

# STAFF REPORTS

## a. Strategic Plan Report

## **b. STAFF REPORTS**



November 28, 2023

## MEMORANDUM

RE: December Council Report

As we approach the close out of another calendar year, I continue to think about what needs to get done for the citizens of Dillingham.

Thank you to Mayor Ruby for once again lighting up the town square Christmas Tree. While this is a joyous holiday for families in our community, we should all be reminded of those less fortunate. I was reminded at the Annual Curyung Council Annual Meeting that the holidays are hard for those battling addiction. I want to thank the Alano Club for hosting a Thanksgiving Dinner. The Alano Club can use donations for the upcoming Christmas season, please reach out to either Ted Krieg or Beverly Heyano.

When we thought we had 14c3 lands available by the city for housing, we came up with a slight wrinkle that needs the attention of both the City and Choggiung Limited. It's another reason that the city records need attention and priority.

As I am writing this report, the auditors have landed in Dillingham and are scheduled to be in the 3<sup>rd</sup> floor Library all this week completing the audit work for FY 22. We hope all goes well and will see them in January to complete the audit work for FY 23.

We are reminded that we live in a flood plain zone and the storm that brought water into the harbor into LFS's yard also moved the harbor float arms into the harbor. This same storm brought ice to our subdivision roads and school got canceled for one day. While our response could be better for this event, we weathered the Thanksgiving rains much better. We still have ice on certain portions of Waskey and Emperor Road. We have prioritized the school pick up locations as Public Works first priority and then the remainder of our city roads. Public Works continues to be hampered with equipment breakdown and repair. I have asked Heavy Equipment Mechanic, Triston Chaney to get me a list of equipment repairs needed that can be contracted out following our procurement policy and those that can be done inhouse. I want to thank both Council members Bennett and Carriere for coming to see me and asking if they can help. I welcome their volunteering to assist since they both have experience in heavy equipment maintenance.

The items that keep me up at night and making me wake up at 3 or 4 in the morning is making sure that our roads are drivable. I have asked Acting Chief Maines, to make sure that our nighttime patrol officer relays to dispatch any road issues that comes up. Dispatch then will call our Public Works Foreman, Anders Johnson. Both Anders and I are up 5 AM and discussing road conditions. At a minimum, just to sand the bus route we need at least a couple of hours. It is a one-day job to sand all of the city roads minus portions of Waskey and Emperor. I have authorized overtime for public work operators so that we can have our roads open and safe to travel on.

I am taking the time to make sure that the Public Safety Report that most of you received a copy in September, is being addressed. Most of the report discusses the lack of training by our Police Officers. I have started addressing the training needs of our administrative level staff of both the Acting Chief and Acting Sargeant. While I had hoped that the Acting Sargeant was headed to Supervisor training, it was cancelled because we did not have the time to complete the supervisory leadership survey. Another Supervisory training is scheduled in early next year and this will be a priority for either the Acting Chief or the Acting Sargeant to attend. Finally, on the report, I have developed a matrix to monitor the recommendations and who is responsible. If at any time the Council is interested in how we are progressing in addressing the recommendations, I along with Acting Chief Maines remain available to inform the Council.

The city has dedicated employees that work every day on behalf of our community. It is not uncommon to see employees working Saturdays and Sundays, into the evenings each day or even getting up early. I have mentioned this to you in the past, as I transitioned from being on the Council into the City Manager role. As the manager, I have made tough decisions to let people go, terminate their employment or accepted a resignation. From time to time, as the Council you will be approached by members of the community and even former employees regarding my leadership or administrative abilities. My expectation as your administrative officer is simple, are we ready and when we are not what do we need to be ready the next time. I am not an administrative officer who will sit at the city manager's desk on the 3<sup>rd</sup> floor. I will haul boxes, I will work at the Landfill, and I will drive at the 3:30 AM to check on our road conditions. My door is open to not only the public but to all our employees. Likewise, I will have conversations or even give directions to employees.

Finally, I would like to wish you and your family a Happy Holiday. I will be out of the Office in travel status attending Bristol Bay Native Corporations committee and board meeting along and the Village Leadership Workshop from the 2<sup>nd</sup> of December through the 9<sup>th</sup>. I will stop by the retirement party for city attorney Brooke Chandler, and I hope you will too. I have made prior travel to Mexico for the holidays but will be in Dillingham from the 13<sup>th</sup> through the 15<sup>th</sup> of December and then out of Dillingham until the afternoon of December 29<sup>th</sup>.

**Mayor**  
Alice Ruby

**Acting Manager**  
Kim Johnson



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

## MEMORANDUM

**Date:** November 20, 2023  
**To:** Kim Johnson, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

October Statistics: As of date of report.

Cash Receipts: \$2,304,748.29

All Payments: \$1,034,849.12 (includes \$223,612.10 for 2 payrolls).

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

#### *Accomplishments*

- Mailed out 2024 business, tobacco and marijuana renewal applications by 11/15/2023.
- Mailed out the 2024 business and personal property tax assessment returns by 11/15/2023.
- Mayor Sale held 10/27/2023-10/28/2023, bid opening on 10/30/2023. Revenue generated of \$24,984.56 to date.

#### *Staffing changes*

- Account Tech II – Kelly Evans accepted the position on 10/30/2023 and is proving to be a welcomed addition.
- Account Tech II Payroll/Payables – Position became open 11/09/2023. Advertising has begun.

#### *Grant Reporting*

- NTS & NSIP grant reporting completed for FY24.
- Linked grant quarterly reporting completed.
- LGLR grant in progress to complete FY23.
- Curyung grant reporting on hold for approval on expenditures from granting agency.

