



MEMORANDUM

TO: Mayor & City Council
FROM: Kimberly Johnson, City Manager
DATE: February 26, 2024
RE: Report for March Council Meeting

A handwritten signature in black ink, appearing to read "Kimberly Johnson", is written over the "FROM:" line of the memorandum.

The three council members and I attended AML's winter session. We had a meeting with the Commissioners of DEC, Emma Pokon, and DNR, John Boyle. Unfortunately, due to the late schedule of the Anchorage flight, we missed our connection to Juneau. Luckily, Council member, Westfall traveled out earlier and was able to make the connection to Juneau and met with Deputy Commissioner of DOT&PF, Katherine Keith. We held meetings with Senator Hoffman and Representative Edgmon. I believe we had very successful meetings. We not only shared our CIP List but conveyed concern with the engineering needed for onsite disposal systems versus having a certified installer approved through DEC. Additionally, with PFAS contamination, I believe the City should see funding for the extension of our municipal water system to the airport. We are not the only community seeing PFAS contamination in the state. In conversation with Representative Edgmon, this is a statewide issue with any state-owned airport. We heard from Senator Hoffman the concern with funding education, state services, and the PFD that it might be difficult to see a large capital budget this year. We made the case to him that our number one priority, extending the municipal water line to the airport really did not need state funds but could be covered under emerging contaminants and the clean drinking water revolving loan funds in DEC. Senator Hoffman was going to reach out to Commissioner Pokon and Carrie Bohan in DEC. Dan, successfully uploaded the DEC questionnaire on February 26, to fund this project through the revolving loan fund. He is actively working on the other DEC projects. I met with Senator Murkowski staff regarding the congressionally directed funding for the landfill. Unfortunately, the landfill backhaul funds, 4.7 million, is held up because of the continuing budget resolutions in DC. The City may still see the funds but Murkowski staff suggested we submit again this year. Patty will be working on that project submission. Finally, we will submit to her the funding needed for the downtown fire hall replacement building.

The City finally received the 5 million from FEMA for the Snag Point Erosion. Planning, Finance and Administration attended a training with FEMA staff regarding reporting requirements. If you signed a designee form, it is a requirement with this grant.

Finally, I will be out of the office the week of March 5th for the BBNC meeting. I will be working remotely during this time. With my temporary contract up on March 15th, I am taking the week of March 16th through the 24th off as part of the Administrative Day, President Day and Beaver Round Up holiday.

Mayor
Alice Ruby

Acting Manager
Kim Johnson



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

MEMORANDUM

Date: March 8, 2024
To: Kim Johnson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report

Acknowledgements and Recognitions:

January Statistics: As of date of report.

Cash Receipts: \$1,703,984.42

All Payments: \$1,050,852.16 (includes \$270,766.34 for 2 payrolls & 2 supplement payrolls).

Department Accomplishment and Opportunities:

Accomplishments

- Processed 302 business license applications.
- ACA reporting completed 02/28/2024.

Staffing changes

- Account Tech III – Taxes position has been filled with an internal hire and training will begin 02/26/2024.
- Account Tech III – Payroll/Payables position resignation received, and internal hire has been made. Training will begin 02/26/2024.
- Account Tech II – Receivables position is advertised.
- Account Tech I – Cashier resignation has been received and position is advertised.

Grant Reporting

- NTS grant report completed in February.

Budget

- FY24 Budget revision review with this council meeting.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit – Report has been presented to Finance for opinions and responses have been made. Presentation to council is scheduled for March 14, 2023, council meeting.
- FY23 FY23 Audit – Auditors arrived for 01/08/2024 to conduct testwork and compliance which is completed as of date of report. Auditors arrived on 01/29/2024 for the rest of the work. There are a few outstanding items currently. FY23 audit completion is pending FY22 completion.
- FY24 Audit – Scheduled for September 30, 2024, and second week in November 2024, pending council approval of contract.

Projects

- Setup of personal property tax in MARS is in progress for 2024 personal property tax.
- Questica training ongoing budgeting software – training is scheduled and build of program is started.

Personal Property Tax

- Property tax interest unable to run in January due to software update that caused an error. Error is resolved and we were able to run interest by 02/07/2024
- Review of personal property tax has started with F&B Committee 09/25/2023 and is ongoing.
- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

Collections

- Ongoing.

Utility Rates Evaluation

- Evaluation of utility rates needs to be held for a rate study for water/wastewater.

Contract Management

- Ongoing.

Three+One

- Implementation has begun and view only access is being obtained.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 02/15/2024 any business conducting business without a business license can be fined.
- 02/01/2024 business/personal property tax assessments are due.
- 03/15/2024 real and personal property tax assessment notices are to be mailed out.

Revenue and Expense Report – December 2023:

Information provided for percentages below 30% and above 70%. Current actuals recognize a net increase to fund balance by \$3,017,614.

- Remote sales tax is low in December but improves in January.

- Transient Lodging – FY24 revenue is exceeding expectations will ask for budget revision.
- Gaming sales tax remains low, possible budget revision.
- Business License renewal notices are sent out in November. Renewal applications arrive in December as expected.
- Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal. Actual collections in December are at 80% of real property and 78% of personal property which is historically normal. Second half payment was due 12/01/2023.
- Final penalty assessed 12/02/2023. Exceeded expectation, budget revision required.
- Raw Fish Tax annual payment received 10% below expected amount to be adjusted with mid-year budget revision.
- PILT has come in well above expected at 114% to be adjusted with the mid-year budget revision.
- Jail contract signed 01/30/2024. No revenues received to date.
- Lease and Rental receives a large payment at end of FY.
- PERS Forfeiture fund has not been utilized at this time. Will require mid-year budget revision.
- Other Revenues is mainly impacted by investments are already at \$83,919 which is at 420% of original budget. Require a budget revision.

Special Revenues & Other Funds Revenue

- Dock revenue invoices are completed for year, but meet expectations based on historical billing.
- Harbor revenue
- Asset Forfeiture fund revenue is based on interest. Fund balance is low and will require a budget revision as interest will continue to be reduced.
- Senior Center grant reporting is completed, payment for ARPA funds have been received in full. Budget revision will be required.
- Library grants increase in January.
- Carlson Estate investments have returned higher than expected.
- Equipment replacement and Ambulance rental revenue will require budget revisions
- Ambulance rental was not expected, budget revision required.

