



City of Dillingham, Alaska

Daniel E. Decker Sr., City Manager
Monthly Report to the City Council – April 2025

Date: May 1, 2025

To: Mayor Alice Ruby and Members of the City Council

ADMINISTRATION AND OPERATIONS

- Continued preparation for FY25 Budget Revisions and FY26 Budget Development.
- PFAS Phase 1 Water Line Project RFP development nearly complete.
- Successfully opened sealed bids for fuel and completed personal property tax appeals processing.

PUBLIC SAFETY (Police & Fire)

Police Department:

- Two patrol candidates in background investigations.
- Four correctional officers staffed; one new officer begins in May.
- Dispatch handled 80 incidents, including disturbances (19%), welfare checks (16%), and EMS calls (11%).

Fire Department:

- Wildland fire preparation completed; fire trailer/truck ready for dispatch.
- 100 smoke detectors installed in 18 homes.
- New SCBA equipment received; training to begin.
- ISO rating review underway, identifying needed investments.
- Two summer EMT positions submitted for BBEDC funding.

PLANNING AND DEVELOPMENT

- Full Planning Commission seated with two new appointments.
- Capital Improvement Program review underway, aiming for Council presentation by August.
- Landfill Improvement Project Phase 1: NEPA review complete, project start May 1.
- EPA grants management and budget training completed.
- Work ongoing with State Highway Safety Grant and Snag Point Erosion project.
- Downtown expansion and code modernization initiatives launched.

PUBLIC WORKS



- Brightly asset management system implementation underway.
- Senior Center crawlspace repaired; wastewater system maintenance completed.
- Landfill upgrades progressing; NEPA review completed.
- Completed in-depth maintenance on graders, loaders, and patrol vehicles.
- Spring barge preparation and summer infrastructure planning ongoing.

PORT & HARBOR

- Harbor opening set for May 15.
- Harbormaster and Dock Supervisor positions filled for 2025 season.
- Alaska Clean Harbors certification work continues.
- Repairs underway for broken cleats, horns, and bulkhead crane.
- Harbor Terminal Tariff review with IAMPE pending; PIDP grant permit work ongoing.

FINANCE & BUDGET

- FY24 audit finalized and accepted.
- FY25 Budget revisions nearing presentation.
- Shared Fisheries revenue received; adjustments underway.
- Property tax collections exceeded expectations.

HUMAN RESOURCES

- APEI training completed citywide (8 courses).
- New Accounting Technician III (Taxes) hired April 7.
- Active recruiting for City Clerk, Public Works Office Assistant, Police Officers, Corrections Officers, and Harbor Assistant.
- Developing new Employee of the Month Program.
- Improvements in onboarding process underway with NEOGOV exploration.

CITY CLERK, LIBRARY, & SENIOR CENTER

City Clerk:

- Completed 131 tax appeals processing.
- Completed State Lobbyist Reporting ahead of deadline.
- Records request completed within timeline.

Library:

- 544 patrons served; 1,198 items checked out.
- \$7,000 PLA and \$10,000 IMLS grants submitted.
- E-rate application certified (\$23,880) to fund future internet access.
- Community mourning the loss of former Library Assistant Jenice Cox.

Senior Center:



- 286 meals served; 154 meals delivered to homes.
- 47 residents provided transportation services.
- New cook hiring underway following resignation.

UPCOMING EVENTS

- May 1: Regular City Council Meeting (possible workshop)
- May 7-10: Free Brush Dump and Community Cleanup Days
- May 9-11: ARVO Spay, Neuter & Vaccination Clinic
- May 14: Board of Equalization Meeting
- May 15: Harbor Officially Opens for the Season
- May 26: Memorial Day – City Offices Closed

CONCLUSION

April 2025 marked a month of steady operational progress, project advancement, and strengthening of our city's services and infrastructure. Despite experiencing community loss, the City workforce remains resilient, committed to growth, safety, and service excellence. Together, we are forging a stronger Dillingham for all.

Respectfully Submitted,

Daniel E. Decker Sr.

