



Managers May Monthly Report

Date: June 6, 2024

To: The City Council

From: Daniel E. Decker Sr., Acting City Manager

Executive Summary

This monthly report outlines significant activities and developments within the City of Dillingham over the past month. Key highlights include the appointment of new personnel, ongoing platting projects for the Coho subdivision and Harbor lots, harbor dredging operations, and various departmental updates.

1. Personnel Appointments

Appointment of Planning Director

I am pleased to announce the appointment of Christopher Maines as the new Planning Director for the City of Dillingham. Christopher brings a wealth of experience involving city infrastructure, and we are confident in his ability to lead the Planning Department effectively. His expertise will be instrumental in guiding our city's growth and ensuring sustainable development practices.

Appointment of Acting City Clerk

We have also appointed Abigail Flynn as the Acting City Clerk. Abigail has demonstrated exceptional dedication and competence in her previous roles within the city administration. Her experience and commitment to public service will be invaluable as she takes on this interim position. Please join me in welcoming Abigail to her new role.

2. Platting Projects

Coho Subdivision

The platting process for the Coho subdivision is currently underway. This project is crucial for accommodating the city's residential growth and providing necessary infrastructure for future development. The Planning Department is working closely with surveyors and engineers to ensure the subdivision meets all regulatory requirements and community needs.

Harbor Lease Lots

In addition to the Coho subdivision, we are also progressing with the platting of the Harbor lots. These lots are strategically important for expanding our commercial harbor facilities. The project aims to enhance the economic vitality of our waterfront and support local businesses. The Planning Department is conducting thorough assessments to optimize the layout and utility provisions for these lots.



3. Harbor Projects

Harbor Dredging

The harbor dredging operations are currently underway. This essential project will improve navigation and safety for vessels entering and exiting the harbor. It is a significant step in maintaining the harbor's functionality and supporting our maritime community.

Harbor Floats Installation

The harbor floats are scheduled to be installed the week of the 10th. This installation is a critical component of our harbor infrastructure, providing docking facilities for boats and enhancing the overall usability of the harbor.

4. Departmental Updates

a. Planning Department:

- The department has been actively involved in reviewing platting regulations to align with the city's strategic development goals.

b. Public Works:

- Maintenance work on key infrastructure, including road repairs and water treatment facilities, has been carried out efficiently.
- The department is preparing for upcoming seasonal projects, focusing on improving public amenities and infrastructure resilience.

c. Finance Department:

- Budget planning sessions for the next fiscal year have been completed, involving all departmental heads to ensure a comprehensive budget proposal.

5. Upcoming Events and Initiatives

- A Planning Commission meeting is scheduled to discuss the progress of the Coho subdivision and Harbor lot projects with the community.
- The annual budget review workshop will be held before the June 6th meeting, providing an opportunity for council members and the public to review and provide input on the proposed budget.

Conclusion

The past month has been marked by significant progress in our city's development and administrative functions. The appointments of Christopher Maines and Abigail Flynn, along with the ongoing platting projects, harbor dredging, and float installations, are pivotal steps towards our goal of sustainable



growth and enhanced public service. We look forward to continued collaboration with the council and the community in achieving our shared objectives.

Thank you for your attention to these updates. Should you have any questions or require further details, please feel free to contact me.

Best regards,

Daniel E. Decker Sr.

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Acting City Manager

Mayor
Alice Ruby

City Manager
Daniel Decker



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

MEMORANDUM

Date: May 22, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

Accomplishments:

Operating Budget submitted, bring Water/Wastewater inline w/ PW, review & establish new monitoring at water plant & lagoon, kickoff Landfill Improvement grant, move planning, jail cell safety repairs, hydraulic crimper system ordered, plan & order camera system for W/WW, Landfill & Shop

Underway:

Bath house repairs, harbor float repairs, harbor & dock light poles, garage door repair & replace estimates, Senior Center roof clean/treat, developing PW culture, establishing & prioritizing infrastructure needs, assessing staffing needs & crew capacities

Upcoming:

Plan Shop septic repair/replace, start prioritizing work orders/lists, find as-builts, plans, manuals, information on existing & planned infrastructure, Landfill Improvements grant, incinerator service, groundwater testing, refrigerant training, Harbor trailer parking, repair – Dock & Harbor lights

