



City of Dillingham, Alaska

Daniel E. Decker Sr., Acting City Manager

Monthly Report to the City Council – October 2024

Date: November 7, 2024

To: Mayor Alice Ruby and Members of the City Council

1. Administration and Operations

City Staffing:

Staffing remains stable across departments. HR has worked with department heads to complete preliminary evaluations and assist with departmental planning for the FY2025 budget cycle.

Grants and Funding:

The City is working closely with Alaska DEC on the PFAS mitigation project. State and Federal applications are being developed for funding for infrastructure upgrades, focusing on water line extension and landfill projects.

2. Public Safety

Bear Problem and ADF&G Partnership:

Our collaborative efforts with the Alaska Department of Fish and Game (ADF&G) have progressed, with several action steps now in place. We have identified additional areas for waste containment upgrades and we are in the process of distributing informational materials to residents about reducing bear attractants around homes and businesses.



3. Public Works

Roads and Maintenance:

Seasonal road maintenance was completed in early October, with a focus on winter readiness. Crews have winterized equipment, stocked supplies for snow removal, and prepared de-icing materials

Water & Sewer Systems:

Routine inspections and repairs have been conducted at the water treatment facility, with additional system upgrades planned to improve efficiency during winter months. We are working with engineering consultants to identify long-term improvements for our aging infrastructure, pending available grant funding.

4. Harbor and Port

Operations:

The Dillingham Harbor has been fully winterized, and harbor floats have been removed for the offseason. Initial assessments of dock repair needs for next season are in progress, and we will continue to seek funding and resources for these projects.

Revenue:

5. Financial Report

Audit Preparation:

The finance department has completed preparations for the FY24 audit, which is set to begin in the first week of November. Preliminary reviews indicate a stable fiscal position, with expenditures within budgeted limits for the fiscal year.

Budget Planning:

Budget planning for FY2026 is underway, with department heads currently submitting their capital project requests and operational budgets.



6. Other Notable Items

Lobbyist Contract:

Following reference checks, contracts are being developed for the selected lobbyists, who will represent the City's interests in the upcoming state and federal legislative session. Their focus will be on securing state and federal funding for critical infrastructure projects.

Dillingham City School District Collaboration:

Following last month's meeting with representatives from the Dillingham City School District, the City has begun exploring options to address housing challenges.

Looking Ahead

Winter Readiness:

The City is prioritizing final preparations for winter, including reviewing and updating emergency response plans. All critical systems, including heating and public works equipment, have been serviced, and staff are prepared for seasonal demands.

Legislative Priorities:

In anticipation of the Alaska State legislative session, the City is beginning to develop a list of priority projects and funding requests. Key focuses include securing support for infrastructure enhancements.

Thank you for your continued support and guidance. I look forward to discussing these items and more at the upcoming Council meeting.

Respectfully Submitted,

Daniel E. Decker Sr.

Daniel E. Decker Sr.

Acting City Manager, City of Dillingham



MEMORANDUM

DATE: 10/29/24
TO: City Manager
FROM: Chief of Police
SUBJECT: Police Department Report for October 2024

STAFF REPORT

Patrol:

There are currently five sworn officers in the department including the Chief of Police. One new officer will begin working with us in November.

I am continuing to work with human resources to fill our current open patrol positions. We are continuing to interview for the open positions.

Corrections Dept.:

There are currently three correctional officers in the department. One has put in notice and will leave the COD in November. There is one new correctional officer starting with the COD in November. I will be attending a job fair in December in an effort to recruit more correctional officers. We are continuing to interview for the open positions.

Dispatch:

There are presently five dispatchers including the supervisor. Our newest dispatcher is still in training.

Other:

I have been working with public works to address long needed building repairs.

Monthly Activity Report

Dillingham Dept. of Public Safety

For the period of September 27, 2024 to October 28, 2024

Division of Motor Vehicle

- ❖ 02 – Commercial D/L
- ❖ 28 – Driver License
- ❖ 17 – Identification Cards
- ❖ 02 – HC Permits (No Fee)
- ❖ 09 – Miscellaneous Fees
- ❖ 37 – Vehicle Registration
- ❖ 25 – Title / Lien
- ❖ 03 – Boat Registration
- ❖ 04 – Road Test
- Customer Assist:
- ❖ 01 – License Services
- ❖ 14 – AK Written Test

Monthly Report for October 2024

Dillingham Corrections:

As of October 1st through October 31st there were 19 inmates held in the Dillingham Jail Facility. We held 2 individuals under the Alaska Statutes T-47 protective custody. 0 Juveniles.