## *Budget*

- FY24 Budget revision on hold for audit work to be completed. Scheduled for council introduction at January meeting and adoption at February meeting.
- Evaluation of wages ongoing.

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

### *Audit*

- FY22 Audit final work presented to auditors for their arrival on November 27, 2023.
- FY23 Audit is scheduled for two weeks starting January 8, 2024. Grant work is 75% completed. Waiting on auditors for testwork details.

### *Bids*

- RFP 24-2 Furnish Petroleum fuels deadline extended to 11/22/23.
- RFP 2023-01 Repair of Hyster Hight Mast Forklifts extended to 11/22/23.

### *Projects*

- Setup of personal property tax in MARS is ongoing.
- Questica training ongoing budgeting software.

### *Personal Property Tax*

- Review of personal property tax has started with F&B Committee 09/25/2023.
- Personal property tax has been sent to Code Committee for review 09/28/2023.

### *Collections*

- Foreclosure process is pending code committee review.
- Water/wastewater - Utility shut offs completed for 5 locations. Payment in full for 3 locations. Promissory notes signed for 3 locations.
- Denied service list letters sent out on 11/7/2023. Letters have resulted in payments and businesses complying with reporting requirements.

### *Utility Rates Evaluation*

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

### *Contract Management*

- Standard Operating Procedure has been developed for the department to manage the filing of city-wide contracts. Training of staff has started.

### *Health Insurance Renewal*

- Process has started of evaluating what insurance plan the city will adopt for employees for calendar year 2024. The insurance renewal for our current provider is expected to increase by 37%.

## **Upcoming Calendar Items:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 12/01/2023 second half of property taxes are due. Penalties will be incurred on accounts that the first half was paid, and the second half is not paid on 12/02/2023.
- 01/01/2024 business license renewal applications are due.
- 02/01/2024 business/personal property tax assessments are due.

## Public Feedback:

- If a business has a business license can they get a sales tax exemption card?  
There is a type of sales tax exemption that is called resale exemption card this allows a business to purchase items for the purpose of resale. This does not include items that the business uses for their business.  
*“DMC 4.20.050 Exemptions S. Resale. Sales of goods to a wholesaler, retailer, or other purchaser if such purchaser resells the same goods, in the same or altered form, and the resold goods will not be exempt from the tax levied under this chapter. To obtain the exemption provided for in this subsection, the purchaser shall display or provide to the seller at the time of the sale a copy of the purchaser’s resale certificate. If the purchaser buys goods for resale and for personal or other use at the same time, only the goods that are sold for resale are exempt. Supplies, services, tools, repair services, equipment or other goods or services purchased to support a business but not for resale are not exempt. “*
- Who needs to submit a personal property tax assessment return?  
Review the excerpt from Dillingham Municipal Code. For further information contact Finance at 907-842-5211 and ask for property tax support.

### *DMC 4.15.080 Personal property returns.*

*A. Every person with personal property whose total combined value is greater than ten thousand dollars shall submit to the city a personal property return, postmarked on or before the first business day in February, of any property owned by him/her or in which he/she has an interest, and of the property held or controlled by him/her in a representative capacity, in the manner prescribed in this chapter, which return shall be based on property values existing as of January 1st of the year in which the return is made, or, in the case of business inventories, values shall be computed on the year end method. Commercial boats and vessels are not included in figuring whether the property owner has more than ten thousand dollars in personal property, but must be reported annually on the personal property assessment return. The person making the return in every case shall state the address to which all notices required to be given to him/her under this chapter may be mailed or delivered. The return shall show the nature, quantity, description, amount and value of all personal property, and the place where the property is situated. The return shall be in such form and include such additional information as the assessor may prescribe, and shall be signed and verified under oath by the person liable or his/her or its authorized agent or representative.*

*B. The assessor may, by notice in writing to any person by whom a return has been made, require from him/her further return containing additional details and more explicit particulars, and upon receipt of the notice, that person shall comply fully with its requirements within thirty days.*

*C. Total combined value for the purpose of this section shall include all personal property except:*

- 1. Commercial boats and vessels assessed on a valuation under Section 4.15.040; and*
- 2. Personal property exempted from tax under Section 4.15.030. (Ord. 01-12 § 1 (part), 2001; Ord. 08-02 §§ 2, 5, 2008; Ord. 11-08 § 1, 2011.)*

**Revenue and Expense Report:**

September and October reports will be in next months report.

**Mayor**  
Alice Ruby

**Manager**  
Kimberly Johnson



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

## MEMORANDUM

**Date:** December 14, 2023  
**To:** Kim Johnson, City Manager  
**From:** Daniel Decker Sr., City Clerk  
**Subject:** November Monthly Report

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### **Acknowledgements and Recognitions:**

I extend my sincere appreciation to the dedicated team of the City's administrative staff and employees for their tireless efforts and unwavering commitment to serving the community of Dillingham. Their hard work and professionalism contribute significantly to the smooth functioning of our local government.

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

As part of our ongoing dedication to upholding the highest standards of governance, the City Clerk's office is proud to reaffirm our commitment to adhering to the City Code in our day-to-day operations. This comprehensive approach will ensure that all our administrative processes align with established legal guidelines, fostering transparency, consistency, and accountability.

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

By prioritizing adherence to the City Code, we aim to enhance the efficiency and integrity of our services, providing residents with the assurance that their local government operates within the framework of the law. This commitment is a testament to our unwavering dedication to maintaining the trust of the community we serve.

### **Public Feedback:**

The City Clerk's office values the input of the community. Public feedback has played a crucial role in shaping our initiatives and addressing the needs of our residents. It is through this collaboration that we continue to tailor our services to meet the evolving needs of the people we serve.

