

Mayor
Alice Ruby

Manager
Robert Mawson



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

MEMORANDUM

Date: November 23, 2022
To: Robert Mawson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – November

Acknowledgements and Recognitions:

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

Cash Receipts: \$1,193,831.90

All Payments: \$809,192.31 (includes \$175,806.61 for 2 payrolls)

Department Accomplishment and Opportunities:

Accomplishments

- 11/1/22: Sent Business License Renewal Notices
- 11/5/22: Sent Marijuana and Tobacco License Renewal Notices
- 11/16/22: Sent Personal Property Tax Assessment Notices
- 53 business license applications received – 21 licenses mailed out
- Over 80 memos created and posted for property tax payments postmarked on time but received after the deadline.

Staffing changes

- Account Tech I – Cashier: Position is open until filled.

Grant Reporting

- Four BBEDC Internship grants finalized

Safety Committee

- Meeting 11/14/2022 – Summation of progress for FY23

Projects – Progress and Public Impacts:

Audit

- FY21 Audit preliminary review received and ready for presentation.

- FY22 Audit next visit December 5, 2022, 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
- 12/1/22 Second half of property taxes due
- 12/2/22 Penalties assessed on unpaid taxes not already penalized.

Public Feedback:

- There has been a high volume of calls regarding property tax questions, staff are working through them as quickly as possible.

List of Attachments: None at this time