



MEMORANDUM

DATE: October 27, 2021
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: October as of 10/27/2021

Payroll run: 2

Cash Receipts: \$975,660.37

All Payments: \$1,147,959.05 (includes \$179,669.48.12 for 2 payroll) (excludes final payables)

CARES Funding Received: \$3,404,480.51

CARES Funding Spent: \$2,931,696.68

CARES Funding Encumbered: \$472,783.83

Important deadlines:

15th of each month utility payments due; last day of month utility bills created and sent

November 1: First half of property taxes due

November 15: Send Business License Renewal Notices

Mid-November: Send Personal Property Tax Assessment Notices

December 1: Second half of property taxes due

Audit

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

Staffing changes

- Account Tech I – Cashier: open as of 09/01/2021

Employee Health Insurance Renewal

- Option No Bid for 2022 (Action Memorandum 2021-13 is based on this quote)
 - 4% rate increase for medical coverage is guaranteed
 - 0% rate increase for dental coverage
 - Option Bid for 2022 Coverage: Premera will offer
 - 7.94% rate increase for medical coverage
 - 3% rate increase for dental coverage
- Options will be presented to F&B at the 11/15/2021 F&B meeting then Council 12/2/2021

Grant Reporting

Quarterly grant reports work completed:

- CARES grant funding – no change
- IMLS Final Report for grant ending 09/30/2021
- Finalized NTS & NSIP FY21 outstanding reporting items
- Assisted with Arctic Tern Pass Thru for Pumpkin Patch Community Project
- JAG Final report (to be completed 10/29/2021)
- ANTHC report (to be completed 10/29/2021)

Budget

- FY22 Budget Amendment to Finance & Budget 09/27/2021
- FY22 Budget Amendment Ordinance introduced to council 10/7/2021
- FY22 Budget Amendment Ordinance proposed adoption 11/4/2021

Budget Revision #1 Detail

Revenue

Real Property Tax: errors discovered	-12,848
Personal Property Tax: errors discovered	-3,516
Public Works-Landfill: AARP Grant +\$5,000	
Insurance Proceeds for skid steer +\$20,000.....	+25,000
CARES Funding +\$472,784	
ARPA COVID Relief Funding +\$284,842	+757,626
Transfers:	
GF to Landfill (includes +30,000 from original budget).....	+95,250
Dock to Harbor	+23,206

Appropriations

City Clerk: APEI Bond Fee for City Clerk.....	+367
Administration: Double accounting for grant writer -\$45,000,	
NeoGov for employee onboarding +\$4,371	
APEI Bond for City Manager +\$681	-39,948
Finance: APEI Bond for Finance Director	+681
IT: Annual G-Suite email Licensing \$5,040	
Change support contract; include 6 on site shared visits \$38,544.....	+43,584
Public Safety-Patrol: Travel for 2 additional 2 week on/off officers	+14,400
Fire Department: Zoll Data System previously paid by CARES funding	+2,600
Public Works Admin: Dude solution software	+5,506
Public Works-Streets: Increase for chipper purchased \$1,034	
Reduce sand budget by \$15,000 (AM 2021-08)	
Increase gravel budget by \$33,700 (AM 2021-08)	+19,734
Public Works-Landfill: AARP Grant – Fish waste supplies \$5,000	
Additional gravel for pit run \$12,000	
Skid Steer purchase \$62,500 (Resolution 2021-15)	

Landfill truck \$5,000	
DEC Routine Compliance fee \$750	+85,250
Asset Forfeiture: beds for 2wk on/off officers.....	+5,000
CARES Grant: Remaining funds for Emergency Communications system	+472,784
Ambulance Replacement: No stipend paid since 11/2020	+10,000

Fund Balance Change will lower the original decrease in fund balance by \$170,191.00

Proposed Budget Revision #2

Appropriations

Resolution 2021-19 Outfall Pipe	+72,300
Increase Wastewater Contract line item	
Action Memorandum 2020-10 Emergency Communications System	+94,587
\$750,000 - Original Contract	
\$182,629 - CARES funding spent in FY21	
\$472,784 - Remaining CARES grant funds	
\$ 94,587 – Balance to be paid by General Fund	