<u>Mayor</u> Clay Kon

Clay Koplin

Council Members

Tom Bailer Cathy Sherman Jeff Guard Melina Meyer Anne Schaefer David Allison David Glasen

City Manager Helen Howarth

<u>City Clerk</u> Susan Bourgeois

Deputy Clerk Tina Hammer

<u>Student Council</u>

vacant

City Council Work Session November 18, 2020 @ 6:00 pm Cordova Center Community Rooms <u>Agenda</u>

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison, and David Glasen

C. Work Session topics

D. Adjournment

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.

Full City Council agendas and packets available online at <u>www.cityofcordova.net</u>

BUDGET MEMO: November 16, 2020

TO: Mayor and City Council

FROM: Ken Fay, Finance Director

RE: October results and the 2021 budget gap

We continue the 2021 budget discussion with major revenue issues. Specifically, we know of three half-million plus reductions that the city has no control over and anticipate more issues.

- Lowered sales taxes (Covid-19 related)
- 45% lower raw fish tax due to poor 2020 catch
- No school bond debt reimbursement (\$926K in FY19, \$75k/FY20,\$0/FY21)

The city can weather each of these individually but taken together they present an overwhelming situation that leaves the question of how to provide City services with that large a revenue reduction. The possibility exists that addition CARES funds will be distributed in FY21 but without confirmation we must budget conservatively.

In an earlier session, we had presented a budget with either a **\$1.3M** (the flat) or a **\$1.9M** (the department head) gap in the general operating fund between next year's revenues and expenses. We assumed no erosion of our total sales tax revenue this year or next and we presented a roadmap to a balanced budget.

Unfortunately, upon further analysis, it was discovered that the set- up of the ½% raw fish tax dedicated to the harbor was incorrect. We credited the **\$321k** collected to the general fund not the harbor fund. In addition, after digging deeper we must prudently assume other lower revenues. These two adjustments further erode our revenue projections for FY2020 by **\$500k** in addition to lowering next year's expected revenues by the same amount. We are budgeting FY21 expected revenues at **\$9.5M** compared to **\$11.4M** in FY20.

- <u>Exhibit I</u> presents actual results as of 10/31/2020 for the general fund as well as the other funds along with current UBS balances.
- <u>Exhibit II</u> is the projection of 12/31/2020 results for the general fund. The anticipated shortfall is **\$540k** (with assignment of CARE's funds to public safety expenses that number will be \$0)
- <u>Exhibit III</u> is the revised draft FY21 budget with lowered revenues as well as adjusted expenses presenting a deficit of **\$1.48M**.

Management suggestions to address the FY21 shortfall for Council consideration include:

- CARES funding for 1st responders and IMT carryover \$150k
- CEC funding the 2nd St match (deferment of City match) \$140k
- Misc general fund reductions hiring, travel and prof. dev. \$110k
- Permanent Fund allocation Council indicated this possibility
 \$900k

These adjustments total \$1.3M leave a remaining shortfall of **\$180k**. Management looks to council for guidance on closing this gap.

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CITY OF CORDOVA FUND SUMMARY FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

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INTERFUND TRANSFERS OUT TRANSFERS TO OTHER ENTITIES - 33,000 413,356 190,566 2,272,596 157,566 3,236,230 17 33,000 70 - 100 86 1,033,554 9,702,035 10,911,984 1,209,949 12 11,406,766 1,704,731 85		· · · · · · · · · · · · · · · · · · ·	· · · · ·	,			,			
TRANSFERS TO OTHER ENTITIES 413,356 2,272,596 3,236,230 963,635 70 2,654,270 381,674 86 1,033,554 9,702,035 10,911,984 1,209,949 12 11,406,766 1,704,731 85				, ,				20		
1,033,554 9,702,035 10,911,984 1,209,949 12 11,406,766 1,704,731 85			· · · · · · · · · · · · · · · · · · ·	,	,		,	-		
	TRANSFERS TO OTHER ENTITIES	413,356	2,272,596	3,236,230	963,635	70	2,654,270	381,674	86	
1,573,205 (1,676,368) 409,230 2,085,598 (124) - 1,676,368 -		1,033,554	9,702,035	10,911,984	1,209,949	12	11,406,766	1,704,731	85	
		1,573,205	(1,676,368)	409,230	2,085,598	(124)	-	1,676,368	-	

CITY OF CORDOVA FUND SUMMARY FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

