

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council
Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: January 6, 2023
To: Robert Mawson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – December

Acknowledgements and Recognitions:

Statistics: As of date of report. One additional payable pending

Cash Receipts: \$996,94.15

All Payments: \$787,977.10 (includes \$264,242.80 for 2 payrolls)

Department Accomplishment and Opportunities:

Accomplishments

- Several very large mortgage payments delayed in mail caused delays in entering property tax penalties.
- Updated all Sales tax forms for 2023 calendar year. This was to remove the 1% discount allowed when sales tax reports are on time. This change was made by the council in 2020 when an agreement was reached with AML to assist with online sales tax reporting; however, the change did not happen to the forms until a review of sales tax in December that brought this to our attention.
- Gary Pullon has been assisting the department with business license application renewals.
- Eight 2022 Business License applications completed and eleven 2023 Business License applications completed.

Staffing changes

- Account Tech I – Cashier: Position will be filled 01/09/2023.
- 1 staff on extended leave for the full month of December to return 01/09/2023
- Assistant Finance Director last day 12/14/2022.
- To meet the department demands advertisement for two Assistant Finance Directors: AFD, Purchasing and Disbursements and AFD, Revenue Cycle Manager. This will better support the department and provide the upper level knowledge needed to train other staff with less experience. This also increases the

purchasing support the finance department can provide to the overall city. This will also provide the necessary support to meet the audit demands.

- Continue to have Summar Roehl work 2 nights a week to assist with cash receipts.
- Several staff out over the end of the year due to illness

Grant Reporting

- Assisted with the NTS grant renewal second opportunity for FY23.

Safety Committee

- Meeting Moved to 01/2023

Projects – Progress and Public Impacts:

Audit

- FY21 Audit completed.
- FY22 Audit next visit moved to May 15, 2023, for final work.

Projects

- Development of software to manage personal property tax assessments.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent
- 01/01/23 Business License applications renewals due, \$75 late fee beyond this date.
- 02/01/23 Personal Property tax assessment forms due in office to avoid late fees.

Public Feedback:

- There continues to be a high volume of calls regarding property tax questions, staff are working through them as quickly as possible.
- Business licenses will be delayed. Public is encouraged to contact Finance if this delay is creating a hardship.

List of Attachments: None at this time