ROLL CALL

##### Attendees:

- **Chair:** Councilman Curt Armstrong
- **Members Present:** Council Members Kaleb Westfall, Alice Ruby (Mayor), Michael Bennett, Acting City Manager Dan Decker; Finance Director Anita Fuller;
- **Also present:** Acting City Clerk Abigail Flynn

##### Action Items:

#### 1. Approval of Minutes:

- **Motion:** Approve the minutes of the September 23, 2024 meeting, with the correction on page three under New Business, subsection four, changing "promoted" to "indicated."
- **Outcome:** Motion carried unanimously.

#### 2. Approval of Agenda:

- **Motion:** Approve the agenda as presented.
- **Second:** Mayor Alice Ruby.
- **Outcome:** Motion carried unanimously.

#### 3. Staff Reports:

- **Financial Reports:** Finance Director Anita Fuller presented financial reports for August, September, and October 2024, including fund balance updates, sales tax collection efforts, property tax collection status, and PILT and shared fishery tax updates.
- **Follow-up Actions:**
  - Provide historical comparison of fishery tax numbers.

- Assess the impact of AML managing the dock.
- Evaluate investment options with Three Plus One.

**4. Old Business:**

- **Fish Tax Discussion:**

- Discussed exploring sales versus excise tax options for fish tax implementation.
- **Action:** Staff to obtain clarification on the differences between sales and excise tax options.

**5. New Business:**

- **Budget Timeline:**

- Scheduled next meeting for January 21, 2025 (changed from January 20 due to Martin Luther King Day).
- Set subsequent meeting for February 17, 2025.
- Plan additional meetings in February for budget revisions and discussions.

**Adjournment:**

- **Time:** 7:49 PM

ATTEST:

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Abigail Flynn, Acting City Clerk

Approval Date: 

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[SEAL]



## **FINANCE AND BUDGET COMMITTEE**

Monday, August 26, 2024 at 5:30 PM

### **MINUTES**

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

### **MEETING INFORMATION**

#### **AMENDED FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS**

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

#### **CALL TO ORDER**

Date: Monday, August 26, 2024

Time: 5:30 PM

Location: City Hall Council Chambers, 141 Main Street, Dillingham, AK 99576

#### **Attendees:**

- Present: Chairman Curt Armstrong, Councilman Kaleb Westfall, Councilman Michael Bennett (via phone), Finance Director Anita Fuller,
- Also in attendance: Public Works Director Phil, Acting Clerk Abigail Flynn
- Absent: City Manager, Mayor

#### **Action Items:**

1. Approval of Meeting Minutes:
  - Motion: Approve the meeting minutes from December 27, 2023, and February 5, 2024, with clerical corrections.
  - Outcome: Motion carried unanimously.
2. Approval of Agenda:
  - Motion: Approve the agenda as presented.
  - Outcome: Motion carried unanimously.
3. Staff Reports:
  - Finance Report: Anita Fuller presented detailed revenue and expense reports, including updates on fund balances, tax revenues, grants, and budget revisions.
  - Discussion: Addressed updates on audits, accounting software implementation, and property tax collections.
4. Public Works Equipment Purchase:

- Discussion: Considered the purchase of a Bobcat skid steer loader from Craig Taylor through the Sourcewell procurement process.
  - Action: Pending council approval, proceed with the purchase.
5. Fish Tax Code Revisions:
- Discussion: Discussed potential revisions to the fish tax code.
  - Action: Further review and recommendations to be addressed in future meetings.
6. Incinerator Project and Budget Revision:
- Discussion: Discussed the incinerator project and necessary budget revisions.
  - Action: Detailed plans and budget adjustments to be presented in upcoming meetings.

Adjournment:

- Time: 7:48 PM
- Motion: Chairman Armstrong adjourned the meeting.
- Outcome: Meeting adjourned.

