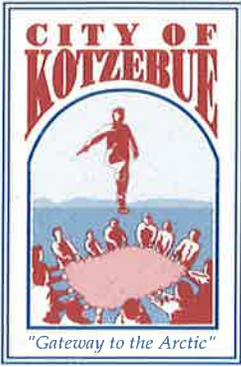


**CITY OF KOTZEBUE  
2018 ORDINANCES**

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Number	Title	Date Passed/Failed
18-01	A non-code ordinance amending the budget for the City of Kotzebue Alaska for Fiscal Year beginning July 1, 2016 and ending June 30, 2017	P08/21/17
18-02	A non-code ordinance amending the budget for the City of Kotzebue for Fiscal Year Beginning July 1, 2017 and ending June 30, 2018 <b><u>AMENDED ON RECORD</u></b>	P04/19/18



P.O. Box 46  
Kotzebue, Alaska 99752

City Hall  
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Police Dept.  
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Fire Dept.  
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Public Works  
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**CITY OF KOTZEBUE, ALASKA  
FY2018 BUDGET  
ORDINANCE NO. 18-02 – FIRST AMENDMENT  
AMENDED ON RECORD**

**ENTITLED: “AN ORDINANCE MAKING APPROPRIATIONS FOR THE CITY OF KOTZEBUE, ALASKA FOR FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.”**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:**

- Section 1. This is a non-code ordinance.
- Section 2. The attached documents, as part of the budget, provide authorized revenues and expenditures for the period July 1, 2017 through June 30, 2018, and are made a matter of public record.
- Section 3. Revenues are approved as follows:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus (Deficit)</u>
General Fund	8,628,166	8,628,166	0
E-911 Surcharge	122,880	122,880	0
Seizure Fund	2,500	2,500	0
Capital Projects – Wells Fargo	511,420	511,420	0
Capital Projects – Construction	0	0	0
MUS Enterprise Fund	2,605,759	3,822,395	(1,216,176)
Refuse Enterprise Fund	1,014,855	1,278,849	(263,994)
Package Store & Dist. Fund	3,099,620	3,099,620	0
Restaurant/B&G Fund	1,910,000	1,910,000	0

with such appropriations for the line items reflected on the attached documents.

- Section 4. Pursuant to Kotzebue Municipal Code 1.12.030(B), this ordinance shall become effective April 19, 2018.

**ENACTED** this 19<sup>th</sup> day of April, 2018.

CITY OF KOTZEBUE:



Gayle Ralston, Mayor

ATTEST:



Linda B. Greene, City Clerk

ATTESTATION: I, Linda B. Greene, Clerk for the City of Kotzebue, hereby attest that the above Ordinance No. 18-02, FY18 Budget, was duly presented to the Kotzebue City Council, duly published and that valid public hearings were held and that it was duly enacted on April 19, 2018.



Linda B. Greene, City Clerk

Published/posted: 03-09-18  
Introduction: 03-15-18  
Public Hearing: 04-19-18  
Passage: 04/19/18

# AMENDED APRIL 2018

## Budget Additions For Council approval Version 2 - April 19, 2018

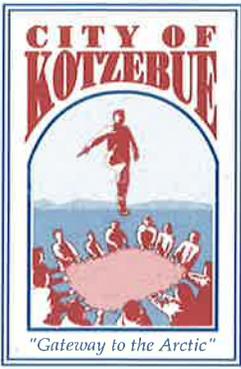
Account	Name	Explanation	Revenue	Expenses
100-00-43111	Bed Tax	Bed tax is higher than projected averaging 13K/month	65,000	
100-00-43200	State Revenue Sharing	SRS gave out a supplemental amount	37,253	
100-00-43520	Misc. Income	various - bingo closure, fingerprints,	10,000	
100-00-43538	EMS Training	Not feasible source of revenue	(25,000)	
100-98-54625	Computer & DP Equip	Equipment to upgrade IT Services		40,000
100-98-54625	IT Upgrades	Website upgrades		4,000
100-98-54707	Operating txfr	Additional payments to pay down Loan principal		-
100-98-54707	Operating txfr	To decrease gap in budget		43,253
<b>GENERAL FUND Budget Modifications</b>			<b>87,253</b>	<b>87,253</b>