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City Manager

City of Dillingham, Alaska

Mayor
Alice Ruby

Manager
Daniel Decker



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

MEMORANDUM

Date: April 13, 2025
To: Daniel Decker, City Manager
From: Tracy O'Malley, Chief of Police
Subject: April 2025 Monthly Report – Police Department

PATROL:

There are two candidates currently in the background process for patrol. We are continuing to recruit and interview for open patrol positions.

CORRECTIONS:

There are presently four correctional officers. A newly hired CO will begin working in May.

There were six people held in the correctional facility during this last month.

DISPATCH:

There were 80 total incidents reported to Dispatch between March. 20, 2025 and April 10, 2025.

1.6% Collision (2)	3.2% Traffic Stops (4)
11.2% EMS Calls (14)	8.8% Welfare Checks (11)
3.2% Animal Calls (4)	2.4% Fire Calls (3)
0.8% Security Checks (1)	
2.4% Trespass (3)	
1.6% Suspicious Circumstances (2)	
16.0% Welfare Checks (20)	
4.0% Burn Permits (5)	
19.2% Disturbances (24)	

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Kevin McCambley

MEMORANDUM

Date: April 14, 2025
To: Dan Decker, City Manager
From: Christopher Maines, Planning Director
Subject: April 2025 Monthly Report

Planning Commission Activities:

We have a Planning Commission meeting scheduled for April 16, 2025. With the appointments of Jennifer Dewinne and Misa Webber, as well as the reappointment of Kaleb Westfall, we have a complete commission again.

We will be reviewing the Capital Improvement Program starting in April with a list to be completed by August 2025. This plan will be presented to the Council in the August 2025 at the city council's regularly scheduled meeting. The goal is to get the plan back on schedule for a six-year revolving plan.

Planning Department Activities:

The EPA is currently in the NEPA process for our Landfill Improvements Project Phase I. Our office has received the initial response and is providing the additional details requested. The proposed start date of the project is scheduled for May 1, 2025.

As part of the funding requirements from EPA I completed the EPA Grants Management Training for Applicants, and their Budget Building courses. This was completed at no cost to the City of Dillingham.

I have been gathering information and documents for the FY2026 Highway Safety Funds for the State of Alaska. The goal is to apply and acquire funding for equipment to maintain and improve pedestrian safety on bike paths, as well as remove hazards for motorists along city streets and roads.

I have been completing the U.S. Census Bureaus required housing survey for the City of Dillingham. The first quarter housing survey for the State of Alaska has also been completed.

I took part in the first two meetings for the Walkability Action Institute project for CDC and National Association of Chronic Disease Directors. I would like to thank Conor Downey and BBAHC for inviting the City of Dillingham to participate. I would also like to thank the City Council for this opportunity. Based on the first two meetings I think this program will provide valuable insight on how to improve our community and provide new strategies and policies to enhance the walkability and movability for local residents and visitors.

I am working with Greg Magee, P.E. of the Rural Community Assistance Program with the State of Alaska on the Snag Point Erosion Project. Most of this work is providing historical and technical details on the project site.

Ongoing Projects: Dillingham City Council Priorities:

- Reviewing the existing building codes. I will be working with stakeholders to address issues that have been identified, which create obstacles in housing development.
- Reviewing Dillingham Municipal Code to create new language or remove language that will promote land, housing, and economic development.
- Finding new funding sources for infrastructure improvements to existing city buildings or the creation of new city buildings.
- Working on preliminary plans for downtown area expansion and access routes to Wood River Road and Snag Point Subdivision.
- Working with the EMS Coordinator on issues involving dilapidated structures and potential fire hazards within Dillingham

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MEMORANDUM

Date: April 11, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

Public Works has seen marked progress on outstanding areas. We've filled positions, received building evaluations, closed long open tasks, finished Brightly structuring & started implementation

Underway:

- Interviewing for PW Foreman and PW Office Assistant positions, facility assessments, project management evaluation, researching Confined Space training, scheduling warranty work, ID alternate vehicle vendor