Transfers

- Expenditures are still low at this point due to low expenses in most areas.
- SRF Loans have been invoiced to reflect full expenses required, budget revision required.
- School bond reimbursement from State is received in January and reduces transfer required.
- Dock expenses exceed revenue, no transfers to the Harbor currently.

General Fund Expenditures

- Administration expenses are low due to new positions not implemented at this time.
- Legal Fees have increased, will require a budget revision.
- Foreclosure approved January council meeting. Expenditures will be seen in March.
- Fire Department Donation subclass has not been expensed at this point.
- Public Works Administration expenses are low due to staffing vacancies.
- Grandma's House is a new subdepartment and requires budget revisions.
- Transfers to other funds continue to be lower than expected.

Special Revenues & Other Funds Expenditures

- Asset Forfeiture has no expenditures which is expected.
- Senior Center non-grant revenue is lower than expected and may require budget revision.
- Ambulance Reserve Fund is budgeted for volunteer stipends processed in December and paid in January.
- Debt services expenditures for loans are in December 2023 and February 2024 and now shows true value. School bond payment is as expected.
- Equipment replacement is in process and will be expensed after items are barged.

Grant and Bond Revenues/Expenditures

- Training grants have been recognized.

Capital Project Revenues/Expenditures

- Some projects have in the planning process.

Revenue and Expense Report – January 2024

Information provided for percentages below 38% and above 78%. Current actuals recognize a net increase to fund balance by \$3,581,839.

- Transient Lodging – FY24 revenue is exceeding expectations will ask for budget revision.
- Gaming sales tax remains low, possible budget revision.
- Business License renewal notices are sent out in November. Renewal applications arrive in December as expected.
- Sales tax reviews have been very complete and are generating more sales tax penalties and interest.
- Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal. Actual collections in December are at 92% of real property and 83% of personal property which is historically normal. Second half payment was due 12/01/2023.
- Final penalty assessed 12/02/2023. Exceeded expectation, budget revision required.
- Raw Fish Tax annual payment received 10% below expected amount to be adjusted with mid-year budget revision.

- PILT has come in well above expected at 114% to be adjusted with the mid-year budget revision.
- Jail contract signed 01/30/2024. No revenues received to date.
- Lease and Rental receives a large payment at end of FY.
- PERS Forfeiture fund has not been utilized at this time. Will require mid-year budget revision.
- Other Revenues is mainly impacted by investments are already at \$105,268 which is at 526% of original budget. Require a budget revision.

Special Revenues & Other Funds Revenue

- Landfill revenue is exceeding expectations.
- Dock revenue invoices are completed in December for 2023 summer, but meet expectations based on historical billing.
- Asset Forfeiture fund revenue is based on interest. Fund balance is low and will require a budget revision as interest will continue to be reduced.
- Senior Center grant reporting is completed, payment for ARPA funds have been received in full. Budget revision will be required.
- Carlson Estate investments have returned higher than expected.
- Equipment replacement and Ambulance rental revenue will require budget revisions
- Ambulance rental was not expected, budget revision required.

Transfers

- Expenditures are still low at this point due to low expenses in most areas.
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- Administration expenses are low due to new positions not implemented at this time.
- Legal Fees have increased, will require a budget revision.
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- Fire Department Donation subclass has not been expensed at this point.
- Public Works Administration expenses are low due to staffing vacancies.
- Grandma's House is a new subdepartment and requires budget revisions.
- Transfers to other funds continue to be lower than expected.

Grant and Bond Revenues/Expenditures

- All pending projects.

Capital Project Revenues/Expenditures

- Some projects have begun and will possibly be expensed in 2nd quarter.

Balance Sheet:

- Of the \$11,450,554 cash balance, there is a timeline for \$1,925,388, LGLR funds to be spent by the end of 2024 for designated projects. Investments are yielding a nice return. Due To From accounts are further detailed in this report from the last report presented. Decrease in receivables is due to the collection of property taxes.

City of Dillingham
 Unaudited Revenues and Expenditures As of December 31, 2023

Data Collected on:
 2/24/2024

	<u>12/31/23</u>			<u>12/31/22</u>			Uncollected	% Adj
	<u>Budget - FY24</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>			
General Fund Revenues								
General Sales Tax	\$ 3,300,000	\$ 1,397,337	42%	\$ 1,459,520	\$ (62,183)	(4,354.67)	42%	
General Sales Tax - Remote	425,000	121,282	29%	114,920				
Alcohol Sales Tax	280,000	128,222	46%	162,693	(34,472)		46%	
Transient Lodging Sales Tax	120,000	95,875	80%	76,012	19,862	-	80%	
Gaming Sales Tax	65,000	16,760	26%	27,435	(10,675)		26%	
Tobacco Excise Tax	350,000	151,307	43%	168,529	(17,223)		43%	
Marijuana Excise Tax	90,000	46,515	52%	63,775	-		52%	
Business License	17,000	11,875	70%	11,875	-			
Penalty & Interest - Sales Tax	15,000	9,483	63%	6,200	3,283	(784.60)	58%	
Total Sales Tax	4,662,000	1,978,655	42%	2,090,959	(101,406)		42%	
Real Property Tax	2,460,000	2,474,896	101%	2,376,551	98,346	(501,376.90)	80%	
Personal Property Tax	555,000	566,856	102%	452,655	114,201	(131,436.94)	78%	
Penalty & Interest - Property Tax	70,000	119,471	171%	75,852	43,619		171%	
Total Property Taxes	3,085,000	3,161,223	102%	2,905,058	256,165		82%	
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%	
Shared Fisheries	670,000	600,639	90%	696,572	(95,933)		90%	
Raw Fish Tax	30,000	-	0%	-	-		0%	
Community Sharing	75,352	-	0%	-	-		0%	
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%	
State Jail Contract	720,000	-	0%	-	-		0%	
Motor Vehicle Tax	25,000	11,105	44%	9,094	2,011			
Ambulance Fees	65,000	27,235	42%	30,571	(3,336)		42%	
Lease & Rental Income	35,000	5,460	16%	5,410	50		16%	
Admin Overhead	162,905	96,521	59%	77,365	19,156		59%	
PERS on Behalf	94,318	44,077	47%	43,367	710		47%	
PERS Forfeiture Fund	5,000	-	0%	704	(704)		0%	
Other Revenues	147,750	183,337	124%	96,823	86,514	-	124%	
Total	2,560,325	1,491,350	58%	1,440,801	50,549		58%	
Total	\$ 10,307,325	\$ 6,631,228	64%	\$ 6,436,817	\$ 205,309		58%	
Special Revenue & Other Funds Revenue								
Water	231,712	113,701	49%	122,240	(8,539)	(10,353.96)	45%	
Sewer	464,012	207,240	45%	226,200	(18,959)	(13,977.85)	42%	
Landfill	298,259	195,281	65%	175,829	19,451	(7,540.00)	63%	
Port - Dock	808,576	725,863	90%	771,059	(45,197)	(137,673.54)	73%	
Port - Harbor	142,999	41,395	29%	36,254	5,141	(9,208.00)	23%	
Asset Forfeiture Fund	2,000	250	12%	75	174		0%	
E-911 Service	65,000	34,083	52%	33,486	597		52%	

