

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council
Tristan Chaney
Jean Barret
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCamby

MEMORANDUM

Date: 10/29/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report October 2025

Upcoming Events:

TBD _____ Special Meeting on the Cosgrove Report
TBD _____ Public Outreach Committee Meeting
November 6, 7:00pm Regular Council Meeting (workshop prior TBD)
November 12, 5:30pm Planning Commission Meeting
November 13, 5:30pm Code Review Committee
November 17, 5:30pm Finance and Budget Committee
November 27, 10:00am Friends of the Landfill

RFP 2025-02 Airport Waterline Extension Update:

Updated RFP Schedule

-August 29, 2025	Bid Opening
-September 02, 2025	Shortlist Notification
-September 05, 2025	Interviews
-September 10, 2025	Scoring/Selection (am) Intent to Award/Fee Proposal (pm) RESPEC
-September 17, 2025	Fee Negotiations Meeting 1 (contract discussion) RESPEC
-September 19, 2025	Fee Negotiations Meeting 2 (signed agreement) RESPEC
-November 6, 2025	Council Approval
-November 7, 2025	RESPEC Contract Phase 1 35% design (change from October 16) RESPEC Notice to Proceed (change from October 17)

HR report:

Total Employees: 59

- 50 full time
- 4 part-time
- 3 on-call
- 2 Seasonal

Open Positions: 7

- 1 police officer
- 1 corrections officer
- 2 heavy equipment operator
- 1 fleet mechanic
- 1 accounting Technician II

-1 Public Works Foreman, offer letter accepted, anticipated start date November 17

Senior Center – Library:

- There were 24 service days in this reporting period, 23 days seniors received full meal service.
- 391 meals were served in person dining at the senior center; 17 meals per day average
- 359 meals were home delivered during this time; 16 meals per day average
- The Senior Center was rented out 9 times for public events
- There are 4 volunteer senior van drivers that have met all the requirements to provide safe reliable rides for seniors and also deliver meals. This has been accomplished through collaboration with the Acting City Clerk.
- We have seen great support from the community and local businesses to ensure our seniors are taken care of.
- Special thanks to the Bayside Diner and Aem Robinson for their dedication to the community of Dillingham.
- Moose donations received during this time
- Library had 673 patrons during this time period
- 680 items checked out September 1 thru October 19
- 143 Museum visitors during this time
- 29 Story Time attendees
- 597 wi-fi session counts
- 41 desktop computer usages
- Library hours reduced to 25 hours a week starting September 29
- Library Advisory Board set new hours as follows
 - Closed Sunday and Monday
 - Open Tuesday – Thursday 12:00pm – 4:00pm
 - Open Friday 10:00am – 6:00pm (story time at 10:30)
 - Open Saturday 10:00am – 3:00pm

As shown in the reporting numbers, both services are very important to our community.

-Please see the complete report in the upcoming pages of your packet.

Public Safety:

- Citizens have expressed concern about a high-profile local case, what follows is an update as of 10/30/25. On 10/15/25 Anthony Reed was indicted by a Grand Jury on two counts of Sexual Abuse of a Minor in the Second Degree, (two Class B Felony charges) and Enticement of a Minor Under 16 (Class B Felony). Three felony charges total. Each felony charge is punishable by up to 10 years in jail. Potential 30-year combined jail sentence. Additionally, he is being charged with Contributing to the Delinquency of a Minor which is a Class A Misdemeanor punishable by up to one year in jail.
- 101 calls for service received during this reporting period
 - Please see Chief of Police report for a breakdown of calls by type and amounts.
- 34 inmates were held in the Dillingham Jail
- PSEA Public Safety Employees Association:
 - Negotiations are underway
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
- Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events
- Animal Control Officer online training is still in progress for euthanasia licensure. Upon completion he will attend the practical training in Anchorage.
- This is a much-needed service to the citizens of Dillingham, and we are looking forward to providing this in the future.
- Chief O'Malley and Sgt Nickels participated in an interview process at the Child Advocacy Center which gets the Advocacy Center one step further in their accreditation process. Things like this highlight the importance of a Police Department being involved in the community and working alongside other agency's to better our community.
- Please see the complete report in the upcoming pages of your packet.

Planning:

- Snag Point Appropriation scope of work and budget is completed for review by FEMA. Once government shutdown ends, we are hopeful that both will be accepted so we can proceed forward. Chris Hladick has been a big help with his local knowledge and experience in this area.
- EPA Landfill Appropriation officially started 10/01/25, however with the Government shutdown we have not been able to proceed at this time. Once Government reopens, we are optimistic that we will be able to meet the timeline set forth for this project.
- Please see the complete report in the upcoming pages of your packet.

Public Works:

- Public Works Foreman will start November 17
- 4 Public Works employees are currently attending BBNC Heavy Equipment training here in Dillingham.
 - 2-Heavy Equipment Operators, 1 Mechanic (enables post work testing), and 1 cross train from B&G
- Negotiations with RESPEC on Phase 1 contract complete and is in your packet as action item later in the agenda
- Winter preparations are mostly completed
- Progress has been made in implementation and population of our work and asset management software program. This is a program that will have constant implementation and updates. We hope to have this running in tandem with our existing systems NLT Spring 2026.

Finance:

- FY26 Budget amendment 1 was introduced October 16 and ready for adoption at this November 6, 2025 council meeting.

City Manager Search:

RFP 2025-03 Recruiting and Executive Search Services
Issued 10/23/25 Deadline 11/13/25 Opening 11/14/25 1600hrs Council Chambers

Department Accomplishments:

- All Departments have been busy with various tasks to help accomplish the City's mission, motivation is high, and communication lines are open.
- We have been working towards a more cooperative environment in our City, "How can we help"
- Individual Department reports follow this, please read through and see the last month's accomplishments.