Accomplishments

- Daily checks, Senior Center Crawl space repairs, Wastewater systems serviced, compiling supply orders (i.e. barge), Library work orders, water well – repair control, ID & request control hardware, transfer used oil from receiving tanks
- LF upgrade progressing – under Architect & Engineer review, NEPA review complete, bear fences installed
- Training –APEI, W/WW Pump maintenance, CERT training
- In depth PM on grader, LF loaders, serviced/decommissioned patrol vehicle, PW septic design and Lock systems & door proposals approved, spec & quote towable equipment

Upcoming:

- Brightly training, prep for spring barge, summer maintenance planning, infrastructure symposium & road construction training, clean & organize facilities, tire changeover, Bobcat warranty work, grader training

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MEMORANDUM

Date: April 16, 2025
To: Daniel Decker, City Manager
From: Scott Runzo, Fire Department Coordinator
Subject: Fire/EMS Report

Acknowledgements and Recognitions:

- We would like to honor Jenice Cox, a member of the Fire department who served on an EMS on call team and served as a summer EMT. She passed away early Sunday morning in a car wreck. Keep the department members in your thoughts and prayers as this is a difficult time and especially hard for those who responded to this incident.
- Koolie has been awarded the volunteer of the year by the First Lady of Alaska and will be traveling to Juneau in May to receive the award.

Department Accomplishment on-going/upcoming activities:

Members on board:

- Fire Chief – Koolie Heyano
 - Assistant Fire Chief -Kevin Hardin
 - Fire at large – John Taylor
 - Medical squad director -Clint Reigh
 - Assistant medical director -Brandi Olson
 - Medical at large -Malcolm Wright
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- Our focus has been wildland fire preparations for the upcoming fire season. The necessary equipment has been ordered and should arrive soon.
 - Fire has set up a truck and wildland ready response trailer/truck that will be dispatched to any fire during the season.
 - EMS and prevention have and will be doing PSA for wildland fire prevention. Both fire and EMS did PSA on the public radio.

- The Fire Department installed close to a hundred smoke detectors in 18 homes in Dillingham. In the next few months, we will be doing the same program for Co2 detectors.
- Fire department has begun doing city building inspections for fire and life safety hazards
- Fire presented scholarships opportunities in emergency medical and fire for high school students and presented to the university.

Projects – Progress, public actions and preparations:

- ISO has contacted the fire requesting the city of Dillingham update its ISO rating. This has exposed many areas that the city needs to invest in. The ISO rating is directly related to the insurance rate for homeowners and commercial property owners.
- The new SCBAs have arrived, and we will begin training, and putting them in service in the next few weeks.
- EMS is working to finalize summer EMTs, and it looks like we will be short on staff. We are working on a plan to cover this.
- Two positions for summer EMTs have been submitted to BBEDC.
- Fire and EMS will be meeting with UAF to discuss and fire program at the university.

Public Feedback and calls:

- The public feedback on the smoke detector installation program was all positive and the community really appreciated this project. We hope to make this an annual event.
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List of Attachments:

- None

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Steven Carriere

MEMORANDUM

Date: 4/14/2025
To: Dan Decker, City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: April 2025

Upcoming Events:

- April 22-24: AML Infrastructure Symposium
- May 15: Harbor opening for the season

Projects – Progress and Public Impacts:

- Working towards becoming a certified member of Alaska Clean Harbors
- Replace compressor for cold storage in icehouse
- Awaiting IAMPE updates and recommendations Port Terminal Tariff
- Develop a plan for improved Kanakanak Beach Access maintenance
- Evaluate and make repairs necessary for maximum occupancy within harbor
- Working with PND Engineering to acquire all necessary permits for PIDP Grant
- Awaiting correspondence with MARAD/NEPA to move forward with Harbor float replacement project
- Working with Public Works to repair broken cleats and horns
- Train Harbormaster
- Planning and preparation for next season

Completed Projects:

- Received harbor permits for 2025 season
- Filled Harbormaster position
- Dock Supervisor began work for 2025 season

