



## City Manager's Monthly Report - April 2024

### Introduction:

As we reflect on the developments and progress made in our city during the past month, I am pleased to present the City Manager's report for April 2024. This report provides an overview of key initiatives, accomplishments, and upcoming projects that impact our community.

### **1. Infrastructure Projects:**

Nushagak Cooperative is seeking an easement in the harbor area to facilitate the replacement of an underground power line. I have tasked the planning department with this.

An Invitation to Provide Proposals for the Snag Point Erosion Project has been published with a closing date of May 24, 2024.

### **2. Planning Department Relocation:**

In an effort to better serve the community, the Planning Department has been relocated to the harbor area. This strategic move aims to improve accessibility and efficiency in providing planning services to residents and businesses.

### **3. Dock Preparation and Lease Negotiations:**

The city is actively working towards finalizing a lease agreement with Alaska Marine Lines for the use of our dock facilities. This partnership will enhance maritime commerce and contribute to the economic vitality of our city.

As part of the preparations for the upcoming shipping season, the dock has been cleared of snow and is being readied to receive the first barge of the year. This proactive approach ensures smooth operations and timely delivery of goods to our community.

### **4. Public Safety and Emergency Preparedness:**

The Public Safety Department continues to prioritize public safety and emergency preparedness.

### **5. Financial Management:**

The Finance Department remains committed to prudent fiscal management practices. Budgetary reviews and forecasting activities are underway to monitor financial performance and identify opportunities for efficiency and cost savings. We are moving into the budgeting season and we are preparing the FY25 budget for review over the next several weeks.

### **6. Looking Ahead:**



As we look ahead to the coming months, the city will continue to prioritize initiatives that promote sustainability, economic development, and community well-being. Collaboration with stakeholders and proactive engagement with residents will be key to achieving our shared goals.

Conclusion:

In conclusion, April has been a month of significant progress and collaboration in our city. I extend my gratitude to city staff, elected officials, community partners, and residents for their dedication and support. Together, we will continue to work towards building a resilient and thriving community.

Thank you.

*Daniel E. Decker Sr.*

Daniel E. Decker Sr.

Acting City Manager

**Mayor**  
Alice Ruby

**Acting Manager**  
Daniel Decker



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

## MEMORANDUM

**Date:** April 24, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

March Statistics: As of date of report.

Cash Receipts: \$432,795.40

All Payments: \$1,052,135.06 (includes \$253,588.39 for 2 payrolls & 2 supplement payrolls).

### **Department Accomplishment and Opportunities for April:**

#### *Accomplishments*

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

#### *Staffing changes*

- Account Tech II – Payroll/Payables position will be filled May 1, 2024 by June Hoover.
- Account Tech II – Receivables position is advertised.

#### *Grant Reporting*

- Several grant reports almost completed to be done by 04/30/2024
- NTS continuation application completed

#### *Budget*

- FY24 Budget revision adopted. Possible final revision in review.
- FY25 Budget is being formulated

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

#### *Audit*

- FY23 Audit – question pending council meeting minutes being finalized.

- FY24 Audit – Contract approved. Scheduled for September 30, 2024, and November 11, 2024.

#### *Projects*

- Setup of personal property tax in MARS is in progress for 2024 personal property tax, completed and assessments were mailed out.
- Questica training ongoing budgeting software – training and build is ongoing.

#### *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.

#### *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:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 03/15/2024 real and personal property tax assessment notices mailed out.
- 04/15/2024 appeals must be received
- 05/15/2024 city must respond to appeals

#### **Revenue and Expense Report – Next report**

#### **Balance Sheet – Next report**

**Mayor**  
Alice Ruby

**City Manager**  
Daniel Decker



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## MEMORANDUM

**Date:** April 24, 2024  
**To:** City Manager  
**From:** Public Works Director  
**Subject:** Monthly report

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### Accomplishments:

Filled staff positions, identifying & collecting historical information, cleaning work area, ordering necessary supplies, build list of equipment to purchase

### Underway:

Budgeting process, establishing workflow and department culture, assessing crew capacities, compiling lists of work needs

### Upcoming:

Continue budget planning, plan Shop septic repair/replace, start prioritizing work orders/lists, find as-builts, plans, manuals, information on existing & planned infrastructure

