



## MEMORANDUM

**DATE:** October 28, 2022  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics: October 28, 2022

Payroll run: 2

Cash Receipts: \$2,093,426.81

(\$696,572.32 Shared Fisheries Business Tax Received)

All Payments: \$946,373.74 (includes \$177,614.27 for payroll)

Important deadlines:

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent

11/1/22 First half of property taxes due

11/1/22: Send Business License Renewal Notices

11/15/22: Send Personal Property Tax Assessment Notices

12/1/22 Second half of property taxes due

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#### Audit

- FY21 Audit preliminary review received. Will be presented at the December council meeting.
- FY22 Audit testwork finished (1 item pending), next visit December 5, 2022 for final work.

#### Staffing changes

- Account Tech III – Taxes/Collection: Position has been reduced to taxes. Promoted Basil Tilden 10/14/2022 to fill this role.
- Account Tech II – Summar Roehl's has transitioned to an on-call status on 10/15/2022. Summar has been a great asset to the Finance Department in the time she has been with us. We wish her well on her future endeavors. Ryan Johnson has taken the position of Receivables. His knowledge of the department will help greatly in his new role.
- Account Tech I – Cashier: Position is open until filled.

#### Grant Reporting

- Curyung Ice Machine pass thru completed.
  - LGLR – 6 month report completed.
  - FY22 NTS and NSIP final report submitted.
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## Collections

- Signed 1 promissory notes for real property and utilities.
- Two properties in Foreclosure paid in full
- 1 utility account water shutoff completed – remainder are pending infrastructure repair.
- Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,912). Final stage completed, ready for foreclosure.
- Foreclosure listing for 2019 Action have passed the period of redemption (3 properties at \$7,944). Litigation report requested in March pending 2018 Action Foreclosure.
- Foreclosure list for potential 2022 Action 27 properties at \$71,242.

## Budget

- FY23 Budget revision to be scheduled

## Revenue and Expense review September 2022 – Including current Fund Balance as presented to F&B committee

Information provided for percentages below 0% or above 45%. Revenues are high and expenditures are low. Most expenditures are low. Contributing factors include open staffing positions and a delay in projects that were budgeted.

### General Fund Revenues

- All taxes are reported 1 month behind. FY22 taxes are still included. 36% is above expected.
- Real and personal property tax are recognized at 100%. Real property has been collected at 27%. Personal property has been collected at 53%. First half payment is due 11/1/2022.
- PILT has come in above expected at 105%. Audit review will determine if funds belong to FY22.
- Admin overhead is at 50% which is related to the expenditures of Dock at 48% and Harbor at 54%.

### Special Revenues & Other Funds Revenue

- Dock revenue is at 48% which is reflected higher than last year due to prompt invoicing.
- Debt services is exceeded due to the state providing support from unfunded prior years.
- Mary Carlson Estate investments have reported in the negative for the previous two months.

### Transfers

- Senior Center transfer has increased due to funding support change.

### General Fund Expenditures

- City School – payment already made for 2<sup>nd</sup> quarter.

### Special Revenues & Other Funds Expenditures

- Dock expenditures are at 48%. Equipment maintenance and other costs have been paid. Insurance proceeds are still in review.
- Harbor expenditures are high due to increased labor costs. A port director position was filled with an Acting Harbor master.

### Grant and Bond Revenues/Expenditures

- ANTHC – Grant is fully expended and is in the process of being closed out.

### Capital Project Revenues/Expenditures

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- Insurance Proceeds– Funds received for landfill shop building that will be kept in reserve until project begins.

#### **Other Departmental Concerns**

- SOA Loan repayment plan in final process, begin repayment 12/1/2022

#### **Safety Committee**

- No meeting held.
  - Week of 10/17/22 Fire Extinguisher review with Taylor Fire
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