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## MEMORANDUM TO COUNCIL

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To: Mayor and City Council Members  
From: Anita Foran, Finance Director  
Through: Jack Savo Jr., City Manager  
Date: November 6, 2025  
Re: Resolution No. 2025-51 Administrative time off for December 2025

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**SUMMARY:** The City of Dillingham City Council desires to award staff with two administrative days off from work for the dates December 24, 2025, and December 31, 2026 .

**PREVIOUS COUNCIL ACTION:** The City Council has been providing this gift for many years.

**DISCUSSION:** Administration will manage the implementation of the gift. For those departments that will be required to provide coverage, the administrative gift will be given at a later date. Hours of the gift will be pro-rated based on the amount of time the employee works for the city.

**FINANCIAL IMPLICATIONS:** This has not financial cost to the city when an employee is able to trade the day off for regular hours that were budgeted for. The Public Safety department will experience additional overtime due to hours being covered by limited staff. The cost is minimal.

**PROPOSED MOTION:**

I move to adopt Resolution 2025-51 Administrative time off for December 2025.