- Building & Grounds
  - Planning Dept. office build & move
  - City Clerk office remodel
  - Public Safety heater repair
- Landfill
  - Equipment maintenance
  - Emptying bins
  - Establish department structure
  - Begin servicing equipment

- Shop
  - Cleaned main area & organized parts room
  - Seasonal tire change over
  - Graders repaired & converted for summer service
  - Trackless repaired
  - Shop air repaired
  
- Streets
  - Move snow from Dock areas
  - Test grading road
  - Road monitoring & closures as necessary
  - Tractor truck axle repaired
  - Hydraulic hose system upgrade in process
  
- Water / Waste Water
  - Maintaining systems
  - Submitting reports and/or establishing method to resume reporting
  - Discuss new org chart & subsequent roles
  - Building list of needed repairs, supplies, tools & equipment

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## MEMORANDUM

**Date:** April 25, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** April 2024 Monthly Report

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The Planning Department has moved; we are now located in the Harbor Office Building located at 240 Harbor Road, with office times of 8:00am – 5:00pm. Staff are currently working with Nushagak Cooperative to get the phones and internet working in the new office. Both Planning Department phone lines are transferred to the Planning Department work cell number of 907-843-2759 and being answered during the times of 8:00am – 5:00pm Monday through Friday.

The April Planning Commission meeting was cancelled due to no quorum. The May 8, 2024 Planning Commission meeting will be held as a quorum has been confirmed today 4/25/24. The Planning Commission still has Seat B Open and have yet to be notified of an appointment from the City Clerk, by recommendation of Mayor Ruby.

Trainings completed by the Planning Department by staff:

Myrtice Evault:

6 On-Line HR Assigned Courses through the APEI courses

Patty Buholm:

7 On-Line HR

Assigned Courses through the APEI courses

2.5 hours CME SOA, FEMA (40 hour course)

SOA, Wastewater Collection and Lagoon Inspection

12 week, NACo High Performance Leadership Course

1 week, Currently attending: Intro to Community GIS course through UAF

Projects Impacting the Community:

The Planning Department has been working with CRW Engineering for the Lagoon Project that will be kicking off the Spring/Summer 2024.

The Planning Department continues to work with the GreenStar Program for the 4.72M dollar appropriation that has been awarded to the City of Dillingham which will assist with the metal backhaul out of the Landfill.

A draft RFP was submitted to the City Clerk and the City Manager for review for the Snag Point Erosion and Emergency Bank Stabilization Project.

I have just started working with the Harbor Master for the utility's extension to the South end of the Harbor. His direction was for the Planning Department to work directly with PND and Nushagak to provide easement for the power to the South end of the Harbor, which I will schedule next week post the current course that I am taking.

I have been notified from Curyung Tribal Council that they have secured the needed funding to complete the Nerka Road Rehabilitation Project slated for the 2024 Construction Season. At this time the project is still in "winter shutdown" mode.

I was requested to recap the ANCSA 14 c properties by Acting City Manager Daniel Decker during this monthly report. On September 7, 2023, a workshop was held for the City Council Members that included a deep dive into the ANCSA properties that were and potentially could have been transferred to the City of Dillingham by Choggiung LLC. It was disclosed in this meeting and the printout that I provided as the coversheet for the report the following statement: *"Although I am presenting this in a very detailed report, this list of parcels should not be considered as a "FINAL" document. This list of City owned lands will forever be changing due to gift deeds to the City, exchange of 14 (c) properties through the ANCSA laws, development of subdivisions by private landowners, and properties obtained through the foreclosure process.* I continue to work with Mark Bielefeld, Choggiung Land Manager, and others to find historical records and uncover previous mistakes on the parcels that were donated to the city through the ANCSA 14c process. The continued issue is that neither Choggiung or the City of Dillingham seem to have a complete set of the transferred properties. Late summer and early fall of 2023, I worked with the Finance Departments Taxes staff to change the parcels ownership status from Choggiung Limited to the City of Dillingham that were identified on the 2009-12 recorded document only after consulting with the Assessors and confirming that only having a platted map would suffice as ownership through ANCSA rules and regulations. At the time we only had recorded document 2009-12 through the DNR. After completing a deeper ANCSA training in March of 2024, I had learned that the plat 2009-12 should have been accompanied with a Conveyance Document, to make the gift of land to the City of Dillingham as a final step in the process. Both Choggiung Limited and the City of Dillingham both have detailed documents, however there is no record of a signed conveyance document either on the DNR website or so far located in either Choggiung or the city's records. I did request to change the ownerships back to the 2021 status for these particular parcels, however was requested to halt that process by Daniel Decker, which I did request to halt any reverts to original ownership, even if they were incorrect. Myrtice Evalt, Planning Department Administrative Assistant continues to search for this document in the many boxes of records that were previously in storage without any sort of order or clear filing order.