**Mayor**  
Alice Ruby

**City Manager**  
Kimberly Johnson



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

## MEMORANDUM

**Date:** November 20, 2023  
**To:** Kimberly Johnson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

There were over 200 auditions submitted with 98 selected for the final All-State Band. Jonas Tweet was selected from Dillingham to play his baritone in Anchorage. Congratulations to him for his musical accomplishments while here in high school!

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

A new online platform for kids and teens has been purchased with grant funds to increase literacy skills through reading e-books and listening to audiobooks. We have a one-year subscription through Baker and Taylor called "Boundless Kids and Teens." Once we are set up, I will share the information for others to start accessing it.

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

There has been a wonderful Veteran's Day display of many books donated by Choggiung Limited to the Friends of the Library, the American Women's Auxiliary – Unit 442, and the Dillingham Arts Council. They are available for checkout at the library. Please notice the attached pictures.

Other books and movies are also displayed for the Thanksgiving holiday. The Fall decorations continue to be up through Thanksgiving. Beautiful fall leaves and pumpkins have made nice arrangements for the library.

## **Upcoming Calendar Items:**

The library will be closed over the 4-day Thanksgiving Weekend so the carpets can be cleaned in the museum and the library. Furniture and other items are moved from one area to the other as the carpets are cleaned, allowing the time in between needed for them to dry before everything is put back in place.

The Friends of the Library have purchased FIVE new holiday-themed books for the Dillingham Public Library. There will be guitar music, singing, decorating (and of course eating!) Christmas cookies, as well as reading aloud the new holiday books during that festive and fun-filled Wednesday afternoon event. All are welcome!

## **Public Feedback:**

There was only one Game Night that was attended this month as we were closed for two Fridays in November (the 10<sup>th</sup> & 24<sup>th</sup>), and no one stayed to play games on the 17<sup>th</sup> due to many being out of town that evening.

## **List of Attachments:**

**Library Stats report for October 23<sup>rd</sup> – November 19<sup>th</sup>, 2023:**

**Patron Visits: 512 Computer Use: 345 Wireless Use: 83 (plus)\*  
Story Hour: 30 Museum Use: 60 Game Night: 11  
AWE Station Use: 8 Volunteer Hours Logged: 2 1/2**

**The Library Advisory Board meeting is November 27<sup>th</sup> at 5:30 pm at the library.**

**Game night is every other Friday night.**

**The FOL “Books and Cookies” event is December 20<sup>th</sup> starting at 3 pm at the library.**

**The library will be closed on Monday, December 25<sup>th</sup> for Christmas.**

**\*A note here that the stats for the WiFi have not been accurate for the last two months. We have had much more usage than is being reported. The WhoFi program is set up on a tablet and it needs to be running from a laptop. It is not picking up all the usage statistics. We are in the process of securing a laptop for reporting on this very important operation for the library.**

WHAT'S NEW

Junior Picture Books Board Book Easy Reader



R  
E  
A  
D

A Gift From: Choggung Limited  
The Friends of the Library  
American Legion's Auxiliary - Unit #112  
Hickman, NE Council  
Choggung, Ltd.  
Veterans Day Display





Alaska OWL

Alaska OWL  
Online Libraries

HAPPY  
THANKSGIVING!  
BY CAROL BARKIN & ELIZABETH JAMES  
pictures by Gloria Carmi

The THANKFUL Book  
T O D D P A R R  
The New York Times Bestselling Author

GIVING THANKS  
A Native American Good Morning Message  
READING RAINBOW Book  
Chief Jake Swamp • illustrated by Erwin Printup, Jr.

the PERFECT PUMPKIN

Eating & Pilgrimage: A History Book of Food and Seasons

N.C. WYETH'S PILGRIMS SIN SOU

SOPHIE'S SOULASH

THANKSGIVING MICE!



IDITAROD



Alaska OWL Online With

HAND SANITIZING STATION

Sta Area



REMASTERED DELUXE EDITION

**PEANUTS**

**Charlie Brown THANKSGIVING**

A Charlie Brown Thanksgiving

7 Day Loan

Includes A Bonus Peanuts TV Special

Holiday J DVD Cha

Holiday Movies

F138

Owen Wilson Woody Harrelson Amy Poehler

**FREE BIRDS**

7 Day Loan

Holiday J DVD Fre

**HAPPY THANKSGIVING!**

BY CAROL BARKIN & ELIZABETH JAMES  
pictures by Giora Carmi

1621  
A NEW Thanksgiving

CATHERINE O'NEILL GRACE and MARGARET WILSON  
WITH PLIMOTH PLANTATION  
Photographs by SISE BRIMBERG and COTT