City of Dillingham

Unaudited Revenues and Expenditures As of December 31, 2023

Data Collected on:

2/24/2024

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	14,000	31%	21,123	(7,123)	31%
Senior Center (Grant)	76,000	116,807	154%	26,999	89,808	154%
Library (Grants)	54,170	13,955	26%	59,047	(45,092)	26%
Debt Service	754,693	301,821	40%	-	301,821	40%
Mary Carlson Estate	4,000	10,561	264%	2,026	8,535	264%
Ambulance Rental	-	10,800		-	10,800	
Total	\$ 2,947,036	\$ 1,785,754	61%	\$ 1,474,339	\$ 311,415	55%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	214,802	21%	45,952	168,850	
Senior Center	286,949	59,282	21%	163,159	(103,877)	
Ambulance Reserve	56,000	24,511	44%	3,057	21,454	
Equipment Replacement	600,000	118,637	20%	159,076	(40,439)	
Capital Projects	557,334	-	0%	-	-	
Debt Service SRF Loans	53,050	38,550	73%	42,107	(3,557)	
Debt Service Streets Bond	221,750	-	0%	65,875	(65,875)	
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)	
Debt Service School Bond	319,307	967,625	303%	-	967,625	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	106,262	56%	135,983	(29,722)	
Port - Harbor - Ice Machine	18,200	537	3%	273	264	
Port - Harbor - Bathhouse	18,300	7,107	39%	10,021	(2,914)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	28,696	45%	23,639	-	
Transfer from Carlson Estate to Library	4,000	1,998	50%	-	-	
Transfer from Wastewater to Water	28,471	-	0%	-	-	
Total	\$ 3,475,980	\$ 1,580,006	45%	\$ 661,642	\$ 911,309	
Total Revenues & Transfers	\$ 16,730,341	\$ 9,996,989	60%	\$ 8,572,799	\$ 1,428,033	

City of Dillingham
Unaudited Revenues and Expenditures As of December 31, 2023

Data Collected on:
2/24/2024

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 51,809	51%	\$ 45,563	\$ 6,246
City Clerk	151,607	57,367	38%	70,406	(13,039)
Administration	837,368	146,458	17%	231,122	(84,663)
Finance	1,098,392	540,648	49%	431,035	109,612
Legal	65,000	53,004	82%	36,372	16,633
Insurance	328,100	158,697	48%	135,452	23,246
Planning	332,485	112,834	34%	85,549	27,285
Foreclosures	9,000	53	1%	3,970	(3,917)
IT	301,300	110,741	37%	141,502	(30,761)
Public Safety Administration	299,928	98,406	33%	63,892	34,514
Dispatch	632,935	286,966	45%	112,204	174,762
Patrol	1,593,836	471,268	30%	219,391	251,877
Corrections	826,289	307,848	37%	192,667	115,181
DMV	72,661	35,168	48%	14,191	20,977
Animal Control Officer	131,541	66,753	51%	28,917	37,836
Fire	518,639	255,411	49%	115,826	139,585
Fire Department Donation	15,000	525	4%	193	333
EOC	-	-		0	-
Public Works Administration	439,456	71,961	16%	60,532	11,429
Building and Grounds	408,592	171,624	42%	105,308	66,316
Shop	636,118	237,500	37%	228,031	9,468
Street	551,739	255,999	46%	93,890	162,110
Library	192,485	86,768	45%	86,272	496
Grandma's House	0	19,001		0	
City School	1,700,000	850,770	50%	650,000	200,770
Transfers to Other Funds	3,153,240	1,447,927	46%	491,726	956,201
Total	\$ 14,396,311	\$ 5,895,506	41%	\$ 3,644,010	\$ 2,232,495

City of Dillingham
 Unaudited Revenues and Expenditures As of December 31, 2023

Data Collected on:
 2/24/2024

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	260,183	105,440	41%	92,734	12,706
Sewer	332,054	165,839	50%	100,265	65,574
Landfill	1,313,109	410,082	31%	221,485	188,597
Port - Dock	1,150,212	652,294	57%	750,464	(98,170)
Port - Harbor	369,352	155,300	42%	183,678	(28,378)
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	63,916	28,696	45%	23,639	5,057
Senior Center (Non-Grant)	305,903	73,282	24%	179,967	(106,685)
Senior Center (Grant)	102,661	62,813	61%	1,604	61,209
Library (Grants)	54,170	18,156	34%	59,338	(41,181)
Mary Carlson Estate	6,255	3,181	51%	1,009	2,171
Ambulance Reserve Fund	20,000	1,480	7%	1,600	(120)
Debt Service SRF Loans	53,050	38,550	73%	42,107	(3,557)
Debt Service School Bond	1,064,000	967,625	91%	947,875	19,750
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)
Debt Service Streets Bond	231,750	63,375	27%	65,875	(2,500)
Equipment Replacement	600,000	-	0%	159,076	(159,076)
Total	\$ 5,972,615	\$ 2,758,114	46%	\$ 2,843,216	\$ (85,102)
	\$ 20,368,926	\$ 8,653,620	42%	\$ 6,487,225	\$ 2,147,393
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 1,343,369		\$ 2,085,573	\$ (719,360)