- Building & Grounds
 - Bathhouse repairs
 - Planning Dept. office build & move
 - City Hall Break room renovate
 - Senior Center roof – clear moss
 - Ordering tools & supplies as needs identified

- Landfill
 - Equipment maintenance
 - Emptying bins
 - Establish department structure

- Cell road damaged – drying & repairing as able
- Evaluate gate options
- Ordering tools & supplies as needs identified

- Shop
 - Cleaned shop, quansit & grounds
 - Repaired - Elgin sweeper, Case skid steer, Landfill loader, travel vac, public safety vehicles, side rails on flatbeds, wood chipper,
 - Repairing – old B&G service truck, Blue Ranger – shocks, steering, engine tune-up, seats ordered
 - Ordering tools & supplies as needs identified

- Streets
 - Sweep bike path, sidewalks & streets
 - Road – monitor, grade & close as necessary
 - Hydraulic hose system upgrade in process
 - Planned Harbor trailer parking
 - Ordering tools & supplies as needs identified

- Water / Waste Water
 - Maintaining systems
 - Submitting reports and/or establishing method to resume reporting
 - Building list of needed repairs, supplies, tools & equipment
 - Established – W/WW responsible for Hydrant maintenance
 - Abandoned Sewer Clean Out on C street - Located, dug down, cutoff & buried
 - Ordering tools & supplies as needs identified

Monthly Report for MAY 2024

Dillingham Corrections:

From MAY 1st thru MAY 20th 2024, there were 21 inmates held in the Dillingham Jail Facility. We held individuals under the Alaska Statutes T-47 protective custody. __0__ Juveniles.

City of Dillingham
Monthly Administrative Report

Department/Program: Corrections	By: Sgt. Richard Puckett	Date: 05/20/2024
Operations: Jail is closed with 3 officers at this time, and one on admin leave		
Staffing: Staffing is short at this time there are currently 4 officers.		
<p>Projects:</p> <ul style="list-style-type: none"> • Waiting on budgetary quote for new cameras • With privacy masking software. • New door for cell # 5 can not be completed this fiscal year. Extra heavy duty barrel bolts have been ordered and will be mounted on the top and drilled into the concrete floor for extra security while door is being built. • Piedmont plastics will have a budgetary quote for the corrections grade lexan needed to fix the cell windows in the jail. • 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. • Welding of the gap between beds and walls Will be complete by 04/26/2024 : UPDATE WELDING COMPLETE. 		
<p>Facility Needs:</p> <p>New heavy duty blankets will be ordered as soon as a quote can be obtained. Update: there are heavy duty wool blankets in storage upstairs. They will be brought down as needed.</p>		

<p>Tools & Equipment Needs:</p> <p>New cameras for cells that have privacy masking software.</p> <p>New cameras need to be able to integrate with current system.</p> <p>New door can be ordered but lead time extends into next fiscal year.</p>		

List of Attachments:

STATS:

Mayor
Alice Ruby

Acting Manager
Daniel Decker



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

MEMORANDUM

Date: May 23, 2024
To: Daniel Decker, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report

Acknowledgements and Recognitions:

April Statistics: As of date of report.

Cash Receipts: \$605,300.42

All Payments: \$1,981,090.44 (includes \$226,327.80 for 2 payrolls & 2 supplement payrolls).

Department Accomplishment and Opportunities for May:

Accomplishments

- Optum setup completed for ambulance billing.
- Renewal of APEI insurance submitted for FY25.

Staffing changes

- Account Tech II – Payroll/Payables position filled May 1, 2024 by June Hoover.
- Account Tech II – Receivables position is advertised.
- Assistant Finance Director – Procurement position is advertised.

Grant Reporting

- Grant reports completed by end of April
 - SOA Health for Sanitation improvements qtr re (Extension granted through 12/2024)
 - School Linked grant for the Library qtr report
 - Snagpoint Erosion Mitigation qtr report
 - LGLR – Lagoon Aeration qtr report
 - SRF Loan – Lagoon Aeration qtr report
 - Corrections Contract qtr reporting
 - NTS Senior Center qtr Report
- Grant reports completed in May
 - SLRF Report

Budget

- FY25 Budget, budget meetings have been held. Final review 05/28/2024.