Account	Name	Explanation	Revenue	Expenses
300-10-49991	Operating Transfers in General	Increase payments on principal balance	-	-
300-10-54405	Principal Payments	Increase payments on principal balance		
<b>GENERAL FUND Budget Modifications</b>				

Account	Name	Explanation	Revenue	Expenses
601-40-43524	OTZ Nat VII road maint		53,006	
601-40-43928	Hydro Flush Service		1,900	
601-40-43932	Water Delivery		15,200	
601-40-43952	Water Re/Dis connects		700	
601-40-49991	Operating Transfers in General	To decrease gap in budget	23,253	
<b>MUS FUND Budget Modifications</b>			<b>94,059</b>	

Account	Name	Explanation	Revenue	Expenses
602-40-49991	Operating Transfers in General	To decrease gap in budget	20,000.00	
602-40-54901	Misc. Expenses	Eliminate Misc. Expenses to decrease gap in budget		-
<b>REFUSE FUND - decrease expense budget</b>				

Account	Name	Explanation	Revenue	Expenses
603-00-43520	Miscellaneous income	Payment for product damage - settlement	2,200	
603-10-54318	Prod. Acquis. - Misc.	Increase budget for product acquisition		1040
603-10-54319	Prod. Acquis. - Tobacco	Increase budget for product acquisition		1100
603-10-54321	Cash over/shorts	Cover excess overages/shortages		60
<b>LIQUOR STORE FUND Budget Modifications</b>			<b>2,200</b>	<b>2,200</b>



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**CITY OF KOTZEBUE, ALASKA  
FY2018 BUDGET  
ORDINANCE NO. 18-02 – FIRST AMENDMENT**

**ENTITLED: “A NON-CODE ORDINANCE AMENDING THE BUDGET FOR THE CITY OF KOTZEBUE, ALASKA FOR FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.”**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:**

- Section 1. This is a non-code ordinance.
- Section 2. The attached documents, as part of the budget, provide authorized revenues and expenditures for the period July 1, 2017 through June 30, 2018, and are made a matter of public record.
- Section 3. Revenues are approved as follows:

	<b>Revenues</b>	<b>Expenditures</b>	<b>Surplus (Deficit)</b>
General Fund	8,628,166	8,628,166	0
E-911 Surcharge	122,880	122,880	0
Seizure Fund	2,500	2,500	0
Capital Projects – Wells Fargo	541,420	541,420	0
Capital Projects – Construction	0	0	0
MUS Enterprise Fund	2,605,759	3,821,935	(1,216,176)
Refuse Enterprise Fund	994,855	1,278,849	(283,994)
Package Store & Dist. Fund	3,099,620	3,099,620	0
Restaurant/B&G Fund	1,910,000	1,910,000	0

with such appropriations for the line items reflected on the attached documents.

- Section 4. Pursuant to Kotzebue Municipal Code 1.12.030(B), this ordinance shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**ENACTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF KOTZEBUE:

---

Gayle Ralston, Mayor

ATTEST:

---

Linda B. Greene, City Clerk

ATTESTATION: I, Linda B. Greene, Clerk for the City of Kotzebue, hereby attest that the above Ordinance No. 18-02, FY18 Budget, was duly presented to the Kotzebue City Council, duly published and that valid public hearings were held and that it was duly enacted on

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Linda B. Greene, City Clerk

Published/posted: 03-09-18  
Introduction: 03-15-18  
Public Hearing: 04-19-18  
Passage:



# CITY OF KOTZEBUE

## Fiscal Year 2018

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Financial Summary and Budget Modifications as of  
February 28, 2018

3/9/2018



# Finance Department Memorandum

PO BOX 46 KOTZEBUE AK 99752  
Ph. 907-442-3401 / Fax. 907-442-3424

**To:** City Council, City of Kotzebue  
**Date:** February 12, 2018  
**From:** Dara Otness, Interim Finance Director  
**CC:** Acting City Manager, Department Heads  
**Re:** FY18 Financial Summary and Budget Modifications as of 2/28/18

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**Memo:**

At the request of the Council and Administration, the Finance Department is presenting for approval a budget modification to the original FY18 budget. The changes are to adopt the excess revenue for each fund and distribute the excess revenue to appropriate accounts to cover unexpected shortages in the budget to date. There is a current budget standings report attached.