DEPARTMENT OF CORRECTIONS

Contract Jails Coordinator- Justin Francois

1300 E. 4th Avenue

Anchorage, AK 99501

Month: OCTOBER 2024

Facility Reporting: Dillingham Jail

Total Number of Man-Days Served: 31.5

Total Number of Persons: 19 10-80 AND 2 T-47

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE SERVICES RENDERED.

Certifying Officer: Lee Wassen

(Print Name)

**_____
(Signature)**

Title: Corrections Supervisor

Note: This form must accompany the Monthly Booking Report

City of Dillingham
Monthly Administrative Report

| | | |
|--|---------------------|------------------|
| Department/Program: Corrections | By: Sgt. Lee Wassen | Date: 10/28/2024 |
| Operations: Jail is operational with 3 current staff. | | |
| Staffing: Staffing is short at this time there are currently 3 officers, with one resigning on November 5, 2024 | | |
| Projects: <ul style="list-style-type: none"> • Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable. Update measurements have been sent to the manufacturer using there template. Comby unit will be installed on arrival. • Waiting on the new door to cell #5 to arrive. • Sink in cell 5 has no hot water waiting on parts to repair. • Toilet in cell 1 was leaking, city crew repaired it, monitoring it for further leakage. | | |
| Facility Needs: Small toolkits for minor repairs/projects | | |
| Tools & Equipment Needs: New cameras for cells that have privacy masking software. New cameras need to be able to integrate with current system. | | |

List of Attachments:

Mayor
Alice Ruby

City Manager
Daniel Decker Sr.



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

MEMORANDUM

Date: October 21, 2024
To: Daniel Decker Sr., City Manager
From: Christopher Maines, Planning Director
Subject: October Monthly Report

Planning Commission Activity:

The Planning Commission did not hold a meeting in October. The preliminary plats we are awaiting on from Edge Consulting have not been finalized for the Bingman Lot 2 Remainder Resubdivision, and the Shannon's Pond Preliminary Plat. I am hoping we get these by the end of month so we can address them before the holiday season starts.

We did receive the preliminary plat for the NAPA Lease Lot and the Harbor Utility Easement for the rerouting of the buried power line. These will be placed on the November Planning Commission meeting agenda for public hearing and review.

Planning Department Activity:

We have started our application for the SRF loan. The funding request is for \$1,400,000 to initiate the planning and design phases of the Dillingham Phase III PFAS Contamination Mitigation project. We are working with the Rural Community Assistance Corporation to complete the initial application. Our City Manager has been working closely with DEC on this project and I am looking forward to the progress as we move through the process.

I attended the Sustainability Summit organized by the United Tribes of Bristol Bay. The key takeaways from the summit showed that housing, employment, and substance abuse still remain the largest issues of concern not just within our community but the region by in large. I remain optimistic that we are going in the right direction as a community, but it further highlighted a greater need within Bristol Bay.

I have continued working with our Public Works Director Phil Baumgartner on numerous items as our departments overlap in many areas.

One area is the Dillingham Lagoon Upgrade project is nearing completion. The final item is the fence line and gates which are being installed this month. The project has proceeded on schedule and the final product has been operating as planned. The backup generator purchased 15 months ago has arrived in Dillingham, which is also going to be dedicated to the aeration building to ensure that power to the new surface aerators remains constant.

We are also collaborating on the senate appropriation for the landfill upgrade project. I have been corresponding with Domenic Calabro of the Environmental Protection Agency and we are working out the details on the scope of work and the NEPA process. There was a minor delay as Mr. Calabro was on medical leave, but we have resumed our discussions since his return to office.

Our City Manager and I have been continuing our research on the 14C land conveyances from Choggiung Limited to the City of Dillingham dating back to the 1970's. We have during this process uncovered many documents and agreements from the 1970's through the 2000's. I have also found documentation the Bureau of Land Management, State of Alaska, and Department of Interior. All documents have been submitted for further review, but I am hopeful we have what we need now.

