

**Mayor**  
Alice Ruby

**Acting Manager**  
Kim Johnson



**Dillingham City Council**  
Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

## MEMORANDUM

**Date:** October 24, 2023  
**To:** Kim Johnson, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report – Sep 2023

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### **Acknowledgements and Recognitions:**

Sep Statistics: As of date of report.

Cash Receipts: \$716,359.66

All Payments: \$728,682.51 (includes \$210,835.12 for 2 payrolls).

### **Department Accomplishment and Opportunities:**

#### *Accomplishments*

- Annual bond debt service report submitted 09/27/2023 to the state.
- Backlog of work has been caught up on due to past staff shortages.
- Training has been a top priority and an evaluation of staff positions and assigned tasks.

#### *Staffing changes*

- Account Tech II – Position has been opened since 09/08/2023. Advertising ongoing.
- Account Tech III, Taxes – Basil Tilden will be attending the AML Tax Conference in Anchorage 09/28/23-09/29/23. Presentations will cover how to strengthen the ability for local governments to manage current and potential tax systems.
- Finance Director attend the Ruba Training - Personnel Management for Rural Utilities. This training focused on what a utility should be doing for personnel.

#### *Grant Reporting*

- NTS & NSIP grant reporting completed for FY23. FY24 application approved. By mid-October.
- Remaining grant reporting in progress.

## *Budget*

- FY24 Budget revision review has begun. Planning on presenting budget revision in the November F&B meeting so council can have December and January to adopt the revision.
- Evaluation of wages continues.

## **Projects – Progress and Public Impacts:**

### *Audit*

- FY22 Audit final work postponed to November 27, 2023.
- FY23 Audit is scheduled for two weeks starting January 8, 2024.

### *Projects*

- Setup of personal property tax in MARS is ongoing.
- Questica training has been started for budgeting software.

### *Personal Property Tax*

- Review of personal property tax has started with F&B Committee 09/25/2023.
- Personal property tax has been sent to Code Committee for review 09/28/2023.

### *Collections*

- Foreclosure process is pending code committee review.
- Water/wastewater collection letters mailed out 09/29/2023. Utility shut offs scheduled as early as 10/30/2023.
- Denied service list is updated and ready for review and for letters to go out.

### *Mayor's sale*

- Adopted by the council.
- Scheduled for October, announcements pending.

### *Utility Rates Evaluation*

- Evaluation of utility rates have started to ensure correct billing to individual accounts. This is foundational to a rate study being conducted in the future.

### *Contract Management*

- Standard Operating Procedure is being developed for the department to manage the filing of city-wide contracts.

### *Health Insurance Renewal*

- Beginning the process of evaluating what insurance plan the city will adopt for employees for calendar year 2024.

### *IT Renewal*

- Finalizing the renewal of LMJ contract for their 2<sup>nd</sup>.

## **Upcoming Calendar Items:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 11/01/2023 first half of property taxes are due. Penalties will be incurred if at least the first half is not paid on 11/02/2023. The remaining taxes are due 12/01/2023.

## **Public Feedback:**

- The September property tax statement was sent out with an incorrect date and incorrect reminder. All tax details were correct as of 09/07/2023. The public was notified of the error on Facebook. Internal controls already in place have been reviewed to prevent future instances of this error. New statements will go out the first week of October.
- What is the difference between assessed values verses market value for real property? Objective of the assessed value is to keep the values similar throughout the community. Market value can be based on supply and demand of what is available and what prices that can be asked for in comparison to what people are willing to pay. Assessed values will always chase what the market is doing and can have a large discrepancy based on how quickly rates increase. Assessed values are generally one to two years behind market values.

## **Revenue and Expense Report:**

Information provided for percentages above 16%. Current actuals recognize a net increase to fund balance by \$3,369,472. End of FY23 year adjustments are still pending.

- Real and personal property taxes are recorded as revenue at 100% on 07/01/2023. Actual collections in August is at 3% of real property and 1% of personal property which is historically normal. Property tax penalty and interest continues to be higher than expected due to non-payment of prior year taxes.
- PILT has come in well above expected at 114%. This can be adjusted with the mid-year budget revision.
- Motor Vehicle Tax is under review of FY23 audit entry.

### *Special Revenues & Other Funds Revenue*

- Carlson Estate investments have returned higher than expected.

### *Transfers*

- As expected,

### *General Fund Expenditures*

- As expected,

### *Special Revenues & Other Funds Expenditures*

- As expected,

### *Grant and Bond Revenues/Expenditures*

- As expected,

### *Capital Project Revenues/Expenditures*

- Projects have begun and will see expenses in August.