ATTEST

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

\_\_\_\_\_  
Approval Date:

[SEAL]



## FINANCE AND BUDGET COMMITTEE

Thursday, May 30, 2024 at 5:30 PM

### MINUTES

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

#### MEETING INFORMATION

##### FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/82103398167?pwd=CDAU6nfeXES0QSJnHltDtebynY4c.1;>

821 0339 8167 passcode: 158300

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

#### CALL TO ORDER

##### Attendees:

- **Present:** Councilman Curt Armstrong, Mayor Alice Ruby, Councilman Kaleb Westfall, Finance Director Anita Fuller, Acting City Manager Dan Decker
- Also present: City Clerk in Training Abigail Flynn
- **Absent:** Councilmember Michael Bennett

##### Agenda Adjustments:

- No formal agenda adjustments made.

#### NEW BUSINESS

##### FY25 Budget Proposal

1. **Budget Review Workshop:**
  - a. **Action:** Schedule a workshop before June 6 to review updated budget figures and introduce the budget ordinance.
  - b. **Assigned to:** Acting City Manager Decker
2. **Public Works Equipment List:**
  - a. **Action:** Obtain a comprehensive list of equipment and a prioritized replacement schedule for budget consideration.
  - b. **Assigned to:** Public Works Director (via Acting City Manager Decker)
3. **Loan Forgiveness for Water and Sewer Projects:**
  - a. **Action:** Investigate the possibility of loan forgiveness for water and sewer projects.
  - b. **Assigned to:** Acting City Manager Decker
4. **Lobbyist for Harbor Development Project:**

- a. **Action:** Explore the potential for hiring a project-specific lobbyist to advocate for the harbor development project and secure funding.
  - b. **Assigned to:** Acting City Manager Decker
- 5. **Board of Equalization Handbook:**
  - a. **Action:** Provide the Board of Equalization handbook to committee members for review.
  - b. **Assigned to:** City Clerk's Office
- 6. **Budget Analysis for Transparency:**
  - a. **Action:** Analyze the budget to differentiate between operating expenses and capital investments, ensuring transparency in the use of fund balances.
  - b. **Assigned to:** Finance Director Anita Fuller
- 7. **Online Payment System Implementation:**
  - a. **Action:** Develop a plan for implementing online payment systems and website improvements to enhance revenue collection and customer service.
  - b. **Assigned to:** Finance Director Anita Fuller
- 8. **Evidence Room Audit in Public Safety:**
  - a. **Action:** Evaluate the need for an evidence room audit in the Public Safety department and allocate funds accordingly.
  - b. **Assigned to:** Public Safety Department
- 9. **Pet Cremation Service Fee:**
  - a. **Action:** Investigate the feasibility of implementing a fee or suggested donation for pet cremation services provided by the Animal Control department.
  - b. **Assigned to:** Animal Control Department

**Adjournment:**

- **Time:** 9:45 PM
- **Motion:** Chairman Armstrong adjourned the meeting.

**ATTEST:**

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

[SEAL]

\_\_\_\_\_  
**Approval Date:**



## FINANCE AND BUDGET COMMITTEE

Tuesday, May 28, 2024 at 5:30 PM

### MINUTES

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

#### MEETING INFORMATION

##### FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/88363243431?pwd=CVK98vPjWMiaaQbxtKNWMFnbUtVU5E.1;>

883 6324 3431

passcode: 044884

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

#### Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

#### Roll Call:

- **Present:** Chairman Armstrong, Mayor Ruby, Councilman Westfall, Councilman Bennett, Anita Fuller (Finance Director).
- **Absent:** Not specified.

#### Approval of Minutes:

- No minutes from previous meetings were available for approval.

#### Approval of Agenda:

- No formal motion was made to approve the agenda.

#### Staff Reports:

- **Planning Department Budget:** Presented by Chris Maines, Planning Director.
- **Harbor Budget (including ice machine and bathhouse):** Presented by Danny Miller, Harbor Master.
- **Library Budget:** Presented by Sonja Marx, Librarian.

#### Key Follow-Up Actions:

1. **Planning Department:**

- a. Investigate details of the coastal erosion survey.
- 2. **Harbor Department:**
  - a. Revise tariff language.
- 3. **Library:**
  - a. Review and potentially implement a volunteer program.

**Citizen's Discussion:**

- No formal citizen comments were recorded during the meeting.

