



MEMORANDUM

DATE: October 16, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Staff Report

STAFF REPORT

- Audit update
 - Department staffing
 - Collections
 - Budget
 - Revenue and Expense review for September 2022
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Audit Update:

FY21 Audit is with the senior accountant getting reviewed.

FY22 Audit – Auditors arrive 10/24/2022 for testwork.

Department staffing:

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.

Collections

Foreclosure listing for 2018 Action have passed the period of redemption (4 properties at \$21,810.51).

Foreclosure listing for 2019 Action have passed the period of redemption (4 properties at \$8,332.93).

Potential 2022 foreclosure action (31 properties at \$82,272.32). Two properties were added to the original list that are promissory notes in default. A final list is ready for publication.

Thirty-two past due utility notices were sent out. Thirteen tags were hung to notify residents of water shut off. Several non-working curbstops are being repaired to allow for shut off.

Notices were sent to business for lack of business license renewal for 2022. Responses have been received and has increased compliance as well as an increase in sales tax reporting.

Grants

FY22 NTS and NSIP final report has been submitted.

Budget

FY23 Budget revision is in initial stage.

Revenue and Expense review September 2022 –

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 2nd 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

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