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>	
Grant & Bond Revenues						
ANTHC-Lagoon	-	-		152,721	(152,721)	
SOA-Landfill Firebreak	-	-		-	-	
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-	
COVID - CARES & ARPA & LGLR	1,900,000	2,057,509	108%	1,028,789	1,028,720	
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-	
SRF Loan - Waterfront	88,125	-	0%	-	-	
SRF Loan - Water	30,000	-	0%	-	-	
SRF Loan - Wastewater	100,000	-	0%	-	-	
Southern Region EMS	-	-		360	(360)	
SOA-DOH Grants	210,250	-	0%	-	-	
Curyung-Ice Machine	-	(1,324)		407	(1,730)	
BBEDC Intern Program	112,201	23,897	21%	26,120	(2,222)	
BBEDC Training Reimb	-	30,000		-	30,000	Invoiced - Not collected
BBEDC Pass Thru	-	-		-	-	
BBNC Training Reimb	-	-		-	-	
Bond Investment Income	-	-		22,675	(22,675)	
Total	\$ 4,110,576	\$ 2,110,083	51%	\$ 1,215,747	\$ 894,336	
Grant & Bond Expenditures						
ANTHC-Lagoon	-	-		146,538	(146,538)	
SOA-Landfill Firebreak	-	100,000		-	-	
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-	
State Public Safety	-	-		-	-	
COVID - CARES & ARPA & LGLR	1,900,000	180,310	9%	235,733	(55,422)	
SRF Loan - Lagoon Aeration	670,000	54,187	8%	-	54,187	
SRF Loan - Waterfront	88,125	-	0%	-	-	
SRF Loan - Water	30,000	-	0%	-	-	
SRF Loan - Wastewater	100,000	-	0%	-	-	
Southern Region EMS	-	-		360	(360)	
SOA-DOH Grants	210,250	3,782	2%	-	3,782	
Curyung-Ice Machine	-	-		1,011	(1,011)	
BBEDC Intern Program	112,201	34,441	31%	26,120	8,321	
BBEDC Training Reimb	-	40,350		9,099	31,251	
BBEDC Pass Thru	-	-		-	-	
BBNC Training Reimb	-	10,350		-	10,350	
Total	\$ 4,110,576	\$ 423,420	10%	\$ 501,703	\$ (178,283)	
	\$ -	\$ 1,686,663		\$ 714,044	\$ 716,053	

City of Dillingham
 Unaudited Revenues and Expenditures As of December 31, 2023

Data Collected on:
 2/24/2024

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		57,015	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 271,505	\$ (214,490)

	<u>Budget - FY24</u>	<u>12/31/23</u> YTD	<u>Percent</u>	<u>12/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	12,417	3%	-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ 12,417	1%	\$ -	\$ -
	\$ (957,334)	\$ (12,417)		\$ 271,505	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 6,631,228
Special Fund Revenue	\$ 2,947,036	\$ 1,785,754
Transfers In	\$ 3,475,980	\$ 1,580,006
Grant and Bond Revenue	\$ 4,110,576	\$ 2,110,083
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 12,107,072
General Fund Expenditures	\$ 14,396,311	\$ 5,895,506
Special Fund Expenditures	\$ 5,972,615	\$ 2,758,114
Grant and Bond Expenditures	\$ 4,110,576	\$ 423,420
CIP Expenditures	\$ 957,334	\$ 12,417
	\$ 25,436,836	\$ 9,089,457
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 3,017,614

City of Dillingham
Unaudited Revenues and Expenditures As of January 31, 2024

Data Collected on:
2/24/2024

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,300,000	\$ 1,708,447	52%	\$ 1,762,009	\$ (53,562)	(2,541.53)	52%
General Sales Tax - Remote	425,000	164,716	39%	114,920			
Alcohol Sales Tax	280,000	165,489	59%	181,949	(16,460)		59%
Transient Lodging Sales Tax	120,000	97,412	81%	80,779	16,632	-	81%
Gaming Sales Tax	65,000	20,080	31%	33,710	(13,630)		31%
Tobacco Excise Tax	350,000	169,551	48%	187,951	(18,401)		48%
Marijuana Excise Tax	90,000	51,205	57%	66,201	-		57%
Business License	17,000	14,975	88%	15,075	-		
Penalty & Interest - Sales Tax	15,000	12,312	82%	6,513	5,799	(654.34)	78%
Total Sales Tax	4,662,000	2,404,187	52%	2,449,108	(79,621)		52%
Real Property Tax	2,460,000	2,474,896	101%	2,375,657	99,239	(211,984.75)	92%
Personal Property Tax	555,000	566,856	102%	451,905	114,951	(105,380.48)	83%
Penalty & Interest - Property Tax	70,000	123,965	177%	77,245	46,721		177%
Total Property Taxes	3,085,000	3,165,718	103%	2,904,807	260,910		92%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	670,000	600,639	90%	696,572	(95,933)		90%
Raw Fish Tax	30,000	-	0%	-	-		0%
Community Sharing	75,352	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%
State Jail Contract	720,000	-	0%	-	-		0%
Motor Vehicle Tax	25,000	12,699	51%	10,219	2,479		
Ambulance Fees	65,000	32,295	50%	30,571	1,725		50%
Lease & Rental Income	35,000	7,300	21%	6,320	980		21%
Admin Overhead	162,905	96,751	59%	118,950	(22,200)		59%
PERS on Behalf	94,318	52,693	56%	49,936	2,757		56%
PERS Forfeiture Fund	5,000	-	0%	704	(704)		0%
Other Revenues	147,750	228,200	154%	110,791	117,409	-	154%
Total	2,560,325	1,553,553	61%	1,504,958	48,595		61%
Total	\$ 10,307,325	\$ 7,123,458	69%	\$ 6,858,874	\$ 229,885		66%
Special Revenue & Other Funds Revenue							
Water	231,712	130,964	57%	156,165	(25,202)	(14,601.15)	50%
Sewer	464,012	253,675	55%	291,651	(37,976)	(19,711.56)	50%
Landfill	298,259	212,220	71%	189,580	22,639	(4,360.00)	70%
Port - Dock	808,576	726,110	90%	774,302	(48,192)	(65,364.19)	82%
Port - Harbor	142,999	43,042	30%	36,981	6,061	(8,212.00)	24%
Asset Forfeiture Fund	2,000	253	13%	149	104		0%
E-911 Service	65,000	39,630	61%	39,076	554		61%