**Committee Comments:**

- Mayor Ruby and Councilman Westfall discussed revenue items, particularly concerning tobacco tax and administrative overhead calculations for enterprise funds.

**Adjournment:**

- The meeting adjourned at approximately 8:01 PM.

**Next Meeting:**

- Scheduled for Thursday, May 30, 2024, at 5:30 PM.

**ATTEST:**

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

\_\_\_\_\_  
Approval Date:





## FINANCE AND BUDGET COMMITTEE

Thursday, May 23, 2024 at 5:30 PM

### MINUTES

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

#### MEETING INFORMATION

#### FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/82608278649?pwd=NXIzZ2V0Ymg5dGhqEp1Q0d5dE55dz09;>

826 0827 8649 passcode: 809087

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

#### Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

#### Roll Call:

- **Present:** Chairman Armstrong, Mayor Ruby, Councilman Westfall, Anita Fuller (Finance Director).
- **Absent:** Not specified.

#### Approval of Minutes:

- No minutes to approve.

#### Approval of Agenda:

- No formal motion to approve the agenda as it was a workshop meeting.

#### Staff Reports:

##### 1. Public Safety Budget:

- a. Anita Fuller presented budget information for public safety departments, including administration, dispatch, patrol, and corrections.
- b. Key follow-up actions:
  - i. Anita to investigate Chief O'Malley's travel arrangements and contract.
  - ii. Anita to explore airline rewards/mileage programs for city travel.
  - iii. Anita to maintain \$700,000 in the corrections budget for state negotiations.
  - iv. Anita to schedule a meeting with the State of Alaska regarding the corrections budget.

##### 2. DMV Revenue and Expenses:

- a. Anita presented budget details on DMV revenue and vehicle tax allocation.
- b. Key follow-up action:
  - i. Anita to investigate how DMV revenue and vehicle tax are recorded.

**Follow-up Actions:**

1. Anita to confirm Chief O'Malley's travel arrangements and address questions regarding her contract.
2. Anita to explore potential airline rewards programs for city travel.
3. Anita to maintain a \$700,000 allocation in the corrections budget for state negotiations.
4. Anita to schedule a meeting with the State of Alaska regarding the corrections budget.
5. Anita to ensure all materials are prepared by Monday 5:00 PM for review before the next meeting.
6. Anita to investigate how DMV revenue and vehicle tax are recorded.

**Citizen's Discussion:**

- Key speakers included:
  - **Anita Fuller:** Presented detailed budget information on corrections expenses, DMV operations, and revenue.
  - **Mayor Ruby:** Raised concerns about vehicle tax allocation and expressed concerns about sustainable spending.
  - **Councilman Westfall:** Discussed spending proportions between criminal justice and education.

**Committee Comments:**

- **Mayor Ruby:** Expressed concerns about sustainable spending and the potential for service cuts.
- **Councilman Westfall:** Suggested balancing spending between criminal justice and education.
- **Chairman Armstrong:** Managed meeting flow and contributed to discussions on historical budget negotiations.

**Mayor's Comments:**

- Mayor Ruby emphasized the importance of future planning to avoid financial crises. She raised concerns about:
  - Vehicle tax allocation in DMV revenue.
  - Using fund balance for operating costs versus capital investments.
  - Sustainable spending to avoid repeating past service cuts, such as library closures and defunding other services.

**Adjournment:**

- The adjournment time was not specified in the transcript.

**Next Meeting:**

- The next meeting is scheduled for Tuesday, May 28, 2024, at 5:30 PM to complete the review of the remaining budget items before preparing the council packet.

**ATTEST:**

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

\_\_\_\_\_  
Approval Date:

[SEAL]



## FINANCE AND BUDGET COMMITTEE

Friday, May 10, 2024 at 5:30 PM

### MINUTES

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

#### MEETING INFORMATION

##### FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/86143595982?pwd=U3FaUE4rVi9STVN1M2VGcVBsTWZzUT09;>

Meeting ID: 861 4359 5982 passcode: 815783

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

#### CALL TO ORDER

##### Call to Order:

- Acting City Manager Decker called the meeting to order at 5:30 PM.