CONSOLIDATED / ALL FUNDS

	10/31/20 ACTUAL	YTD ACTUAL	10/31/19 YTD ACTUAL	VARIANCE TO LAST YEAR	%	BUDGET	VARIANCE TO BUDGET	%
REVENUE	//010//2	//0/0/12	112/10/07/2	10 2/101 12/11	/0	202021		<i>,</i> 0
GENERAL FUND	2.928.188	8.311.418	11,321,214	(3,009,796)	(36)	11,401,130	(3,089,712)	73
CITY PERMANENT FUND	278.828	210,574	975.095	(764,521)	(363)	272,123	(61,549)	77
FIRE DEPT. VEHICLE ACQUISITION		8,427	21,176	(12,749)	(151)	40.000	(31,573)	21
VEHICLE REMOVAL/IMPOUND FUND	40	15,462	0	15,462	100	21,730	(6,268)	71
GENERAL PROJ & GRANT ADMN	1,769	35,689	364,683	(328,994)	(922)	271,771	(236,082)	13
CHIP SEAL C.I.P.	_	_		-	-	138.000	(138,000)	-
HARBOR ENTERPRISE FUND	124,115	1,461,862	1,506,842	(44,980)	(3)	1,561,293	(99,431)	94
SEWER ENTERPRISE FUND	70,919	696,324	765,049	(68,725)	(10)	879,294	(182,970)	79
WATER ENTERPRISE FUND	43,180	679,337	785,772	(106,435)	(16)	806,767	(127,430)	84
REFUSE ENTERPRISE FUND	78,398	947,076	1,255,314	(308,238)	(33)	1,203,897	(256,821)	79
ODIAK CAMPER PARK	30	5,167	53,515	(48,348)	(936)	101,150	(95,983)	5
HARBOR & PORT PROJECTS		-, -	200.000	(- / /	()	- ,	(-
LT2 COMPLIANCE PROJECT	-	-	0	-	-	64,625	(64,625)	-
HARBOR FUND DEP'N RESERVE	_	471,430	150,000	321,430	68	192,000	279,430	246
SEWER FUND DEP'N RESERVE	_	100.000	100,000	-	-	150,000	(50,000)	67
WATER FUND DEP'N RESERVE	-	50,000	50,000	-	-	100,000	(50,000)	50
REFUSE FUND DEP'N RESERVE FUND	_	75,000	50,000	25,000	33	75,000	-	100
LANDFILL FUND	_	50.032	50,443	(411)	(1)	250,000	(199.968)	20
HEALTH INTERNAL SERVICE FUND	100,214	676,248	854,215	(177,967)	(26)	986,260	(310,012)	69
E-911 SPECIAL REVENUE FUND	-		-	-	()	75,000	(75,000)	-
						,	· · · · · ·	
	3,625,681	13,794,046	18,503,318	(4,509,272)	(33)	18,590,040	(4,795,994)	74
			-	. ,	. ,		. ,	
EXPENDITURES								
GENERAL FUND	1,033,554	6,060,681	10,911,984	(4,851,303)	(80)	11,401,130	5,340,449	47
CITY PERMANENT FUND			1,233,102					
FIRE DEPT. VEHICLE ACQUISITION	13,539	1,973	1,909	64	3	28,000	26,027	93
VEHICLE REMOVAL/IMPOUND FUND	1,273	5,114	11,775	(6,662)	(130)	21,730	16,616	76
GENERAL PROJ & GRANT ADMN	39,386	158,691	487,137	(328,446)	(207)	271,771	113,080	42
CHIP SEAL C.I.P.	-	138,000		138,000	100	138,000	-	-
HARBOR ENTERPRISE FUND	108,119	830,649	1,353,362	(522,713)	(63)	1,743,767	913,118	52
SEWER ENTERPRISE FUND	58,729	474,250	728,262	(254,012)	(54)	879,294	405,044	46
WATER ENTERPRISE FUND	57,494	389,431	637,929	(248,498)	(64)	806,767	417,336	52
REFUSE ENTERPRISE FUND	106,042	706,041	1,159,162	(453,121)	(64)	1,185,873	479,832	40
ODIAK CAMPER PARK	4,331	24,395	53,500	(29,105)	(119)	93,984	69,589	74
HARBOR & PORT PROJECTS			-					
LT2 COMPLIANCE PROJECT	-	7,509	1,120	6,389	85	64,625	57,116	88
HARBOR FUND DEP'N RESERVE	605	-	200,000	(200,000)	-	42,000	42,000	100
SEWER FUND DEP'N RESERVE	-	-	85,064	(85,064)	-	50,000	50,000	100
WATER FUND DEP'N RESERVE	-	-	65,485	(65,485)	-	50,000	50,000	100
LANDFILL FUND	-	-	843,472	(843,472)	-	200,000	200,000	100
HEALTH INTERNAL SERVICE FUND	205,470	1,028,088	545,846	482,242	47	986,260	(41,828)	(4)
E-911 SPECIAL REVENUE FUND		-	-	-	-	75,000	75,000	100
	1,628,544	9,824,822	18,319,111	(7,261,187)	(74)	17,838,201	8,213,379	46
	-		-					
	1,997,137	3,969,224	184,208	2,751,915	69	751,839	(3,217,385)	(428)