City of Dillingham

Unaudited Revenues and Expenditures As of January 31, 2024

Data Collected on:

2/24/2024

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	12,953	28%	23,711	(10,758)	28%
Senior Center (Grant)	76,000	118,036	155%	-	118,036	155%
Library (Grants)	54,170	23,881	44%	64,034	(40,153)	44%
Debt Service	754,693	311,526	41%	-	311,526	41%
Mary Carlson Estate	4,000	12,589	315%	3,266	9,323	315%
Ambulance Rental	-	13,200		10,800	2,400	
Total	\$ 2,947,036	\$ 1,898,078	64%	\$ 1,589,716	\$ 308,363	61%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	243,520	24%	71,073	172,447	
Senior Center	286,949	82,176	29%	189,646	(107,470)	
Ambulance Reserve	56,000	29,066	52%	3,057	26,009	
Equipment Replacement	600,000	118,637	20%	159,076	(40,439)	
Capital Projects	557,334	-	0%	-	-	
Debt Service SRF Loans	53,050	58,119	110%	42,107	16,012	
Debt Service Streets Bond	221,750	-	0%	65,875	(65,875)	
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)	
Debt Service School Bond	319,307	967,625	303%	-	967,625	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	122,918	65%	123,451	(533)	
Port - Harbor - Ice Machine	18,200	644	4%	273	371	
Port - Harbor - Bathhouse	18,300	7,208	39%	10,021	(2,813)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	33,491	52%	28,478	-	
Transfer from Carlson Estate to Library	4,000	2,331	58%	-	-	
Transfer from Wastewater to Water	28,471	-	0%	-	-	
Total	\$ 3,475,980	\$ 1,677,734	48%	\$ 705,556	\$ 964,833	
Total Revenues & Transfers	\$ 16,730,341	\$ 10,699,270	64%	\$ 9,154,146	\$ 1,503,080	

City of Dillingham
Unaudited Revenues and Expenditures As of January 31, 2024

Data Collected on:
2/24/2024

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 65,610	65%	\$ 45,888	\$ 19,722
City Clerk	151,607	70,513	47%	70,495	18
Administration	837,368	164,630	20%	283,763	(119,134)
Finance	1,098,392	657,647	60%	485,026	172,621
Legal	65,000	53,004	82%	39,456	13,549
Insurance	328,100	186,389	57%	157,712	28,677
Planning	332,485	138,915	42%	97,622	41,293
Foreclosures	9,000	53	1%	3,997	(3,944)
IT	301,300	126,239	42%	156,042	(29,803)
Public Safety Administration	299,928	116,313	39%	80,953	35,360
Dispatch	632,935	334,915	53%	160,544	174,371
Patrol	1,593,836	579,628	36%	287,948	291,680
Corrections	826,289	384,523	47%	251,048	133,475
DMV	72,661	43,167	59%	17,291	25,875
Animal Control Officer	131,541	80,487	61%	38,979	41,508
Fire	518,639	256,996	50%	144,958	112,038
Fire Department Donation	15,000	525	4%	193	333
EOC	-	-		0	-
Public Works Administration	439,456	89,189	20%	69,700	19,489
Building and Grounds	408,592	207,388	51%	147,707	59,681
Shop	636,118	282,167	44%	270,965	11,202
Street	551,739	301,739	55%	117,185	184,553
Library	192,485	100,754	52%	99,826	928
Grandma's House	0	27,130		2,328	
City School	1,700,000	850,981	50%	975,000	(124,019)
Transfers to Other Funds	3,153,240	853,162	27%	543,334	309,828
Total	\$ 14,396,311	\$ 5,972,066	41%	\$ 4,547,962	\$ 1,399,302

City of Dillingham
 Unaudited Revenues and Expenditures As of January 31, 2024

Data Collected on:
 2/24/2024

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>	
<u>Special Revenue Funds Expenditures</u>						
Water	260,183	126,621	49%	107,911	18,710	
Sewer	332,054	187,990	57%	112,613	75,377	
Landfill	1,313,109	455,739	35%	260,442	195,297	
Port - Dock	1,150,212	595,773	52%	774,302	(178,529)	
Port - Harbor	369,352	170,812	46%	203,620	(32,808)	
Asset Forfeiture Fund	2,000	-	0%	-	-	
E-911 Service	63,916	33,491	52%	28,478	5,013	
Senior Center (Non-Grant)	305,903	95,130	31%	208,870	(113,741)	
Senior Center (Grant)	102,661	67,377	66%	1,604	65,774	
Library (Grants)	54,170	23,498	43%	65,793	(42,295)	9,926.33 Invoiced-not colle
Mary Carlson Estate	6,255	3,726	60%	1,281	2,445	
Ambulance Reserve Fund	20,000	4,880	24%	1,600	3,280	
Debt Service SRF Loans	53,050	58,119	110%	42,107	16,012	
Debt Service School Bond	1,064,000	967,625	91%	947,875	19,750	
Debt Service Firehall Bond	44,000	12,000	27%	12,500	(500)	
Debt Service Streets Bond	231,750	63,375	27%	65,875	(2,500)	
Equipment Replacement	600,000	-	0%	159,076	(159,076)	
Total	\$ 5,972,615	\$ 2,866,155	48%	\$ 2,993,947	\$ (127,792)	
	\$ 20,368,926	\$ 8,838,221	43%	\$ 7,541,909	\$ 1,271,509	
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 1,861,049		\$ 1,612,237	\$ 231,571	