##### Roll Call:

- **Present:** Acting City Manager Decker, Anita Fuller (Finance Director), Councilman Michael Bennett, Councilman Kaleb Westfall, Mayor Alice Ruby, Councilman Kevin McCambly
- Other Staff: (Public Works Staff), Bill (Public Works Staff), Phil (Public Works Director).
- **Absent:** Curt Armstrong

##### Approval of Minutes:

- No minutes to approve.

##### Approval of Agenda:

- Motion to approve the agenda was made and seconded, but the specific members who made the motion were not identified. Public Works Director Phil requested to include historical budgets from the past three years for informational purposes.

##### Staff Reports:

- **Public Works Budget:**  
Anita presented detailed budget information for the Public Works department, covering administration, buildings and grounds, shop, streets, water, wastewater, and landfill divisions.
  - **Questions/Discussions:**

- Mayor Ruby and Councilman Westfall asked about salary increases and PERS changes due to new Senate legislation.
- Staff needs to update several narratives and make corrections to administrative overhead calculations.

**Follow-up Actions:**

1. Staff to update narratives and correct administrative overhead calculations for the Public Works budget.
2. Anita to address salary increases and PERS changes based on new Senate legislation.
3. Public Works Director Phil to provide additional budget information on fleet management and equipment replacement practices in the next meeting.

**Citizen's Discussion:**

- none

**Committee Comments:**

- Mayor Ruby thanked Phil for attending and Anita for scheduling the meeting around the holiday weekend.
- Mayor Ruby expressed concerns about fleet management and vehicle replacement practices, as well as landfill operations and budget increases.

**Mayor's Comments:**

- Mayor Ruby emphasized the importance of maintaining the landfill and its incinerator, raised concerns about budget increases in various departments, and reflected on historical challenges with landfill site selection.

**Adjournment:**

- The meeting was adjourned, but the specific time of adjournment was not recorded in the transcript.

**Next Meeting:**

- The next meeting is scheduled for May 20, 2024, to continue budget discussions and address remaining items.

**ATTEST:**

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Abigail Flynn, Acting City Clerk  
[SEAL]

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Approval Date:



## FINANCE AND BUDGET COMMITTEE

Monday, March 04, 2024 at 5:30 PM

### MINUTES

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

#### MEETING INFORMATION

##### FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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/87947641307?pwd=dWlIK01aNi9nMGdzekE1R3BybThuQT09;>

Meeting ID: 879 4764 1307 passcode: 093299

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

#### CALL TO ORDER

##### Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

##### Roll Call:

- **Present:** Chairman Armstrong, Anita Fuller (Finance Director), Councilmember Kaleb, Councilmember Kevin (planned to attend via Zoom)
- **Absent:** Councilmember Alice (sent a text about a last-minute issue),

##### Approval of Minutes:

- No minutes were considered for approval.

##### Approval of Agenda:

- No formal motion to approve the agenda was recorded.

##### Staff Reports:

- **Finance Department Budget Review:**  
Anita Fuller, Finance Director, provided a detailed review of the FY2024 budget, explaining her work with department heads, monthly report reviews, and budget adjustments. The report

focused on staffing, overtime, vehicle purchases, harbor operations, and various departmental budgets.

- **Follow-up Actions:**

- Anita to continue working with department heads to address staffing and overtime concerns.
- Staff to provide more detailed information about specific department budgets, including harbor operations and vehicle purchases, for the next meeting.

**Citizen's Discussion:** none

**Committee Comments:**

- Councilmember Kevin discussed the non-operational security cameras at the harbor and the need for improvements to the surveillance systems.

**Mayor's Comments:**

- The Mayor was absent from the meeting and did not provide comments.

**Adjournment:**

- The meeting was adjourned, but the exact time of adjournment was not specified.

**Next Meeting:**

- The next meeting is scheduled for March 14, 2024, but no specific time was mentioned.

**ATTEST:**

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**Abigail Flynn, Acting City Clerk**

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**Approval Date:**

**[SEAL]**