Public Feedback:

- Repair cold storage for ice machine
- Repair Bulkhead Crane
- Electricity to docks
- Repair/Replace docks

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MEMORANDUM

Date: April 11, 2025
To: Daniel Decker, City Manager
From: Sherina Tilden, Executive Assistant/HR
Subject: April Monthly report, Human Resources

Acknowledgements and Recognitions:

- Thank you to all employees who attended APEI Training

Department Accomplishment and Opportunities:

- Conducted APEI Training and the following courses were completed
 - o Computer Security Basics
 - o Electrical and Fire Safety
 - o Preventing Accidents in the Workplace
 - o Public Employee Safety in the Community
 - o Risk Management for Local Government
 - o Sexual Harassment Prevention – Local Government
 - o Workers' Compensation: Sprain and Strain Injury Prevention
 - o Workplace Ergonomics
- Participated in interviews with Public Works, Public Safety
- One Accounting Technician III – Taxes employee started April 7th
- Resignation – one from Senior Center
- Receiving great feedback on our software Express Evaluations.
- Received applications for City Clerk, Public Works Office Assistant, Police Officer – Lateral Rotational.
- In progress: developing an Employee of the Month Program which should launch within the next month.

Prioritization – Progress Update:

4: Develop/Improve the onboarding process for new staff

I met with NEOGOV to explore their solutions for improving both our onboarding process and the applicant experience. Their platform supports online applications and can help streamline and modernize how we manage recruitment and onboarding.

- Working with department heads to schedule interviews as applications are received
- Advertising and recruiting for open positions
- Updating and assisting in the management of website and City Facebook page and website

- Working with City Manager, City attorneys and Department Heads updating internal and personnel policies
- Staying informed through newsletters and alerts, continuous education, and promoting a culture of compliance.
- Current list of open positions attached

Upcoming Calendar Items:

- none



PUBLIC ANNOUNCEMENT

To: All Employees, Job Service, and KDLG
From: Sherina Tilden, HR
Date: April 23, 2025
Subject: Current Job Openings

Police Officer – Lateral Rotational

Full-time

Salary: Level VIIIB \$37.93-\$40.25/hr. DOE
PSEA Union Available

Police Officer – Resident

Full-time

Salary: Level VIIIB \$37.93-\$40.25/hr. DOE
PSEA Union Available

Corrections Officer

Full-time

Salary: Level VIIB \$30.81-\$32.70/hr. DOE
PSEA Union Available

Corrections Officer - Rotational

Full-time

Salary: Level VIIB \$30.81-\$32.70/hr. DOE
PSEA Union Available

Temporary EMT (5 positions)

Temporary, Full-time

Salary: Level VIIA \$30.52-\$32.39/hr. DOE
PSEA Union Available

Temporary EMS Driver

Temporary, Full-time

Salary: Level VIA \$27.19-\$28.85/hr. DOE

City Clerk

Full-time

Salary: Level XI \$54.37-\$57.70/hr. DOE

Harbor Assistant

Seasonal/Full-time

Salary: Level VIA \$27.19-\$28.85/hr. DOE
Local 71 Union Available

Public Works Office Assistant

Full-time

Salary: Level VIA \$27.19-\$28.85/hr. DOE
Local 71 Union Available

Senior Center Cook

Full-time

Salary: Level III \$19.48-\$20.67/hr. DOE

Heavy Equipment Mechanic

Full time

Salary: Level \$34.36-\$36.46/hr DOE
Local 71 Union Available

The City of Dillingham is a great place to work and offers wonderful benefits package including 13 paid holidays. Health Insurance and Life Insurance for the employee paid 100% by the City of Dillingham.