**The THANKFUL Book**

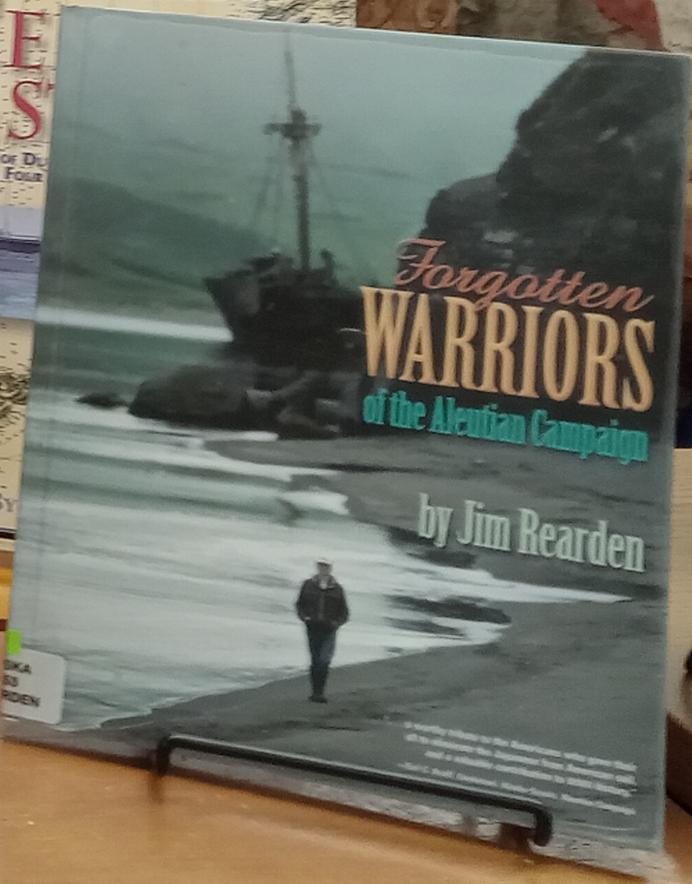
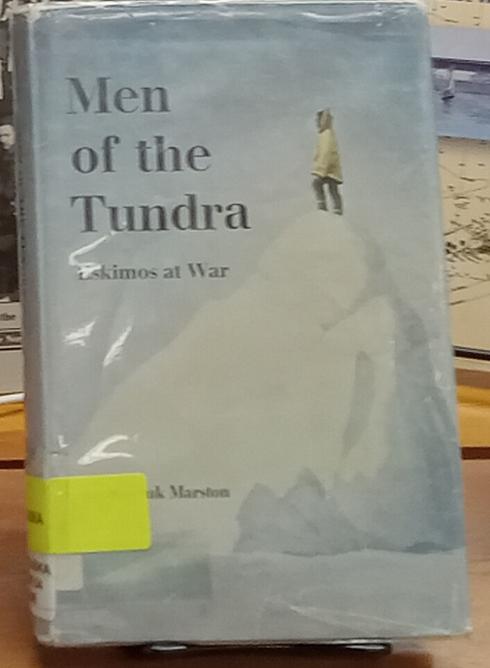
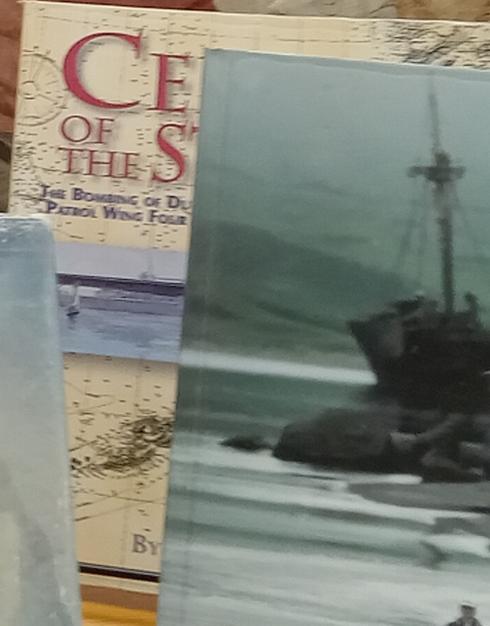
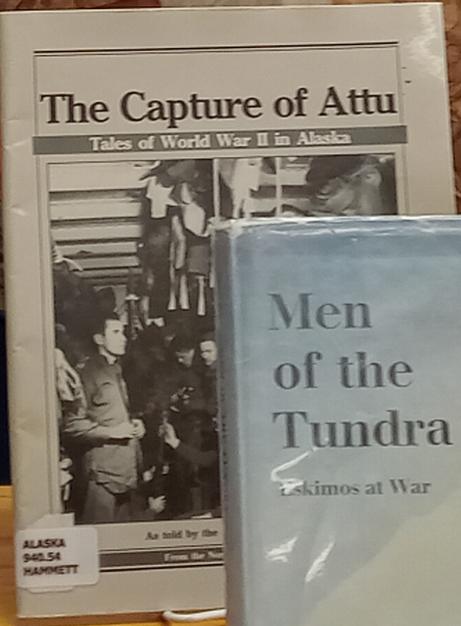
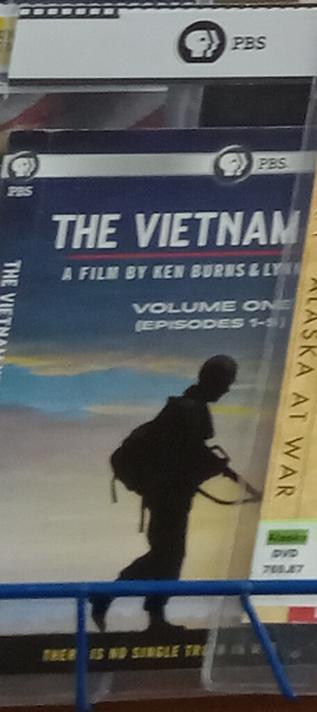
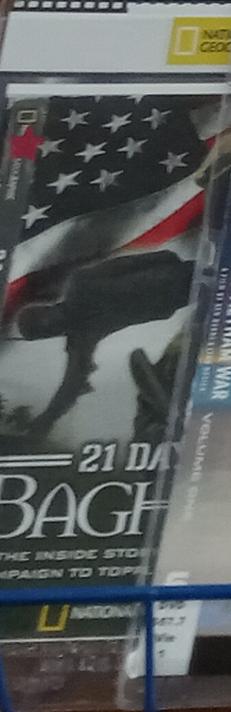
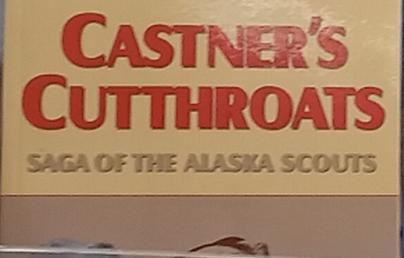
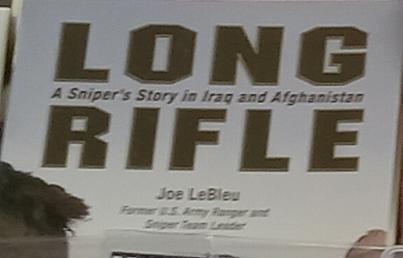
Todd PARR  
The New York Times Bestselling Author