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>	
Grant & Bond Revenues						
ANTHC-Lagoon	-	-		152,721	(152,721)	
SOA-Landfill Firebreak	-	-		-	-	
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-	
COVID - CARES & ARPA & LGLR	1,900,000	2,057,509	108%	1,028,789	1,028,720	
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-	
SRF Loan - Waterfront	88,125	-	0%	-	-	
SRF Loan - Water	30,000	-	0%	-	-	
SRF Loan - Wastewater	100,000	-	0%	-	-	
Southern Region EMS	-	-		360	(360)	
SOA-DOH Grants	210,250	-	0%	-	-	
Curyung-Ice Machine	-	(1,324)		407	(1,730)	
BBEDC Intern Program	112,201	48,602	43%	26,120	22,482	
BBEDC Training Reimb	-	41,902		15,939	25,962	
BBEDC Pass Thru	-	-		-	-	
BBNC Training Reimb	-	11,902		-	11,902	Invoiced - Not collected
Bond Investment Income	-	-		29,498	(29,498)	
Total	\$ 4,110,576	\$ 2,158,591	53%	\$ 1,253,833	\$ 904,758	
Grant & Bond Expenditures						
ANTHC-Lagoon	-	-		146,538	(146,538)	
SOA-Landfill Firebreak	-	100,000		-	-	
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-	
State Public Safety	-	-		-	-	
COVID - CARES & ARPA & LGLR	1,900,000	181,966	10%	235,733	(53,766)	
SRF Loan - Lagoon Aeration	670,000	54,187	8%	-	54,187	
SRF Loan - Waterfront	88,125	-	0%	-	-	
SRF Loan - Water	30,000	-	0%	-	-	
SRF Loan - Wastewater	100,000	-	0%	-	-	
Southern Region EMS	-	-		360	(360)	
SOA-DOH Grants	210,250	4,091	2%	-	4,091	
Curyung-Ice Machine	-	-		1,211	(1,211)	
BBEDC Intern Program	112,201	34,441	31%	26,120	8,321	
BBEDC Training Reimb	-	40,350		9,099	31,251	
BBEDC Pass Thru	-	-		-	-	
BBNC Training Reimb	-	10,350		-	10,350	
Total	\$ 4,110,576	\$ 425,385	10%	\$ 501,903	\$ (176,519)	
	\$ -	\$ 1,733,207		\$ 751,930	\$ 728,239	

City of Dillingham
 Unaudited Revenues and Expenditures As of January 31, 2024

Data Collected on:
 2/24/2024

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		57,015	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 271,505	\$ (214,490)

	<u>Budget - FY24</u>	<u>01/31/24</u> YTD	<u>Percent</u>	<u>01/31/23</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	12,417	3%	-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ 12,417	1%	\$ -	\$ -
	\$ (957,334)	\$ (12,417)		\$ 271,505	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 7,123,458
Special Fund Revenue	\$ 2,947,036	\$ 1,898,078
Transfers In	\$ 3,475,980	\$ 1,677,734
Grant and Bond Revenue	\$ 4,110,576	\$ 2,158,591
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 12,857,861
General Fund Expenditures	\$ 14,396,311	\$ 5,972,066
Special Fund Expenditures	\$ 5,972,615	\$ 2,866,155
Grant and Bond Expenditures	\$ 4,110,576	\$ 425,385
CIP Expenditures	\$ 957,334	\$ 12,417
	\$ 25,436,836	\$ 9,276,022
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 3,581,839

Balance Sheet
City of Dillingham
1/31/2024

<u>Assets</u>	General Fund	Local Government Lost Revenue Fund	Capital Project Planning Fund	Other Governmental Funds	Total Governmental Funds
Current:					
Cash - Wells Fargo					
Checking/Operating Account	11,068,502	-	-	-	11,068,502
Investments:					
Piper Jaffrey	2,690,483	-	-	-	2,690,483
TVI Investments	756,857	-	-	-	756,857
Wells Fargo Bank	279,299	-	-	-	279,299
AMLIP	228,079	-	-	-	228,079
Wells Fargo Bonds	-	-	2,173,034	-	2,173,034
Total Investments	3,954,718	-	2,173,034	-	6,127,752
Restricted Cash and Investments -					
Piper Jaffrey (Mary Carlson Estate)	-	-	-	406,672	406,672
Receivables:					
Sales Tax	250,023	-	-	-	250,023
Real and Personal Property Taxes	469,887	-	-	-	469,887
Utilities and Services	127,560	-	-	282,969	410,529
Total Receivables	847,470	-	-	282,969	1,130,439
Prepaid Items	236,289	-	-	14,921	251,210
Due from other funds:					
Water and Sewer	-	-	-	1,193,670	1,193,670
Landfill	7,983	-	-	-	7,983
Dock	-	-	-	1,321,172	1,321,172
Harbor	336,544	-	-	-	336,544
Senior Center	-	-	-	213,874	213,874
E-911	-	-	-	335,045	335,045
Federal & State Grants	152,585	-	-	-	152,858
Local Government Lost Revenue	-	1,925,388	-	-	1,925,388
Mary Carlson Estate	36,927	-	-	-	36,927
Ambulance Reserve Capital Project	-	-	-	394,008	394,008
Equipment Replacement Capital Project	-	-	-	61,652	61,652
School Bond Capital Project	1,626	-	-	-	1,626
Capital Project Streets Bond	-	-	-	-	-
Fire Hall Bond	48,057	-	-	-	48,057
Capital Project Planning	1,243,569	-	-	-	1,243,569
Landfill Closure Costs	-	-	-	172,044	172,044
Debt Service	-	-	-	248,151	248,151
	1,827,291	1,925,388	-	3,939,616	7,692,568
Total Current Assets	17,934,270	1,925,388	2,173,034	4,644,178	26,676,870

Balance Sheet
City of Dillingham
1/31/2024

Liabilities and Fund Balances

Liabilities:					
Accounts payable	164,044	-	-	100,241	264,285
Accrued payroll and payroll liabilities	81,438	-	-	-	81,438
Unearned Revenue	-	1,925,388	-	91,874	2,017,262
Delinquent Property Tax and User Fees	373,230	-	-	120,942	494,172
Due to other funds:					
Water and Sewer	1,193,670	-	-	-	1,193,670
Landfill	-	-	-	7,983	7,983
Dock	1,321,172	-	-	-	1,321,172
Harbor	-	-	-	336,544	336,544
Senior Center	213,874	-	-	-	213,874
E-911	335,045	-	-	-	335,045
Federal & State Grants	-	-	-	152,858	152,858
Local Government Lost Revenue	1,925,388	-	-	-	1,925,388
Mary Carlson Estate	-	-	-	36,927	36,927
Ambulance Reserve Capital Project	394,008	-	-	-	394,008
Equipment Replacement Capital Project	61,652	-	-	-	61,652
School Bond Capital Project	-	-	-	1,626	1,626
Capital Project Streets Bond	-	-	-	-	-
Fire Hall Bond	-	-	-	48,057	48,057
Capital Project Planning	-	-	1,243,569	-	1,243,569
Landfill Closure	172,044	-	-	-	172,044
Debt Service	248,151	-	-	-	248,151
Total Due to other funds	5,865,004	-	1,243,569	583,995	7,692,568
Total liabilities	6,483,716	1,925,388	1,243,569	897,052	10,055,553
Fund Balances:					
Nonspendable	73,622	-	-	-	73,622
Restricted (LGLR)	1,925,388	-	-	-	1,925,388
Committed	-	-	929,465	-	929,465
Assigned	-	-	-	3,747,126	3,747,126
Unassigned	9,451,544	-	-	-	9,451,544
Total fund balances	11,450,554	-	929,465	3,747,126	16,127,145
Total liabilities and fund balances	<u>17,934,270</u>	<u>1,925,388</u>	<u>2,173,034</u>	<u>4,644,178</u>	<u>26,676,870</u>

