



## MEMORANDUM

**DATE:** December 29, 2021  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics: December as of 12/29/2021

Payroll run: 3

Cash Receipts: \$827,296.20

All Payments: \$1,529,652.55 (includes \$257,690.44 for 3 payroll)

CARES Funding Received and Spent: \$3,404,480.51

Important deadlines:

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

January 1: last day to file business license renewals without \$75 fine

January 7: Failure to pay real and personal property tax letters will be sent

February 1: Last day to file personal property tax assessment returns without \$50 late fee

March 1: Last day for file personal property tax assessment returns. Notices not received will be fined a force file fee.

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#### Audit

- FY21 Audit final work began 10/26/2021 and is ongoing

#### Staffing changes

- Account Tech I – Cashier: Ryan Johnson filled the position 12/15/2021

#### Grant Reporting

Quarterly grant reports work completed:

- Jail contract reporting completed

#### IT Support

- Assisted with onboarding of LMJ Consulting

#### SOA Water Assistance Program

- Investigating enrollment in the SOA Water Assistance Program to become a vendor to receive water and sewer assistance to those awarded the assistance. This assistance will help with current charges as well as past amounts to bring accounts current.

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## Budget

- FY22 Budget Amendment #2 to Finance & Budget 01/2022
- FY22 Budget Amendment #2 Ordinance introduced to council 02/03/2022
- FY22 Budget Amendment #2 Ordinance proposed adoption 03/03/2022
  
- FY23 Budget Department review 01/2022 and 02/2022
- FY23 Budget to Finance and Budget 02/2022
- FY23 Budget Ordinance introduced to council 04/04/2022
- FY23 Budget Ordinance proposed adoption 05/05/2022

## Revenue and Expense for November 2021 – Information provided for percentages +(-)15%

### General Fund Revenues

- Transient Lodging is above expected at 60%
- Tobacco Excise tax is slightly below desired amount at 26%.
- Real property tax is recognized at 100%; however 89% has been collected. On average as last year.
- Personal property tax is recognized at 100%; however 87% has been collected.
- Property tax penalty and interest is at 105%; which exceeds entire year budget expectation.
- Shared Fisheries tax received COVID Funds increase will be reflected in budget revision.
- Community Sharing has been received and is above expected amount by 12%
- PILT has come in above expected by 3%
- Jail contract revenue is delayed pending quarterly report review.
- Ambulance fees remain below expected average at 5%.
- Lease & Rental Income matches the rate of income at FY20.
- PERS Forfeiture funds have not been utilized, funding is reduced from FY21. This will require a budget amendment.

### Special Revenues & Other Funds Revenue

- Dock revenue for the season has been entered. Rate is expected; however, will investigate for meeting why less than last year for meeting.
- Harbor revenue is normal as most revenue is at the end of the fiscal year.
- Senior Center grant revenue is delayed.
- Debt Services – Bond investment entry seen on last report was determined to be for FY21. Budget revision may be needed pending a possible reimbursement from the state that was unexpected.
- Mary Carlson Estate investment income is in recovery and has a negative balance.

### Transfers

- Ambulance Reserve - Transfer is based on 10% of ambulance fees received.
- Equipment replacement – No purchase has been made at this time.
- Capital projects – Expenditures projected for later in fiscal year.
- Debt Services – Transfers are as expected.
- Port to Harbor – Transfer need is higher than expected and may require future budget amendment.

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## General Fund Expenditures

- Council - No lobbyist has reduced expenditures.
- Legal – Legal support has been reduced for first quarter.
- Non-Departmental – Audit invoice was submitted in December.
- Foreclosure – Foreclosure actions have been put on hold.
- IT – Expenditures will increase in December with transition of contract to LMJ Consulting
- Fire Department – Open staff position in first quarter has reduced expenditures.
- Fire Department checking – No expenditures at this time.
- EOC – No employees as budgeted; anticipate budget amendment.
- Public Works Administration – No PW Admin for a part of the year and PW Director shared with Port has reduced expenditures.
- B&G – Staff openings has delayed projects and decreased wages and benefits.

## Special Revenues & Other Funds Expenditures

- Sewer – Outfall Pipe replacement fully expended – budget amendment #2 needed for \$72,300.
- Port-Dock – Normal cycle for dock due to closure for winter.
- Asset Forfeiture funds – Purchased additional bedding supplies
- SRF payments have not been made at this time.