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## MEMORANDUM

**Date:** April 24, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

Again, I want to thank the library staff for operating the library and serving our patrons during my scheduled absence as I was on vacation with my family in February. The day after I returned home, I was back on the plane to Colorado, making it just in time to be there with my 92-year-old mother before she passed away. I'm so thankful that I was given this time to be with her and help my family during this unexpected travel for me.

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

We have been advertising the 14-hour-a-week part-time Library Aide/Clerk position for the last three months, receiving several applications. Two interviews were recently done, and we are pleased to welcome Christina Gill to our library team. She started April 15<sup>th</sup>.

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

Starlink was selected again as our internet provider for July 1, 2024 - June 30, 2025. Form 471 was certified, and we are now waiting to be awarded the funding through e-rate. We requested 2 TB of data (double the amount from last year) for \$500 a month.

The FOL helped sponsor an exciting event during the Beaver Round up weekend. They planned a Dr. Seuss brunch fundraiser. See the small flyer at the end of this report that announced it back in March. The FOL also met recently to plan their second annual Spelling Bee event scheduled for April as well as their annual Book Sale, usually in June.

### **Upcoming Calendar Items:**

FOL are hosting their annual Adult Spelling Bee at 7 pm on April 27<sup>th</sup> at the Willow Tree.

With my sudden departure due to my mother's health, I was not able to attend the scheduled Library Advisory Board meeting on Wednesday, February 21<sup>st</sup> at 5:30 pm at the library. It was cancelled and has not been rescheduled. Also, Sarah Bailey resigned from the LAB in February; Seat E is vacant. We have appreciated Sarah's involvement in taking minutes for the LAB meetings & her valuable input since the Fall of 2022.

**Public Feedback:**

Due to many requests from the public for the library to remain open longer into the evening hours during the weekdays, along with results from the recent LAB survey, the Dillingham Public Library is now open until 6 pm, Monday through Friday. See the "new" hours schedule below and/or on the City's Facebook page.

**List of Attachments:**

**These stats cover roughly three months of reporting.**

**\* our WhoFi account was down for about two weeks, so the numbers reported here should actually be higher.**

**Library Stats report for January 22<sup>nd</sup> – April 7<sup>th</sup>, 2024:**

**Patron Visits: 1,595 Computer Use: 1,201 Wireless Use: 1,557\*  
 Story Hour: 48 Museum Use: 110 Game Night: 40  
 AWE Station Use: 17 Volunteer Hours Logged: 5**

**The next Library Advisory Board meeting is yet to be rescheduled.  
 Next game nights are May 3<sup>rd</sup>, May 24<sup>th</sup>, & concluding on June 7<sup>th</sup> for the summer.**

**The library was closed on Monday, February 19<sup>th</sup> for President's Day  
 Friday, March 1<sup>st</sup> for Beaver Round Up and Monday, March 25<sup>th</sup> for Seward's Day.  
 The library will be closed Monday, May 27<sup>th</sup> for Memorial Day.**



