



MEMORANDUM

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

STAFF REPORT

- FY21 audit update
- Department staffing
- Asset lists
- Revenue and Expense report 06/30/2021

Audit Status:

The next week of audit review is scheduled for October 27. FY 21 is on track for timely reporting.

Department staffing:

Account Tech III – Taxes/Collections: Patricia Rice transferred 09/01/2021 (promoted from cashier position)
 Account Tech I – Cashier: Currently open

Asset List

Ongoing – will work with Crystal Miner of Carmen Jackson, LLC this week while she is in town.

Budget Revisions

Revenue

Real Property Tax: errors discovered	-12,848
Personal Property Tax: errors discovered	-3,516
Public Works-Landfill: AARP Grant	+5,000
Transfers:	
GF to Landfill (includes +30,000 from original budget).....	+115,250
Dock to Harbor	+23,206

Expenditures

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 \$24,324.....	+29,364
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
Ambulance Replacement: No stipend paid since 11/2020	+10,000