/Mayor
Alice Ruby

City Manager
Kimberly Johnson



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

MEMORANDUM

Date: Marh 5, 2024
To: Kimberly Johnson, City Manager
From: Patty Buholm, Planning Director
Subject: February Monthly Report

Acknowledgements and Recognitions:

I would like to thank City Manager Kimberly Johnson for her assistance with the submission of the CAPSIS projects. Also, a thank you to Myrtice Evalt for her assistance in creating the informational booklets that were created and given to the City Manager and the 3 Council Members for their scheduled trip to Juneau for the AML Winter Legislative Work session with the funding seeking for the CAPSIS.

Department Accomplishment and Opportunities:

- The Planner was requested to cover for the City Clerk in his absence for a portion of February.
- In Dan Deckers absence, I attended and assisted with the City Council Training Workshop on 2/07/24 lead by AML's Melany Niebeck. This workshop reviewed Roberts Rules, Open Meeting Act, Roles and Responsibilities of elected officials, and general meeting processes.
- During the February 1, 2024 City Council Meeting the Council Members adopted the presented Organizational Chart; which transfers the Landfill and Water/Wastewater Utilities to the Planning Department. I look forward to growing the positive working relation that we already have.

Projects – Progress and Public Impacts:

- The Nerka Road Improvements Project: Due to the funding shortfall that occurred for this project, Bristol Companies has agreed to seek grants to cover the cost of completing the Road Improvement project. The status of the funding is currently unknown to the Planning Department.
- Aerated Lagoon Improvement Project: Udelhoven and CRW are continuing to work on this project, ordering supplies, working out logistics, planning for spring and summer activities. No physical work is being done on-site for this project, however there is a huge amount of work being completed on the backend of this to ensure a safe, productive project this spring/summer surrounding this project.

- LANDFILL: The Planning Department has been working with the DEC to lift the Notice of Violation by supplying pictures, planning a summer 2024 site visit, and planning staff training in spring and summer of 2024.
- The 2023 Comprehensive Plan Update: Is coming along nicely with Agnew::Beck. Dagen Nelson has completed the City of Dillingham Building Assessments which has been forwarded to them to include for potential future projects.
-

Upcoming Calendar Items:

- Planning Commission meeting will be delayed due to training – 3/20/2024.
- I will be attending the FEMA training 2/26/2024 – 3/01/2024. Update: Course complete with 100% passing on the post test. I will still need to sit for the Certified Floodplain Managers test in the near future.
- I will be attending the ANCSA Training 2/13/2024 – 2/15/2024.

Public Feedback:

- Positive feedback from the community about the snow removal around the subdivisions. I have passed this information on to the Public Works Department.
- Due to the steep slopes of the ditches within the Nerka Subdivision, people are concerned about sliding into the ditches with their vehicles. The Public Works Department staff have been sanding the subdivision and I am not knowledgeable of any incidents have occurred.

List of Attachments:

No attachments this report



MEMORANDUM

DATE: 02/22/24
TO: City Manager and City Clerk
FROM: 01/24/24 to 02/22/24
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

The Police Department is in need of more patrol vehicles as soon as possible. Our current patrol vehicles are showing signs that it is time to replace them and are beginning to have more problems. We also do not have any spare police vehicles if any of the current vehicles break down. We currently have 5 patrol vehicles needing repair at the city shop. 1 patrol vehicle is completely out of order and is used for parts. 1 patrol vehicle is needing an engine placed in it and put back together. 1 has a missing window which was busted by an individual placed in custody, 1 vehicle has front bearing issues. The last vehicle is undetermined what it needs. This currently leaves us with 5 working police vehicles to share among our current 8 officers. One of the 5 working vehicles is also needing maintenance soon because it is having issues as well. We are in need of new patrol vehicles ASAP.

The police department would like 2 new snow machines to replace the 2 old snow machines which were sold at the Mayors sale. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs depending on the time of the year. The snow machines will only be used for special patrol duties and each officer must be trained in operating, minor maintenance, and snow machine trails prior to being allowed to use. Snow machines will not be used for regular patrol duties and must have chief approval prior to use.

- The snow machines will help the police department reach places which patrol vehicles are not able to.
- The snow machines can also be used for search and rescue if needed.

The Police Departments current heating system is having trouble keeping the building warm. We are having to run several space heaters 24_7 to have the building kept somewhat warm in this cold weather. The Police Department building is just old and does not hold heat well. There are also many other issues with the current police building. The building is out dated and needs to be replaced as soon as possible.

Patrol Department:

Currently has 9 officers which includes: 8 Patrol Officer and 1 Animal Patrol Officer

-5 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer David Tanner, Officer James Chillemi, and Animal Officer Cody Hertzberg.

-4 rotating officers which include, Officer Douglas Johnson, Officer Tracy O'Malley, Officer George Head and newest Officer Andrew Breda

-Officer Breda has been on Workman's Comp Medical leave since 02/07/24. It is unclear when he will return to work at the moment.

-We hired a new Officer from Big Lake, AK, Officer Bradley Adams who will be starting on 03/05/24 as a rotational officer. This would give us 5 rotational officers.

-We have listed the New Police Sergeant Position approved by council in hopes of hiring a resident sergeant give us 2 sergeants for patrol.

-We are still advertising the police officer positions to fill the remaining officer spots. We are mainly look for more resident officers now.

Between 01/24/24 to 02/22/24 the Police Department have received 174 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-5 individuals placed in T-47 custody

-8 individuals arrested for criminal investigations/warrants.