**Closing Thoughts**

The purpose of this modification is to adjust the General fund revenues while capturing the costs of operating the new docks at the Small Boat Harbor, emergency sewer/road repairs for Caribou Drive, and preparing to pay down the Wells Fargo Loan the for the year to date.

**Overview by Department/Fund**

**General Fund**

***Revenue***

The revenues for the General Fund are at 60.2%, which is slightly below the mark for where we should be at the end of February (66%). The Bar and Grill does not have a revenue source and will not be able to supplement the general fund at this time. There are two COPS grants that we were awarded but the positions are currently vacant, and the JAG grant is currently pending. After discussing the EMS Training revenue with Chief Reiselbara I suggest removing the line item due to the lack of feasibility of the revenue source. There are a few unexpected gains in other areas. There is an overage of just over \$55K which is due to increases in the following revenue accounts: Bed Tax (\$9.5K), State Revenue Sharing (\$37.3K), and Misc. Revenue (\$8K). The increase amount includes projections for the remaining months in FY18. Please see the financial printout attached for amount breakdowns by line item.

Total adjustment: Increase of \$87,253

**Administration** - No changes

**Clerk** - No changes

**Planning** - No changes

**Police** - No changes

**Jail** - No changes

**Fire** - No changes

**EMT/Ambulance** - No changes

**Public Works** - No changes

**Small Boat Harbor** - No changes

**Parks & Recreation** - No changes

**Other Agency Funds** - No changes

**Non-Department Expense** -

Increase to meet the IT needs suggested by ACSIT for backup and firewall. - 30K

Increase to upgrade website - \$4K

Increase the transfers to Loan repayment fund to accommodate an extra \$5K payment towards our principal each month. This will pay off the loan 6 months early and save us \$9.5K in interest payments.

Create an account to transfer funds from GF to Bar and Grill fund (604) to compensate for not having revenue stream to offset expenses.

**Debt Service Funds** - No changes

**Capital Projects** - No changes

**Special Revenue** - No changes

**Enterprise Funds:**

**MUS-601**

Several increases to revenue - Road Maintenance (\$53K), Hydro Flush Service (\$2K), re/dis connects (\$0.7K), and Water Delivery (\$15K). Due to the lack of reserves we should not increase expense accounts.

Transfer from General Fund to decrease gap in budget 23.2K

Total adjustment: Increase of \$94,059

**Refuse-602 –**

Decrease Misc. Expense 602-40-54901 \$57.5K to decrease gap in budget.

**Package Store-603**

One adjustment to account for in Package store revenue: Misc. Income (\$2.2K) due to a damaged product settlement.

Total adjustment:        Increase of \$2,200

Please see spreadsheet attached. Revenue has been distributed to accounts to supplement product acquisition expenses in accounts.

**Bar and Grill – 604** - No changes – Consider dropping project due to high expenses and no anticipated revenue to offset in FY18.

**APOC** - Consider moving expense category to the general fund per Auditors suggestion – does not have revenue source.

## FY18 Budget Modifications For Council approval

Account	Name	Explanation	Revenue	Expenses
100-00-43111	Bed Tax	Bed tax is higher than projected averaging 13K/month	65,000	
100-00-43200	State Revenue Sharing	SRS gave out a supplemental amount	37,253	
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<b>GENERAL FUND Budget Modifications</b>			<b>87,253</b>	<b>87,253</b>

Account	Name	Explanation	Revenue	Expenses
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300-10-54405	Principal Payments	Increase payments on principal balance		30,000
<b>GENERAL FUND Budget Modifications</b>			<b>30,000</b>	<b>30,000</b>

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Account	Name	Explanation	Revenue	Expenses
602-40-54901	Misc. Expenses	Eliminate Misc. Expenses to decrease gap in budget		(57,500)
<b>REFUSE FUND - decrease expense budget</b>			<b>-</b>	<b>(57,500)</b>

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