Projects – Progress and Public Impacts:

Audit

- FY23 Audit – being reviewed by Finance department, should be ready by second council meeting in June.
- FY24 Audit – Contract approved. Scheduled for September 30, 2024, and November 11, 2024.

Projects

- Questica training ongoing budgeting software – training and build is ongoing.
- Evaluation of electronic timesheets schedule for June.

Personal Property Tax

- 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.
- Denied services letter mailed 05/24/2024.

Utility Rates Evaluation

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

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.
- July 1, 2024 – Start of Fiscal year 2025.
- July 1, 2024 - Real and personal property tax invoices are mailed out.

Revenue and Expense Report – Next report

Balance Sheet – Next report

Monthly Activity Report

Dillingham Dept. of Public Safety

For the period of April 23, 2024 to May 20, 2024

Division of Motor Vehicle

- ❖ 03 – Commercial D/L
- ❖ 25 – Driver License
- ❖ 15 – Identification Cards
- ❖ 03 – HC Permits (No Fee)
- ❖ 02 – Miscellaneous Fees
- ❖ 67 – Vehicle Registration
- ❖ 22 – Title / Lien
- ❖ 07 – Boat Registration
- ❖ 01 – Road Test

Customer Assist:

- ❖ 01 – License Services
- ❖ 17 – AK Written Test

- On Friday, May 17, 2024, I received an email from the DOA for the renewal of the City of Dillingham's DMV Commission Agent contract. The email was forwarded to the Executive Assistant for Acting City Manager signature.
- BBEDC seasonal worker for the DMV has been approved.

City of Dillingham

Monthly Report

Department/Program: Dispatch

By: John Marx

Date:5/21/2024

Operations and Staffing:

We welcome our new dispatcher Stephanie Koutchak, who comes to us with dispatch and supervisory experience. She has passed her tests and is getting up to speed with newer logging and incident software. We are also stakeholders in the APSIN Modernization project. There are changes in the wind.

We work in conjunction with volunteer fire/rescue, police and corrections; to provide services to our Community as summer approaches.

Department Stats:

4/20/2024 TO 5/20/2024 - Dillingham Police Calls (159).

9% - Animal Control Calls (13).

3% Assault - (4)

8% - EMS - (12)

14% Disturbance Calls - (23)

3% - Fire Calls (4)

8% Burn Permits - (12).

7% - Traffic Stops - (11)

3% Forgery - (4)

14% - Welfare Checks - (22)

9% Suspicious Circumstances - (13)

Projects:

To go back and validate Incident/Cards. With all the incident cards created daily, the supervisor is to go through them to make sure they are done correctly. Stephanie is going through them as part of her training.

Inputing the traffic warnings and citations generated by the officers. Michelle has taken on this task.

Department Needs:

We need patrol officers and corrections officers. We are thankful for the ones we have and hope for more as the activity of summer picks up.

Tools & Equipment Needs:

New uniforms have been ordered. New keyboard and mouse ordered. The keyboard and mouse get a lot of use and when they stop working it is a small crisis.

List of Attachments:

Date: 5/21/24
To: City Manager
From: Chief of Police
Subject: Police Department Report for May 2024

PATROL:

There are currently six sworn officers in the department including the Chief of Police.

Officer Kapotak recently left patrol and will be returning to corrections.

Officer Tanner will graduate from academy 6/27/24 and will return to patrol in July. Officer Breda is still out on workman's comp.

We are continuing to conduct interviews for our open patrol positions.

We will be working with Greg Russell of Russell Consulting on background investigations for potential hires. The hiring process will include polygraphs and psychological testing.

CORRECTIONS:

The jail will be open on 6/5/24, possibly earlier depending on staffing.

Sgt. Puckett and the Chief of Police recently interviewed two candidates for the open correctional officer positions.

A steel door is being ordered to replace the door in cell five. We expect it to arrive within eight weeks. Welding has been performed in our general population holding cells to improve safety.

One of our correctional officers continues to be on administrative leave while the office of special prosecutions continues their investigation.

DISPATCH:

A dispatcher that was previously employed with DPD has returned to the department. She has ten years of dispatch experience, two years of which were in a supervisory position.