-13 criminal investigations

-24 Citations (Criminal/Traffic)

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed/available.

-We are advertising for a 6th dispatcher

From 01/24/2024 to 02/22/2024 the Dillingham Police Dispatch has handled 1,125 incoming calls, 84 of those calls were 911 emergency calls. Out the 1,125 calls, 242 of those were calls for service which officers responded.

Corrections Dept.:

Jail is open with 4 officers at this time which includes the Corrections Sergeant.

Caleb Kapotak Finished the Corrections Academy in Palmer

We are advertising for 2 Corrections officer positions.

From 01/24/24 thru 02/22/24 there were:

19 inmates held in the Dillingham Jail Facility.

5 individuals under the Alaska Statutes T-47 protective custody.

Total Number of Man-Days Served: 130

Animal Control:

From 01/24/24 to 02/22/24 Officer Cody Hertzberg has responded to 18 Animal Control calls and has impounded 12 Dogs. Officer Hertzberg has issued 11 citations this month.

NEEDS:

New Truck outfitted for Animal Control & Police duty use.

1 or 2 extra strictly animal control officer to help cover weekends and possible night duties as well as keeping the shelter clean and taking care of the animals.

Having another person will help so Officer Hertzberg can have a day off and keep the shelter clean as well as dealing with the tremendous animal problem in Dillingham.

DMV:

For the period of January 24, 2024 to February 22, 2024
Division of Motor Vehicle

- 04 – Commercial D/L
- 19 – Driver License
- 02 – Identification Cards
- 03 – HC Permits (No Fee)
- 01 – Miscellaneous Fees
- 06 – Vehicle Registration
- 01 – Title / Lien
- 00 – Boat Registration
- 05 – Road Test

Customer Assist:

- 01 – License Services
- 10 – AK Written Test

- The Dillingham DMV was closed starting January 31 and reopened on February 16, 2024.

Below is the ideal growth plan for the Police Department. Please review and consider for the future.

Dillingham Police Department Growth Plan:

This would be an ideal Starting point to focus on for the Police Forces Growth

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

(Approved Position)

Oversee all Public Safety

(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)

Attend Meetings

Fulltime Resident Officer

Starting Salary: 130,000 – 160,000 (DOE)

Lieutenant

(Needs To be Approved)

Starting Pay: 45.00 – 50.00 (DOE)

Resident/(possible Rotation) Position

Lead Investigator

Training/Instructor/FTO

Oversea Patrol Division

Attend Meetings

Make Patrol Schedules

Sergeant:

Starting Pay: 42.00 – 45.00 (DOE)

Resident Sergeant #1:

(Approved Position)

Supervisor Day Shift/Night Shift

Review Cases

Lead Investigator

Training/Instructor/FTO

Attend Meetings

Resident/Rotational Sergeant #2:

(Approved Position)

Supervisor Day Shift/Night Shift

Review Cases

Lead Investigator

Training/Instructor/FTO

Attend Meetings

Police Officer:

Starting Pay: 38.00 – 41.00 hr (DOE)

Resident Patrol Officer #1:

(Approved Position)

School Resource Officer

DARE Officer

Resident Patrol Officer #2:

(Approved Position)

WAANT Officer

Shift Coverage: Day/ Mid/ Night

Shift Coverage: Day/ Mid
Training/Instructor/FTO

Training/Instructor/FTO

Resident Patrol Officer #3:

(Approved Position)

Airport Officer Duties

Harbor Officer Duties

Shift Coverage: Day/ Mid/ Night

Training/Instructor/FTO

Resident Patrol Officer #4:

(Approved Position)

Airport Officer Duties

Harbor Officer Duties

Shift Coverage: Day/ Mid/ Night

Training/Instructor/FTO

Resident Patrol Officer #5:

(Needs To be Approved)

Airport Officer Duties

Harbor Officer Duties

DARE Officer

School Resource Officer

Shift Coverage: Day/ Mid/ Night

Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off

168 work hours

Starting Pay: 33.00 – 36.00 hr (DOE)

Rotation Patrol Officer #1:

(Approved Position)

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #2:

(Approved Position)

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #3

(Approved Position)

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #4

(Approved Position)

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #5

(Needs To be Approved)

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

ANIMAL CONTROL DEPARTMENT

Animal Control/Police Officer (Supervisor)

(Approved Position)

Starting Pay: 32.00 – 34.00 (DOE)

Supervise Animal Cont. Officers

Make ACO schedules

Training/Instructor/FTO

Review/Handle Animal Calls

Animal Cont. Officer #1

(Needs To be Approved)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Animal Calls

Issue DMC Citations

Animal Cont. Officer #2

(Needs To be Approved)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Animal Calls

Issue DMC Citations

DISPATCH DEPARTMENT

Dispatch Supervisor

(Approved Position)

Starting Pay: 32.00 – 34.00 (DOE)

Make Dispatch Schedule

Training/Instructor/FTO

Review/Handle Dispatch Calls

Dispatch Officer #1

(Approved Position)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Calls

Monitor Radio Traffic

Dispatch Officers to calls

Dispatch Officer #2

(Approved Position)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Calls

Monitor Radio Traffic

Dispatch Officers to calls

Dispatch Officer #3

(Approved Position)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Calls

Monitor Radio Traffic

Dispatch Officers to calls

Dispatch Officer #4

(Approved Position)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Calls

Monitor Radio Traffic

Dispatch Officers to calls

Dispatch Officer #5

(Approved Position)

Starting Pay: 28.00 – 30.00 (DOE)

Handle Calls & Monitor Radio Traffic

Dispatch Officers to calls

CORRECTIONS DEPARTMENT

Corrections Supervisor
(Approved Position)
Starting Pay: 32.50 – 34.50 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Corrections Officer #1
(Approved Position)
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
(Approved Position)
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
(Approved Position)
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
(Approved Position)
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
(Approved Position)
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:

(Needs To be Approved)

Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks
Starting pay: 28.00 hr

DMV/Admin Assistant
(Approved Position)
Handle DMV
Supply Ordering and Filing
40 hour weeks
Starting pay: 28.00 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

GRANT FUNDING (will require a fulltime grant writer for the police department)

AST WAANT grant funding

Other.....

EOR

Acting Chief Craig Maines