Investment Balances at UBS

	Account	11/15/2020	10/31/2020	CHANGE
Permanent Fund	544 545	1,094.67 1,209,848.42	1,094.66 1,184,495.39	0.01 25,353.03
	546	7,244,708.47	6,952,787.24	291,921.23
		8,455,651.56	8,138,377.29	317,274.27
Balanc	e 12/31/19	- 8,057,547.04		
	_			
Capital Fund	046	590,032.99	584,259.46	5,773.53
	543	2,871.05	2,870.02	1.03
	_	592,904.04	587,129.48	5,774.56
Balanc	e 12/31/19	- 551,265.75	- 551,265.75	
Total Investments	; ;	9,048,555.60	8,632,019.73	323,048.83
Balanc	e 12/31/19	8,608,812.79		
	CHANGE	439,742.81		

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CITY OF CORDOVA FUND SUMMARY PROJECTED RESULTS FOR THE YEAR ENDING DECEMBER 31, 2020

GENERAL FUND

PROJECTED

	10/31/20	YTD	12/31/20		2020	VARIANCE	
	ACTUAL	ACTUAL	PROJECTED	%	BUDGET	TO BUDGET	%
REVENUE							
TAXES	2,506,409	5,850,771	6,331,957	92	6,831,957	(500,000)	93
LICENSES & PERMITS	165	290	20,600	1	20,600	-	100
OTHER GOVERNMENTAL	-	935,905	2,352,166	40	2,352,166	-	100
LEASES & RENTS	16,684	243,992	269,200	91	294,200	(25,000)	92
LAW ENFORCEMENT	1,226	114,085	265,929	43	315,929	(50,000)	84
D. M. V.	9,680	46,212	60,700	76	60,700	-	100
PLANNING DEPARTMENT REVENUE	209	3,180	6,500	49	13,500	(7,000)	48
RECREATION DEPT REVENUE	1,667	24,956	40,500	62	90,500	(50,000)	45
POOL REVENUE	986	14,180	17,500	81	37,500	(20,000)	47
SALE OF PROPERTY	360	2,210	3,000	-	12,000	(9,000)	25
INTERFUND TRANSFERS IN	49,720	635,203	734,643	-	734,643	-	100
OTHER REVENUE	19,653	79,546	105,000	76	180,000	(75,000)	58
STATE DEBT SERVICE REIMBURSMEN	-	75,138	75,138	100	463,071	(387,933)	16
	2,606,759	8,025,667	10,282,833	78	11,406,766	(1,123,933)	70
EXPENDITURES							
CITY COUNCIL	2,262	6,256	8,248	76	10,250	2,003	61
CITY CLERK	28,447	223,403	268,842	83	283,612	14,770	79
CITY MAYOR	-	755	755	100	2,850	2,095	26
CITY MANAGER	32,840	259,426	309,503	84	309,396	(107)	84
FINANCE	47,756	339,101	414,325	82	445,432	31,107	76
PLANNING DEPARTMENT EXPENSE	13,248	98,599	119,495	83	125,102	5,607	79
PLANNING COMMISSION	-	447	447	100	2,900	2,453	15
DEPARTMENT OF MOTOR VEHICLES	9,097	65,758	80,360	82	71,418	(8,942)	92
LAW ENFORCEMENT	86,011	746,133	860,660	87	1,031,424	170,764	72
JAIL OPERATIONS	22,785	189,981	216,824	88	249,660	32,836	76
FIRE & EMS	47,810	279,078	369,804	75	372,429	2,625	75
DISASTER MANAGEMENT DEPT.	83	5,385	5,551	97	12,000	6,449	45
INFORMATION SERVICES	77,173	656,494	810,840	81	843,804	32,964	78
FACILITY UTILITIES	12,863	141,121	150,266	94	164,850	14,584	86
PW ADMINISTRATION	19,515	152,083	183,267	83	207,080	23,813	73
FACILITY MAINTENANCE	34,411	304,122	362,955	84	365,597	2,642	83
STREET MAINTENANCE	60,701	879,275	982,694	89	1,046,977	64,283	84
SNOW REMOVAL	315	45,104	45,732	99	43,449	(2,283)	104
EQUIPMENT MAINTENANCE	19,921	251,186	281,678	89	329,691	48,013	76
PARKS MAINTENANCE	8,982	74,440	90,758	82	101,772	11,014	73
CEMETERY MAINTENANCE DEPT.	101	4,118	4,319	95	20,537	16,218	20
RECREATION - BIDARKI	27,435	224,953	274,383	82	291,624	17,241	77
POOL SKI HILL	31,176	208,411	263,591	79 55	210,105	(53,486)	99 57
NON-DEPARTMENTAL	1,851	49,247	90,000	55 70	87,012	(2,988)	57
LONG TERM DEBT SERVICE	35,416	365,072 1,826,491	464,013 1,826,511	79 100	264,013 1,826,511	(200,000)	138 100
INTERFUND TRANSFERS OUT	1	33,000	33,000	100	33,000	-	100
TRANSFERS TO OTHER ENTITIES	413,356	2,272,596	2,304,270	99	2,654,270	- 350,000	86
	1,033,554	9,702,035	10,823,091	90	11,406,766	583,675	85
	1,573,205	(1,676,368)	(540,258)	310	-	1,676,368	-
			TEN CUMPTI				