I attended a meeting sponsored by The UAF Bristol Bay Campus organized by Tav Amu. It involved the Community Change Grant. The grant would award a community up to 1 million dollars but requires an organization that applies for it to have entered into a partnership. In speaking to Tav recently BBEDC and the Curyung Tribal Council have both declined involvement.

I failed to mention this in my September report, but I met several staff members and began planning the next stage of the remodeling of the Planning Office at the Dillingham Boat Harbor. The Port Director has agreed to give up some space within the building to extend the office and create a storage area for our files and additional space for the planning department.

I sent out staff nomination forms for the 2025 CIP list. I wanted the Council to have the ability to see and consider what the City of Dillingham employees see as important items to be included in the capitol improvement list. As the council has begun to set priorities these will be provided to you for consideration once they are received. I set a deadline of November 8, 2024.

Lastly, I filed our 2024 third quarter housing report to the State of Alaska.

For Consideration

After several discussions with Nushagak Electric I would like for the council to assign some items to the Code Committee for review. The City Code/Platting Procedures can be streamlined to help not only our processes but also Nushagak Electric's. Items I would like to review are.

17.07.020 Information Required For Preliminary Consultation

17.07.050 Notification For Standard And Abbreviated Plats

17.07.060 Approval of Construction Plans

This will be one of a few requests in the future to further streamline our procedures and help development. Thank you for your consideration.

Upcoming Calendar Items:

November 18:

CERTIFIED STORMWATER INSPECTOR - Training

for Municipal personnel, this course will focus on permit regulations and compliance to restore and maintain the waters of the United States. Permits require certifying officials to select qualified stormwater personnel. Gain an in-depth understanding of stormwater permits, the six minimum control measures, how to conduct inspections, and the authority, demeanor, and discretion of stormwater inspectors to enhance your credentials.

Mayor
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Acting Manager
Daniel Decker



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MEMORANDUM

Date: October 31, 2024
To: Daniel Decker, Acting City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

As it is the month of November and Thanksgiving is coming, I would like to be publicly grateful to people in our community who give up their time to benefit others.

Thank you to the Hulett Family for setting up and hosting the Pallet Maze at the end of October. It was a wonderful community event and is well loved and anticipated by many children and teens and families in Dillingham.

Thank you to all who made Trunk or Treat possible.

Thank you to all the people who helped with the Municipal Election and all who will help with the November 5th General Election.

Thank you to the October Municipal Election Judges and Chair:

Dan Dunaway
Janet Dieckgrafe

Andrew Anderson
Carole McMurray

Jon Sorensen

Thank you to the General Election workers who have already been helping this week

Denise Lisac- early and absentee voting and recruiting poll workers
Marilyn Rosene- recruiting and organizing poll workers and translators' shifts

Thank you to the translators who have committed to helping on November 5th

Jon Dyasuk
Judy Evon

Amy Martin
Peter Andrew

Sheila Roehl

Thank you to those who have said they can help on November 5th and those who are still volunteering. This list isn't complete but will be added to in the next monthly report.

Ashley Miller

Chandler Kemp

Rose Fisher

Jerry Liboff
Dan Dunaway
Curt Armstrong
Lois Sorensen

Denise Lisac
Marilyn Rosene
Janet Dieckgrafe
Trinity Eager

Lynn VanVactor
Jon Sorensen
Andrew Anderson
Carole McMurray

Thank you to Marilyn Rosene and John Montooth for organizing Youth at the Booth workers and election set up. Thank you to the government class students who helped.

Thank you to Elayne Woods for being a Youth at the Booth worker at the election.

And finally, thank you to all citizens who showed up to vote.

City Clerk Department Accomplishment and Opportunities Since the Last Meeting:

Accomplishments

The Municipal Election is competed.

Preparations for the General Election are well underway. By the council meeting it will be completed.

Upcoming Meetings:

Rescheduled Finance and Budget meeting TBD (watch for public notice)

Planning Commission Meeting November 13th 5:30 P.M.

Potential-Code Review Committee November 14th 5:30

Friends of the Landfill – not meeting in November or December

Finance and Budget Committee November 25th, 5:30 P.M. (4th Monday)

Port Advisory Committee meeting date TBD

Next Regular City Council meeting December 5th, 7 P.M.

Needs:

- *Photos of “bears being bears in the city” for educational material*
- *Photos of Dillingham for the new website*