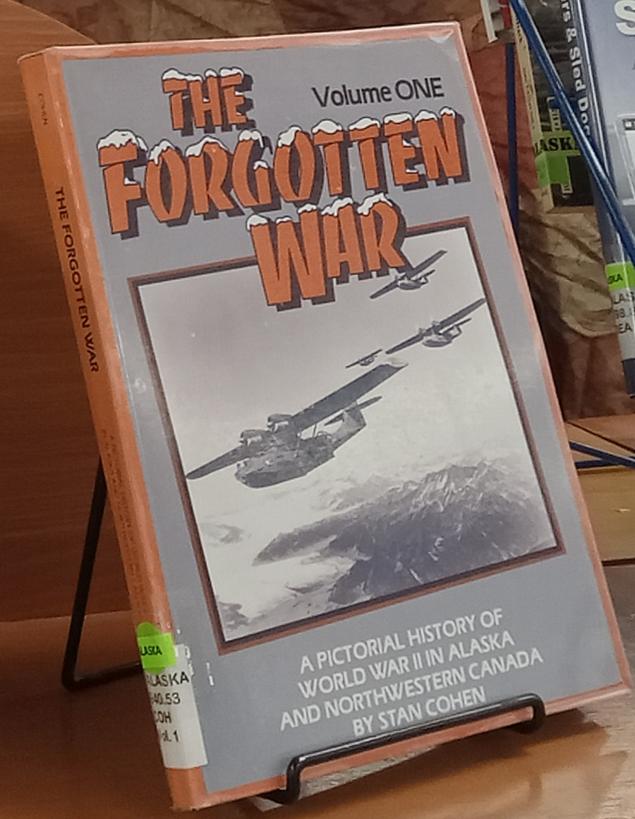
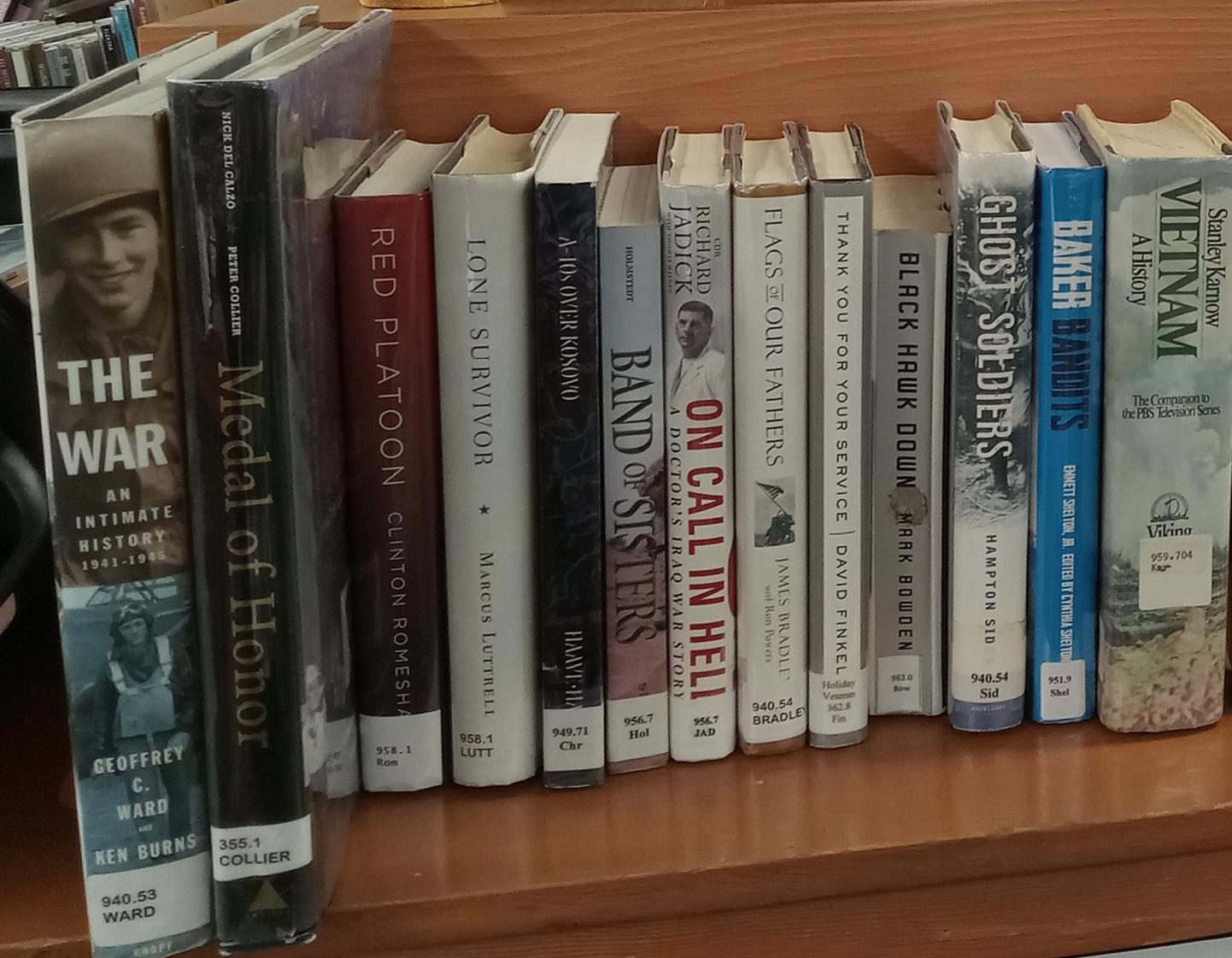
The Night Before Thanksgiving