ANTICIPATED SHORTFALL

CITY OF CORDOVA 2021 GENERAL FUND BUDGET CITY COUNCIL WORK SESSION 11/18/20

	I	Ш	III	IV
	Approved	Flat	REVISED	
GENERAL FUND REVENUE	FY20 Budget	FY21 Budget	FY21 Budget	VARIANCE
TAXES	\$ 6,831,957		\$ 6,331,957	\$ (500,000) Lower sales tax
LICENSES & PERMITS	20,600		21,000	400
OTHER GOVERNMENTAL (raw fish tax, USFS)	2,184,166		1,670,245	(513,921) Fish tax 55% of last years number
PERS RELIEF	PERS RELIEF IS NOT	INCLUDED BECAU	JSE IT EFFECTIVELY	IS AN IN AND OUT
LEASES & RENTS	294,200		278,718	(15,482)
LAW ENFORCEMENT	310,293		275,929	(34,364)
D. M. V.	60,700		60,700	-
PLANNING DEPARTMENT REVENUE	13,500		6,500	(7,000)
RECREATION DEPT REVENUE	90,500		51,000	(39,500) Down due to Covid
POOL REVENUE	37,500		26,500	(11,000) Down due to Covid
SALE OF PROPERTY	12,000		3,000	(9,000)
INTERFUND TRANSFERS IN (11% allocated admin.)	488,015		500,000	11,985
INTERFUND TRANSFERS IN (Chip Seal, Health Fund)	246,628		150,000	(96,628)
OTHER REVENUE (investment, cdv ctr, reserve fund, misc)	180,000		130,000	(50,000) Down due to Covid
STATE DEBT SERVICE REIMBURSEMENT	463,071			(463,071) No anticipated School debt relief
TOTAL	\$ 11,233,130		\$ 9,505,549	\$ (1,727,581)

GENERAL FUND EXPENSES	l Approved FY20 Budget	ll Flat FY21 Budget	III Initial Dept Head FY21 Budget	IV VARIANCE	
CITY COUNCIL	\$ 10,250			\$ (1,750)	
CLERK'S DEPARTMENT	282,612	286,212	292,766	3,600	
MAYOR'S OFFICE	2,850	2,850	2,850	-	
CITY MANAGER'S DEPARTMENT	295,968	411,349	387,813	115,381	Increase due to shift of position from
FINANCE DEPARTMENT	426,994	394,768	391,100	(32,226)	
PLANNING DEPARTMENT	120,283	126,763	125,766	6,480	
PLANNING COMMISSION	2,900	2,900	2,900	-	
INFORMATION SERVICES	819,156	698,979	701,609	(120,177)	See City Mgr comment
PUBLIC WORKS ADMINISTRATION	200,327	206,713	206,014	6,386	
DMV	68,827	94,588	93,976	25,761	Better allocation
LAW ENFORCEMENT (4 total officers)	987,142	823,835	1,060,908	(163,307)	less a position
JAIL OPERATIONS	239,936	215,653	241,956	(24,283)	
FIRE/EMS/DISASTER MGMT	375,547	383,157	670,502	7,610	
FACILITY UTILITIES	164,850	168,850	169,450	4,000	
FACILITY MAINTENANCE	356,874	351,425	448,551	(5 <i>,</i> 449)	
EQUIPMENT MAINTENANCE	319,734	358,325	357,174	38,591	was split b/w streets in the past
STREET MAINTENANCE	1,001,288	749,322	913,856	(251,966)	Sweeper was in LY operating