Hosted by The Friends of the Library and the Dillingham Education Association

**Dr. Suess Brunch/Party**

Saturday, March 2  
 10am - 12pm  
 Location: Blue Room Elementary School



**NEW Hours of Operation**  
 Dillingham Public Library

**Sunday: Closed**

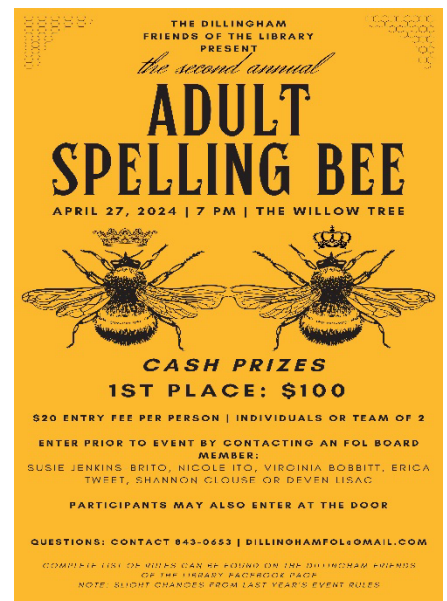
Mon: 10AM – 6PM	Fri: 10AM – 6PM
Tues: 12PM – 6PM	Storytime at 10:30 am
Wed: 12PM – 6PM	Game Night from 6pm – 8pm every other week
Thur: 12PM – 6PM	Sat: 10AM – 3PM

**CONTACT US !**

Email: [dillingham.public.library@dillinghamak.us](mailto:dillingham.public.library@dillinghamak.us)  
 Front Desk Phone: (907) 842 – 5610  
 Entryway Phone: (907) 842 – 2810  
 Fax Number: (907) 842 – 4237  
 24/7 Wifi Password: DPL 2020

1 space right here!

Want to see our collection?  
 Search our catalog at: [dillinghampubliclibrary.goalexandria.com](http://dillinghampubliclibrary.goalexandria.com)



THE DILLINGHAM FRIENDS OF THE LIBRARY PRESENT

**the second annual ADULT SPELLING BEE**

APRIL 27, 2024 | 7 PM | THE WILLOW TREE

**CASH PRIZES**  
**1ST PLACE: \$100**

\$20 ENTRY FEE PER PERSON | INDIVIDUALS OR TEAM OF 2

ENTER PRIOR TO EVENT BY CONTACTING AN FOL BOARD MEMBER:

SUSIE JENKINS BRITO, NICOLE ITO, VIRGINIA BOBBITT, ERICA TWEET, SHANNON GLOUSE OR DEVEN LISAC

PARTICIPANTS MAY ALSO ENTER AT THE DOOR

QUESTIONS: CONTACT 843-0652 | [DILLINGHAMFOL@GMAIL.COM](mailto:DILLINGHAMFOL@GMAIL.COM)

COMPLETE LIST OF RULES CAN BE FOUND ON THE DILLINGHAM FRIENDS OF THE LIBRARY FACEBOOK PAGE  
 NOTE: SLIGHT CHANGES FROM LAST YEAR'S EVENT RULES



## MEMORANDUM

**DATE:** 4/25/24  
**TO:** City Manager  
**FROM:** Chief of Police  
**SUBJECT:** Police Department Report for April 2024

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### STAFF REPORT

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#### **The Dillingham Police Department:**

##### **Patrol:**

There are currently seven sworn officers in the department including the Chief of Police. Additionally, Sgt. Craig Maines, Officer Aquila Kapotak, Officer Doug Johnson, Officer David Tanner, Officer James Chillemi and Officer Andrew Breda.

Officer Tanner is attending academy and will not return until after 6/28/24. Officer Breda is out on workman's compensation and we do not know when he will return. That leaves four officers presently in patrol.

I am working with human resources to fill our current open patrol positions. I am continuing to work on policy revisions with our attorneys.

##### **Corrections Dept.:**

There was a major incident in our jail on 3/28/24. One of correctional officers is on administrative leave. The jail has been closed since 3/28/24. We presently employ four correctional officers including the corrections supervisor. We are continuing to interview for the position.

##### **Dispatch:**

There are presently five dispatchers including the supervisor. We have a new and very experienced dispatcher starting on 5/13/24 which will make six in dispatch. One of our dispatchers works on a part-time basis only.

City of Dillingham

Monthly Report

Department/Program: Dispatch

By: John Marx

Date: 4/25/2024

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**Operations and Staffing:**

We have a former dispatcher starting in the middle of May. We are accepting applications for a sixth dispatcher.

The month of May is transitional as we prepare for the business of Summer. Traffic stops and security checks should increase with the influx of people.

We make every effort to provide emergency services to our Community. We work in conjunction with volunteer fire/rescue, police and corrections.

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**Department Stats:**

3/23/2024 TO 4/23/2024 - Dillingham Police Calls (115).