By Natasha Wing  
Illustrated by Tamie Lynn

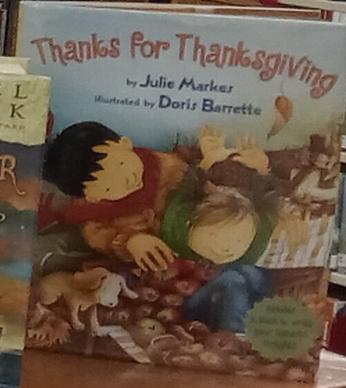
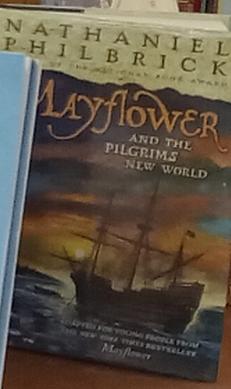
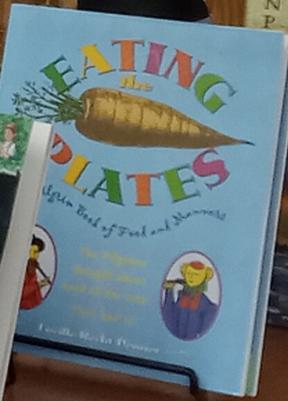
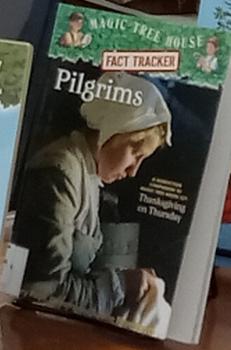
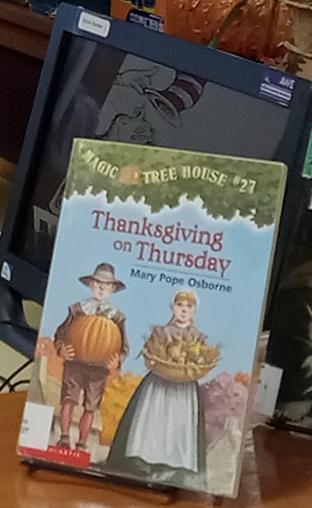
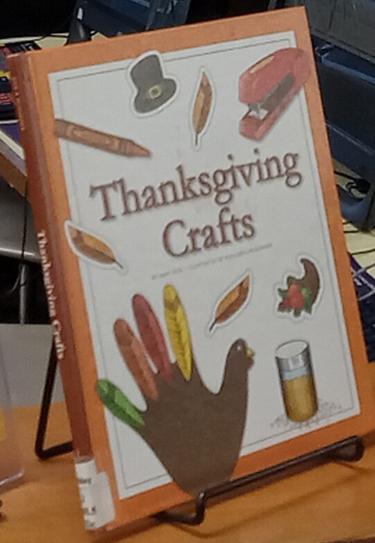
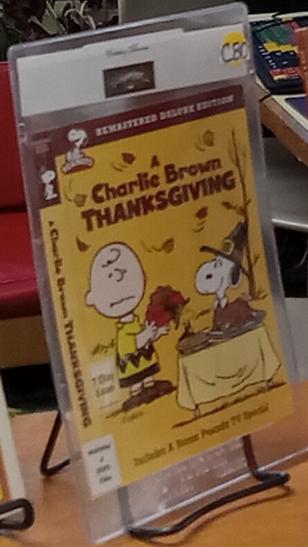
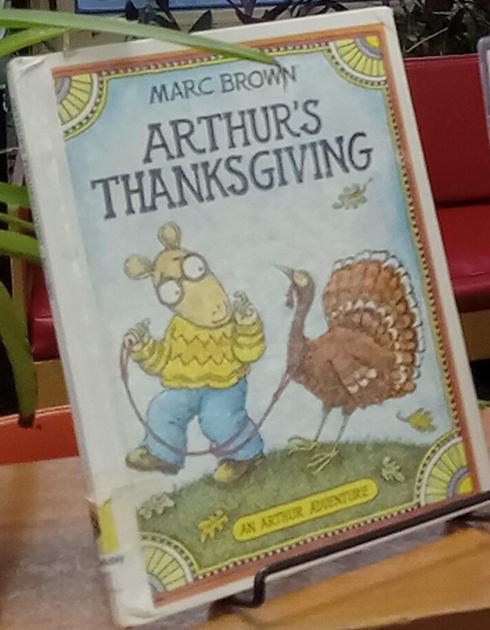
**GIVING TH**  
A Native American Good

READING RAINBOW Book





READING COL



READ BEYOND THE BEATEN PATH

**Mayor**  
Alice Ruby

**City Manager**  
Kimberly Johnson



**Dillingham City Council**  
Bertram Luckhurst  
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Kevin McCambly

## MEMORANDUM

**Date:** 11/22/23

**To:** Kimberly Johnson, City Manager  
**From:** Anders Johnson, Public Works Foreman  
**Subject:** Monthly Report

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**Acknowledgements and Recognitions:**

- Thank you to BBEDC, BBNC & BBNA for the Equipment training
- 
- **Department Accomplishment and Opportunities:**
- Public works operators completed equipment training.
- Got the sanding pickups up & operational
- Hired Heavy mechanic Triston Chaney
  