	I		Ш	III	IV	
	Approv	ved	Flat	Initial Dept Head		
GENERAL FUND EXPENSES	FY20 Bu	ıdget	FY21 Budget	FY21 Budget	VARIANCE	
SNOW REMOVAL	\$	69,377 \$	75,000	\$ 77,377	\$ 5,623	
PARKS MAINTENANCE		99,589	96,561	104,099	(3 <i>,</i> 028)	
CEMETARY MAINTENANCE		20,537	20,537	27,537	-	
BIDARKI	2	82,890	290,197	392,732	7,307	
POOL	2	06,464	248,063	248,063	41,599	Last years budget unrealistic
SKI HILL		87,012	90,000	101,892	2,988	Increased electricity costs
NON DEPARTMENTAL	2	64,013	402,500	328,500	138,487	Increase liability insurance
LONG TERM DEBT SERVICE	1,8	26,511	1,773,475	1,773,475	(53,036)	
TRANSFERS TO OTHER ENTITIES	2,6	54,270	2,448,270	2,748,270	(206,000)	lower CCMC (to 300k), higher Inkind to CCSD
INTERFUND TRANSFERS OUT/OTHER		33,000	258,583	258,583	225,583	City portion for Hippy Cove, 2nd St and Whitshed projects
TOTAL	\$ 11,2	19,201 \$	10,987,374	\$ 12,138,419	\$ (231,827)	
GENERAL FUND REVENUE TOTAL:	\$ 11,2	33,130 \$	9,505,549	\$ 9,505,549	\$ (1,727,581)	
GENERAL FUND EXPENDITURE TOTAL:	\$ 11,2	19,201 \$	10,987,374	\$ 12,138,419	\$ 919,218	
NET TOTAL GENERAL FUND:	\$	13,929 Ş	(1,481,825)	\$ (2,632,870)		
		N	IET SHORTFALL			

900,000 From the Permanent Fund to replace School Bond debt which had been ~900k

150,000 COVID/CARES Carryforward

142,034 CTC will provide the match in 2021

100,000 Misc General Fund reductions - travel and professional development

\$ (189,791) ADJUSTED SHORTFALL

City of Cordova, Alaska

Governmental Funds Balance Sheet

	Major	Funds	_	
December 31, 2019	General	General Reserve Special Revenue	Nonmajor Funds	Total Govern- mental Funds
Assets				
Cash and investments Receivables:	\$ 716,343	\$ 9,401,111	\$ 640,265	\$ 10,757,719
Taxes Other	579,440	-	-	579,440
Other Prepaid insurance	216,346 220,426	-	123,948	340,294 220,426
Due from other funds	1,045	-	-	1,045
Lease receivable	738,213	-	_	738,213
	,•			,•
Total Assets	\$ 2,471,813	\$ 9,401,111	\$ 764,213	\$ 12,637,137
Liabilities, Deferred Inflows of Resources and F	Fund Balances			
Liabilities				
Accounts payable	\$ 99,220	\$-	\$ 14,000	\$ 113,220
Accrued payroll and related liabilities	202,782	-	-	202,782
Unearned revenue	66,227	-	-	66,227
Total Liabilities	368,229	-	14,000	382,229
Deferred Inflows of Resources				
Deferred property taxes	54,172	-	-	54,172
Deferred ambulance revenue	-	-	11,305	11,305
Deferred lease revenue	738,213	-	-	738,213
Total Deferred Inflows of Resources	792,385	-	11,305	803,690
Fund Balances				
Nonspendable - prepaid insurance	220,426	-	-	220,426
Restricted - enhanced 911 services	-	-	64,396	64,396
Assigned:		<mark>9,401,111</mark>	212 074	0 712 002
Capital projects and land Public safety	-	7,401,111	312,871 361,641	9,713,982 361,641
Unassigned	1,090,773	-	-	1,090,773
Total Fund Balances	1,311,199	9,401,111	738,908	11,451,218
Total Liabilities, Deferred Inflows				
of Resources, and Fund Balances	\$ 2,471,813	\$ 9,401,111	\$ 764,213	\$ 12,637,137

See accompanying notes to basic financial statements.