18.4% - Animal Control Calls (16).	3.4% REDDI Reports - (3)
14.9% - EMS - (13)	34.5% Disturbance Calls - (30)
8.0% - Vehicle Collisions (7)	1.2% Burn Permits - (1).
9.2% - Traffic Stops - (8)	3.4% Agency Assist - (3)
20.7% - Welfare Checks - (18)	18.4% Suspicious Circumstances - (16)

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**Projects:**

Validations are a monthly activity, to validate stolen guns, trespasses, warrants and missing persons.

Uniform Crime Reporting to the FBI is an ongoing forever project with the State.

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**Department Needs:**

In the process of selecting and ordering new uniforms.. We will look into APSIN/ARMS training in Anchorage.

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**Tools & Equipment Needs:**

We daily test and reboot the 911 and radio systems. This past month has been event free with few Internet & power outages. Several dispatchers have requested a new keyboard.

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**List of Attachments:**

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# Monthly Report for February

## Dillingham Corrections:

From April 1<sup>st</sup> thru April 23<sup>rd</sup> 2024, there were 2 inmates held in the Dillingham Jail Facility. We held individuals under the Alaska Statutes T-47 protective custody. \_\_\_0\_\_\_Juveniles.

**DEPARTMENT OF CORRECTIONS**

**Contract Jails Coordinator- Greg Stocker**

**1300 E. 4<sup>th</sup> Avenue**

**Anchorage, AK 99501**

**Month: April 1<sup>st</sup> thru April 23<sup>rd</sup> t 2024**

**Facility Reporting: DCC**

**Total Number of Man-Days Served: 5**

**Total Number of Persons: 2**

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

**Certifying Officer: Richard Puckett**

**(Print Name)**

\_\_\_\_\_  
**(Signature)**

**Title: Correction's Supervisor**

**Note: This form must accompany the Monthly Booking Report**

**City of Dillingham**  
**Monthly Administrative Report**

Department/Program: Corrections	By: Sgt. Richard Puckett	Date: 04/02/2024
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.		
Projects: <ul style="list-style-type: none"> <li>• Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.</li> <li>• New keys and cores for doors need to be made.</li> <li>• Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable.</li> <li>• Welding of the gap between beds and walls Will be complete by 04/26/2024</li> </ul>		
Facility Needs: Cell #5 door and frame will be replaced soon but is currently usable. Waiting on quote for door and frame replacement. Waiting on new toilet for cell #2 Quote for cameras in cells should be in by 04/26/2024. New heavy duty blankets will be ordered as soon as a quote can be obtained.		
Tools & Equipment Needs: New cameras for cells that have privacy masking software. New cameras need to be able to integrate with current system.		

**City of Dillingham**  
**Monthly Administrative Report**

Department/Program: Corrections	By: Sgt. Richard Puckett	Date: 04/02/2024
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"> <li>• Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.</li> <li>• New keys and cores for doors need to be made.</li> <li>• Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable.</li> <li>• Welding of the gap between beds and walls Will be complete by 04/26/2024</li> </ul>		
<p>Facility Needs:</p> <p>Cell #5 door and frame will be replaced soon but is currently usable. Waiting on quote for door and frame replacement.</p> <p>Waiting on new toilet for cell #2</p> <p>Quote for cameras in cells should be in by 04/26/2024.</p> <p>New heavy duty blankets will be ordered as soon as a quote can be obtained.</p>		
<p>Tools &amp; 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>		



# Monthly Activity Report

## Dillingham Dept. of Public Safety

*For the period of April 01, 2024 to April 22, 2024*

### Division of Motor Vehicle

- ❖ 04 – Commercial D/L
- ❖ 20 – Driver License
- ❖ 15 – Identification Cards
- ❖ 00 – HC Permits (No Fee)
- ❖ 00 – Miscellaneous Fees
- ❖ 13 – Vehicle Registration
- ❖ 11 – Title / Lien
- ❖ 03 – Boat Registration
- ❖ 03 – Road Test

Customer Assist:

- ❖ 05 – License Services
- ❖ 22 – AK Written Test

- There was a zoom meeting with LMJ Consulting on Thursday, April 18th about the current issue that the Public Safety building has with the connectivity issue.
- Paperwork for the seasonal worker has been turned into BBEDC.