- **Projects – Progress and Public Impacts:**
- Parts are in to finish the 160m grader
- Finishing up on cop cars
- Ordering new doors for city shop
  
- **Upcoming Calendar Items:**
- Landfill water Inspections

November/December Report

HR

Personnel—

New Employees:       Triston Chaney, Heavy Equipment Mechanic (November)  
George Head, Lateral Police Officer (November)  
Myrtice Evalt, Admin Services Manager I (November)  
Lawrence Chouinard, Buildings and Grounds Operator (November)  
James Chillemi, Patrol Officer (November)  
Caleb Kapotak, Corrections Officer (November)

Resignations:         Ryan Johnson (November)  
Adam Krahn (November)  
Shayla Fuller (November)  
Mark Schwantez (November)  
Cade Woods (November)  
Danny Boyd (November)

Transfers:             0

Position Vacancies:   Public Works Director  
Senior Center Director  
Chief of Police  
Water/Wastewater Operator I  
Corrections Officer (1)  
Accounting II – A/P & Payroll  
Fleet Mechanic  
Police/Animal Officer  
Buildings and Grounds Assistant

Seasonal:             0

Projects: City of Dillingham Comment box, Updating Supervisors Manual, Lexipol/APEI training modules for employees, audit of employee files to make sure they are complete and in order

Accomplishments: ordering cleats for all employees, help from finance obtaining company credit card, assisting with BBEDC final reports for seasonal employees/interns



## MEMORANDUM

**DATE:** 11/28/23  
**TO:** City Manager and City Clerk  
**FROM:** 10/28/23 to 11/28/23  
**SUBJECT:** Police Department Report

### STAFF REPORT

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

With winter coming, the police department is hoping to replace the 2 old snow machines which were sold at the Mayors sale with 2 newer snow machines. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs.

The Police Department Building is an old building which needs updating. With winter upon us the building becomes a fridge and sometimes a freezer, depending on the outside temp. The building is in need of exterior doors replaced, better seals around doors and windows, and overall and better heating system. The police department runs multiple space heaters all winter just to help keep the building warm and from freezing.

#### **Patrol Department:**

Currently has 8 officers which includes:

-5 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, Officer David Tanner, and Officer James Chillemi.

-3 rotating officers which include, Officer Douglas Johnson, Officer Tracy O'Malley and Officer George Head.

-Officer Rodriguez is on his own shift now and working well.

-Officer Tanner is in his Third month of FTO.

-Officer Chillemi is at the end of his First Month.

-Officer George Head is Dillingham's newest officer who will be a 2 week rotational officer.

At the current man power for the Patrol Dept., there is only 4 to 6 officers available in Dillingham at a given time. Which means there is only usually 1 to 2 officer on each shift. These are not ideal working conditions. This causes officers to work longer hours alone. This is an officer safety issue. It would be ideal to have 2 to 3 officers on each shift, but that would mean making more positions.

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Between 10/25/23 to 11/28/23 the Police Department have received 305 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-6 individuals placed in T-47 custody

-6 individuals arrested for criminal investigations.

-10 criminal investigations

-87 Citations (Criminal/Traffic)

### **Corrections Dept.:**

Staffing is short at this time there are currently 4 officers, which includes the Corrections Supervisor and one new officer in training.

-The Jail has been closed since August due to lack of staffing.

From 10/21/23 thru 11/20/23 there were:

22 inmates held in the Dillingham Jail Facility.

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

Total Number of Man-Days Served: 62

Projects:

- Glass has been ordered for the cell windows that need fixed. Will be repaired when the materials arrive.
- Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.
- Toilet for cell #6 has been repaired and will be reinstalled soon.
- Lighting in dayroom #1 and cell 3 will be fixed asap
- Cell door #3 has been repaired.
- Visitation door will be replaced or repaired asap
- Cell #6 toilet parts have been ordered and will be repaired when parts are received
- New keys for doors need to be made.
- Nushagak is repairing the phones inside of dayroom #1 estimated completion 11/22/2023
- Sink in cell #1 is waiting for parts to be repaired. They are on order
- A new fuel pump has been ordered for the boilers. For the time being we will have to manually fuel the day tank.

### **Dispatch Dept.:**

Currently has 5 Dispatchers, which includes the Supervisor.

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

All Dispatchers are through with training and testing. The ranks are filling up with hard working officers. The harder they work the harder we have to work looking up vehicles and secured information. I am thankful for a good team of dispatchers, who are here and ready for work. Seasons greetings to all.

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For the month of November we had 248 calls for service. Of those there were:

7% Animal Calls (17)	
7% Medical Assists (18)	3% Agency Assist (7)
30% Traffic Stops (74)	2% Burn Permits (6)
9% Disturbances (23)	18% Security Checks (47)
12% Suspicious Circumstances	10% Welfare Checks (25)

### **Animal Control:**

From November 06, 2023, to November 25, 2023 Animal Control Officer Dan Boyd had a total of 18 calls for animal related issues by ACO cell phone, Animal Shelter landline or calls to dispatch, a breakdown of these calls is as follows:

- 02 Citation written.
- 01 warning Citation
- 03 Dead Fox calls
- 02 Impounds. All Dogs
- 01 Dogs Returned to Owner
- 01 Dog in Protective Custody
- 02 Compassionate Euthanasia
- 07 Parvo/Distemper Shots given.
- 08 Rabies Shots Given.
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### **DMV:**

For the period of October 25, 2023 to November 28, 2023

Division of Motor Vehicle

- 10 – Commercial D/L
- 61 – Driver License
- 14 – Identification Cards
- 01 – HC Permits (No Fee)
- 03 – Miscellaneous Fees
- 38 – Vehicle Registration
- 30 – Title / Lien
- 00 – Boat Registration
- 08 – Road Test

Customer Assist:

- 02 – License Services
- 31 – AK Written Test

- Now that the summer is over the Dillingham DMV have went back to its regular hours of Monday thru Friday from 10am to 2pm.

