

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: November 24, 2020
To: Tod Larson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Staff Report (10/01/2020 to 11/24/2020)

Statistics October:

Payrolls run: 2

- Cash Receipts: \$1,864,029.36
- All payments amount: \$1,426,918.22 (includes \$180,078.28 for 2 payrolls)

Business Licenses; new/renewals 6, for a total of 342 this calendar year

Statistics November:

Payrolls run: 2

- Cash Receipts: \$1,542,125.70
- All payments amount: \$2,0143,36.89 (includes \$201,350.52 for 2 payrolls)

2020 Business Licenses; new/renewals 0, for a total of 342 this calendar year

2021 Business Licenses; new/renewals 45, for a total of 45 this calendar year

CARES Funding: expensed to date \$2,609,512.59 of the \$3,404,780.51

Due to the global Pandemic the finance office is closed to foot traffic. Staff were available to take payments by phone, mail and the drop off box at the front door. To support social distancing and the work from home of the public school the department has continued a combination of working from home and distancing within the office area.

FY20 Audit work began in October with the official remote start of the week of October 26, 2020. Audit work is ongoing.

Implementation of the MARS software has been installed in November. The database will be imported by the assessors in December. The Assessors are expected to arrive around Dec. 7th. A team of 2 will be in Dillingham for a week to do a review of the majority of Dillingham properties to assist with the transition into the new software in preparation of the 2021 tax roll.

The Finance office has awarded a total of 539 CARES Community Grant to individuals, businesses and non-profits. A total award payout has been made in the amount of \$681,196. Kaylani Farler was hired part time to assist with the award program.

The Safety Committee meetings have been put on hold until after the audit is completed.

2021 business license renewal notices were mailed out by November 3, 2020.

2021 personal property tax assessment returns were mailed out by November 24 to all businesses and individuals who have had personal property tax assessments.

First half property tax deadline was on November 2, 2020 with the first eligible penalty assessed on November 3, 2020. Second half payments are due on December 1, 2020.

Premera BCBS insurance renewal has been finalized and open enrollment began in November. All insurance changes will be finalized by December 1, 2020.