For job descriptions, employment documents, or more information, visit our website at: www.dillinghamak.us

Submit completed and signed Employment Application to:

The City Manager's Office - City of Dillingham
PO Box 889 Dillingham, AK 99576
907-842-5148
assistant@dillinghamak.us

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MEMORANDUM

Date: March 25th, 2025
To: Daniel Decker, City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions: Thank you to all who helped prepare the appeals for the assessors.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

Accomplishments

- *Sealed Bids for Fuel opened, scored and notice of intent to award letters sent*
- *131 Personal and Real Property Tax Appeals prepared and sent on to the Assessors*
- *State Lobbyist Report to the State Completed before the due date.*
- *1 records request completed, ahead of the 10 day window.*

Prioritization updates:

- Priority 1:4 Will attend the *Alaska Infrastructure Development Symposium*
- Priority 2:3 Entire department completed the APEI training by the deadline
- Priorities 3-4: Participated in meetings for Snag Point Erosion Control Engineering and a Water and Waste Water Rate Study with RCAC.

Upcoming Meetings and Important Dates: May

Regular City Council Meeting: May 1st , 7:00 PM in the Council Chambers

BOE Organizational Meeting at 6:30 PM, May 1st in the Council Chambers

ARVO spay, neuter & vaccination clinic for pets May 9-11th -Volunteers needed, call Animal Control.

Planning Commission Meeting: May 21st. Next Meeting June 4th or 11th

Board of Equalization Meeting: May 14th 5:30 pm-Start time to be confirmed

Free Brush Dump and Community Cleanup Day: May 7th-10th

May Finance and Budget Meeting: TBD

Planning Meeting for Harbor Day/Blessing of the Fleet: May 7th 1:30 PM

Memorial Day- City Offices Closed- May 26th

Library

Accomplishment and Opportunities for March 24th - April 13th, 2025:

Accomplishments

<i>Library Stats for March 24-April 13th, 2025</i>			
544	Patron count	37	Desktop computer usage
412	Wi-Fi Session Count	48	Museum visitors
7	AWE station usage	32	Volunteer hours
1198	Items checked out since March 24	9	Story Time attendees

- **LAB** Our disbursement of books planned for June was moved up to April due to the need to clear out the FOL books in the museum. Amy, Shannon, and Nicole helped with the sorting. A free book give-away was advertised from 12 noon to 6 pm each day. There has been interest in taking the books.
- **FOL** Board met twice (March 26 & April 2) to plan the upcoming Adult Spelling Bee April 12th; unfortunately, it was postponed due to the recent tragedy in our community. We lost our former librarian assistant, Jenice Cox, on April 12th. She began working at the Dillingham Public Library in 2020 and resigned in June 2024 to work that summer for the City of Dillingham Fire Department to pursue her medical career in nursing. Jenice brought joy, professionalism and dedication to the library. She will be greatly missed, but always in our hearts. The library closed at 5:15 pm on April 14th to attend her memorial service at the Lake Road Firehall.
- **Grants Completed:** Asking \$7,000 for the PLA and \$10,000 for the IMLS. We will see if these are funded. There's a possibility that the ILL service will also be dropped. **Both the PLA grant for \$7,000 and the BBEDC youth internship application** are in the process; due in April.
- **E-rate Form 471:** Was certified for \$23,880 to provide internet service for FY 26 with the in-state provider Microcom. 90% (\$21,492) will be covered by e-rate and the other 10% (\$2,388) to be covered with \$500 from the PLA grant (if we receive the funding) and the rest from the city (\$1,888).
- **BBEDC Youth Internship:** Application submitted requesting \$6,044.94 for a 16-week position (May – August 2025) working 20 hour a week as a Library Aide Youth Intern at the Dillingham Public Library.
- **APEI training:** The entire library staff have completed the eight required courses with certificates and have received their CPR cards.
- **Movie Matinees:** Saturday at noon at the library

Senior Center

Accomplishment and Opportunities March 26th-April 11th, 2025:

Days open when meals were served:

- 11 with Lunch 11 days
- 286 meals served during that time.

Van:

- People given rides: 47
- in use on 11 days
- Meals delivered: 154 delivered.

Staffing Update

- The Cook Resigned on 4/11/2025
- Staff Completed their 8 hours of assigned APEI training

Grant Reporting

- March NSIP has been submitted