- Got BBEDC approval for intern for the position of DMV/Amin assistant. But no applicants this year and will try again 2024.

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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:**

Oversee all Public Safety  
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)  
Attend Meetings  
Fulltime Resident Officer  
Starting Salary: 130,000 – 160,000 (DOE)

**Lieutenant**

Starting Pay: 45.00 – 50.00 (DOE)  
Resident 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:**

Supervisor Day Shift/Night Shift  
Review Cases  
Lead Investigator  
Training/Instructor/FTO  
Attend Meetings

**Resident Sergeant #2:**

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:**

School Resource Officer  
DARE Officer  
Shift Coverage: Day/ Mid  
Training/Instructor/FTO

**Resident Patrol Officer #2:**

WAANT Officer  
Shift Coverage: Day/ Mid/ Night  
Training/Instructor/FTO

**Resident Patrol Officer #3:**

**Resident Patrol Officer #4:**

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Airport Officer Duties  
Harbor Officer Duties  
Shift Coverage: Day/ Mid/ Night  
Training/Instructor/FTO

Airport Officer Duties  
Harbor Officer Duties  
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:  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

Rotation Patrol Officer #2:  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

Rotation Patrol Officer #3  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

Rotation Patrol Officer #4  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

Rotation Patrol Officer #5  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

Rotation Patrol Officer #6  
Shift Coverage: Day/ Mid/ Night  
14 days, 12 hour shifts  
Standard Patrol Officer

**ANIMAL CONTROL DEPARTMENT**

Animal Cont. Supervisor

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  
Starting Pay: 28.00 – 30.00 (DOE)  
Handle Animal Calls  
Issue Citations

Animal Cont. Officer #2  
Starting Pay: 28.00 – 30.00 (DOE)  
Handle Animal Calls  
Issue Citations

**DISPATCH DEPARTMENT**

Dispatch Supervisor

Starting Pay: 32.00 – 34.00 (DOE)

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Make Dispatch Schedule  
Training/Instructor/FTO  
Review/Handle Dispatch Calls

Dispatch Officer #1

Starting Pay: 28.00 – 30.00 (DOE)  
Handle Calls  
Monitor Radio Traffic  
Dispatch Officers to calls

Dispatch Officer #2

Starting Pay: 28.00 – 30.00 (DOE)  
Handle Calls  
Monitor Radio Traffic  
Dispatch Officers to calls

Dispatch Officer #3

Starting Pay: 28.00 – 30.00 (DOE)  
Handle Calls  
Monitor Radio Traffic  
Dispatch Officers to calls

Dispatch Officer #4

Starting Pay: 28.00 – 30.00 (DOE)  
Handle Calls  
Monitor Radio Traffic  
Dispatch Officers to calls

Dispatch Officer #5

Starting Pay: 28.00 – 30.00 (DOE)  
Handle Calls  
Monitor Radio Traffic  
Dispatch Officers to calls

**CORRECTIONS DEPARTMENT**

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

Corrections Officer #1

Starting Pay: 28.00 – 30.00 (DOE)  
Monitor Inmates in Jail  
Filling Court papers  
Maintaining the Jail

Corrections Officer #2

Starting Pay: 28.00 – 30.00 (DOE)  
Monitor Inmates in Jail  
Filling Court papers  
Maintaining the Jail

Corrections Officer #3

Starting Pay: 28.00 – 30.00 (DOE)  
Monitor Inmates in Jail  
Filling Court papers

Corrections Officer #4

Starting Pay: 28.00 – 30.00 (DOE)  
Monitor Inmates in Jail  
Filling Court papers

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Maintaining the Jail

Maintaining the Jail

Corrections Officer #5

Starting Pay: 28.00 – 30.00 (DOE)

Monitor Inmates in Jail

Filling Court papers

Maintaining the Jail

**OTHER POSITIONS**

Admin Assistant/Grant Writer:

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

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***



**Mayor**  
Alice Ruby

**City Manager**  
Kimberly Johnson



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

## MEMORANDUM

**Date:** November 27, 2023  
**To:** Kimberly Johnson, City Manager  
**From:** Rick Kellough, B& G Foreman  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

Thanks to BBNC for putting together the Heavy Equipment class.

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

Senior Center heat was fixed. We had to replace zone valves and we had the parts in stock. The DPD Jail door was fixed and the glass for the cell has been ordered. The main sewer line was clogged. We welded the base of the toilet and will put that in place with assistance. Several sinks at the jail need to be fixed. The pump for the daytank went out and we have one on order. So each day, I need to put 16 gallons of fuel in the daytank which I bring in from the shop. This is a high priority to order.

City Hall bathrooms are operational. The problem was getting the parts.

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

The priority is to make sure we have parts on hand. I really need to complete an inventory but I keep getting other projects that take away from getting to this project.

City Hall – partition between the City Clerk and doors.

Doors at the Shop – both upstairs and downstairs and locks.

Overhead heaters to install at Public Works – one was taken down but I don't know why. I would really like to install the waste oil heater at Public Works.

Firehall downtown, toilet is slow to drain. I worked with Dagen to try and get this functional. It will need to be jetted out and I hope to work with Chris Maines to get this finished.

The keys for the entire City needs to be reviewed. I can never get to the inventory or the keys because of continuing projects that come up each day.

### **Upcoming Calendar Items:**

I respond to calls as they come in. Working with Dagen helps provide the historical background on each building.

### **Public Feedback:**

City Hall was happy to have operational bathrooms.