

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 11/18/2025
To: Dillingham City Council
From: Jack Savo Jr., Acting City Manager and Dillingham City Staff
Subject: Cosgrove Report Corrective Actions by City Staff

Staff Corrective Actions based on Summary of Recommendations

1. The COD has a Procurement Policy that outlines adherence to code. All City employees with purchasing authority, including the City Manager, should review and sign the policy, a copy of which should be maintained in the employee's personnel file. The policy should be updated to reflect current procurement limits.

Staff Corrective Actions taken will be listed in bold: All City Employees signed forms for the procurement policy are in the employees' personnel files. New employees sign the form as part of the onboarding process. Staff training is ongoing.

2. Staff should be provided with training that affirms their rights and responsibilities to speak up if they are being asked to do something that violates code or policy and be provided with an avenue for reporting if they find themselves in what they believe to be a compromised position. This provides safety to them and mitigates risk to the city.

Staff attended the April 28th training by Bill Dann and the legal team. Staff who did not attend the training at that time have been briefed on their rights and responsibilities and offered the link to the training video for the training they missed. There is to be continual training in procurement policy.

3. Create clear process and templates for procurement process that align with code, policy, and best practices:

a) Templates and related forms should be created and made available for use at all procurement levels.

This is in place in the form of requisition and purchase order templates and forms and is used by all staff who make purchases.

b) Check lists should be created to assure that necessary elements are included in a bid packet.

Done

c) Scoring rubrics should be included in bid packets.

Done

d) Training should be provided to staff who are tasked with creating and evaluating

competitive bids so everyone understands the requirements and process, and that it is done in a consistent manner.

Staff have done internal training and are reaching out now for external training from AML or other consultants.

e) Pre-bid conferences should be offered for competitive sealed proposals and bids to surface questions and concerns, increase transparency, and improve the quality of the responses.

This ends up being evaluated on a case-by-case basis for RFPs. Some types of RFP's would not benefit from a pre-bid meeting, such as the request for firms willing to help with a city manager search. Recent RFP's have included a mechanism for asking questions. Work on this item is ongoing.

4. The Council should define the term "family" as it relates to the Code of Ethics. Family can be interpreted as those living in one's household, first degree of kinship by blood or marriage, or other standards. It should be clear which standard applies.

5. It is worth noting that Code of Ethics provisions are designed to help safeguard organizations against actual and perceived improprieties. In this case, Mike Bennett's close connections with Bennett Enterprises will often lead to questions. Mike Bennett should refrain from acting in the role of a council member on any issue that is materially significant to Bennett Enterprises to avoid any question of conflict of interest.

6. Revisit the process and controls around information provided to council. If release of documents in general is an issue for the council, they could set parameters related to access of information through administrative process and/or code.

Our legal team provided training on this topic to all staff and council members who attended the 04/28/2025 training.

7. The City Manager should conduct an audit to determine if current or former employees accessed confidential documents that were inadvertently placed in the public folder, and take any actions necessary for appropriate follow up.

The IT audit conducted by LMJ showed that no staff member or former staff member had accessed any confidential documents that were inadvertently placed in the public folder.

8. COD should change the password on its Nushagak Account to protect itself in case there was an intentional or unintentional breach of the password.

This was completed previously and has been repeated today.

9. COD Council and Staff would benefit from training sessions on procurement practices and terminology, public records and information requests for elected officials, reading and interpreting code, and best practices in council/manager relations. Such training may be offered by COD's contracted attorney and/or by an organization such as the Alaska Municipal League. The recent training provided by Mr. Palmer and Mr. Severin on the Open Meetings Act is an example of the type of training that could be provided.

Four Council members and Four Staff members will attend AML in December 2025 for ongoing training.