

Mayor
Alice Ruby

Manager
Kim Johnson



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: August 30, 2023
To: Kim Johnson, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – August 2023

Acknowledgements and Recognitions:

Statistics: As of date of report.

Cash Receipts: \$1,071,280.16

All Payments: \$1,594,609.45 (includes \$245,171.40 for 2 payrolls) one more payable runs scheduled

Department Accomplishment and Opportunities:

Accomplishments

- Denied Service list to be posted.
- Foreclosure list to clerk for publication 05/25/2023.
- Office changes have been made to accommodate being fully staffed Buildings and Grounds did a wonderful job with the painting of the Finance Director's office.

Staffing changes

- Account Tech II – Ryan Johnson has moved to the position for a part time status of 30 hours per week.
- Account Tech II - Sherina Tilden has been hired for Receivables on 07/10/2023. Good progress has been made in reviewing accounts and making adjustments as needed.
- Assistant Finance Director – Earl Robinson filled the AFD, Revenue Cycle Manager position on 08/14/2023. Earl brings to the department 5 years of auditing experience for a CPA firm, comptroller for a construction company and working for accounting services for non-profits.
- Department is now fully staffed

Grant Reporting

- FY23 NTS grant reporting is in progress.

Budget

- FY23 Budget revision: Completed and reflected in the June Budget and Revision software.
- FY24 Budget: Budget is set, budget revisions beginning.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit final work scheduled for November 27, 2023.
- FY23 Audit work schedule for two weeks January 2023 for entire completion of the audit.

Projects

- Development of software to manage personal property tax assessments in progress.
- Questica budget software training to begin in September.
- Developing the escaped tax roll for taxes missed over the last six months.
- Starting soft audits on sales tax reports.
- Records management is preparing files for the next records destruction.
- Title 47 reporting has been completed.
- Review of internal controls has started with review of cash management. Expect full review to last 6 months.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 10/02/2023: Customers that have utility bills that are 60 days past due will be subject to water shut off. Notices will be sent on 08/31/2023.
- 11/01/2023: Property tax payments are due for 2023 taxes. Must pay a minimum of half of the taxes invoice. Penalties will be assessed on 11/02/2023 if payment is not received.
- 12/01/2023: Remainder of property taxes are due. Penalties will be assessed on 12/04/2023 if payment is not received.

Public Feedback:

- If a person is unable to pay their property taxes or utility charges in full can a payment arrangement be made? Yes, a promissory note agreement can be made as long as the individual making the agreement has not received a default notice in the last two years. Arrangements must be made before the property is in foreclosure and before water services have been turned off.

Revenue and Expense Report June 2023:

Information provided for percentages below 80% or above 120%. Current actuals recognize a net increase to fund balance by \$3,658,187. End of year adjustments are pending.

- All sales tax reports are still pending the end of year adjustments so taxes will increase. Several Gaming sales tax reports were received in FY24 that could adjust the tax to above 80%.
- Telephone and Electric Co-op tax has been receive and booked in FY24 at over \$84,000 and will be adjusted with audit work.
- Jail contract signed payments are pending but expected to be reduced. A final determination has not been provided.
- Motor Vehicle tax will have some audit adjustments. Amount to be determined.
- PERS on Behalf and Forfeiture Funds had an unexpected increase at the end of the year.
- Investments had a good return in the last quarter of the year that had the biggest impact on other revenue funds being high.

Special Revenues & Other Funds Revenue

- Landfill revenue has improved more than expected over the summer months.
- Dock revenue is at 109%, FY22 revenue is still included and will be reduced with audit preparations.
- Harbor revenue did not recover as well as had hoped. .
- Asset Forfeiture revenue is at 60%. This is bad impact due to no expenditures for the FY.
- Senior Center NTS grant has been awarded; grant is only eligible for quarters 3 and 4 of FY23. Grant reporting is still pending.
- Equipment replacement revenue for the ambulance was not budgeted and will decrease the general fund transfer.

Transfers

- Landfill transfer continues to be low. Increase revenue is helping.
- Equipment replacement was not utilized resulting in less transfers needed.
- No wastewater transfer to water was required.

General Fund Expenditures

- City Clerk budget is lower due to staff in admin acting capacity.
- Foreclosures have been delayed.
- Public safety staffing costs down due to APRA grant funding used.
- Fire Department donation expenses not incurred.
- PW Admin and street experienced staffing shortages.
- Transfers down with SOA bond reimbursement increase.

Special Revenues & Other Funds Expenditures

- Sewer expenditures are reduced due to major equipment expenses not happening until FY24.
- Landfill expenditures are down mainly due to staff shortages.
- Dock expenditures low due to the Hyster repairs being delayed to FY24.
- Harbor expenditures are high due to unexpected repairs to the crane and additional float work that was needed at the end of the budgeting cycle.
- Senior Center non-grant expenditures are higher and grant expenditures low due to grant reporting pending.

- Ambulance Reserve spending of stipends are reduced due to fewer volunteers and a fire department that is being supported by paid EMS staff over the summer.
- Equipment replacement expenses are skid steer, Admin truck, sander and plow assembly. Dock top loader has been approved by council 01/12/2023; expense will be recognized when received which will be delayed to FY24.

Grant and Bond Revenues/Expenditures

- COVID/ARPA/LGLR - Funds received, lake road E911 duplicate system nearing completion, additional projects pending funding is prepaid but will be adjusted with audit adjustments to next FY24 when the expenses are recognized.
- BBEDC training support was recognized for the Fire Department.

Capital Project Revenues/Expenditures

- Projects are being pushed to FY24.