

August 18, 2025

To: Mayor Alice Ruby
From: Chris Hladick, Chris Hladick Consulting LLC
RE: Scope of Work for possible contract

Dear Alice:

The scope of work for my contract should be defined. I have prepared this initial draft, and you are welcome to review and expand upon the scope as needed.

As I understand it the city council is desirous of having me on stand-by to assist Jack Savo in his new role as interim city manager for Dillingham. I have already had a brief discussion with Mr. Savo to get a handle on what has been requested. I would be happy to come to Dillingham to meet with Mr. Savo for several days to get clarity and to sit down with the city council in a workshop to ensure everyone is on the same page.

I foresee an initial visit and then maybe a follow up visit in a month or so. I can assist via phone call when needed and I can attend council meetings via zoom from Anchorage. Please let me know the number of visits to Dillingham you would like me to schedule within the next six months.

Are you also requesting that I attend Juneau and Washington DC trips? If so, I can assist in the preparation of documents and materials for lobbying purposes for those trips. And I can help train Jack on the process.

I will work directly with Jack and be available to the City Council for research or consultation as needed. The city may want me to attend conferences in Anchorage or elsewhere when city representatives can't get away. I think it will be useful to have a conversation about whom you want me to work for/with. I can be available to you Madame Mayor when you have questions on council process and strategy.

I recommend that I come to Dillingham soon to participate in a workshop with the Council and Jack to discuss city priorities and work with Jack on developing plans to accomplish those priorities so that the council has something to evaluate Jack against in six months. In essence the council asked you to do x and y and either you got it done in the allotted time or you did not. I would suggest another trip to Dillingham during evaluation time to help the council with the evaluation process. Council can decide the timeline for evaluation. The development of these priorities would include working with the department heads.

I can be available to department heads to help with problem solving or personal development. I would need to work this out with Jack on how best to accomplish this. There are also HR issues and legal issues that arise from time to time that I can assist with, this is critical. I have been

instrumental in evaluating and negotiating settlements with the various lawsuits whereas a green city manager would not know where to begin.

Additionally, I can help with capital projects. My fingerprints are on many projects the city has in the works. I began the harbor project process in the late 1990s. I obtained the funding for Snag Point Erosion. I can help Jack understand the Federal process with the Corps, the Fish and Wildlife Service and the EPA as well as the State of Alaska.

I would like to get the scope of work somewhat nailed down realizing that city management always includes the phrase and other duties as assigned.

I am proposing to the contract to be at \$150 per hour with cap if council wishes. I can better put a dollar figure on an expected amount of time after talking through a scope of work. I expect the city council to evaluate how my contract is working at any time. I expect the city to cover my travel costs to Dillingham, and, if needed, to Juneau and Washington DC, as well as any conference fees for required attendance. I would draft reports on all meetings attended.

My goal is to assist Jack and the council in keeping the city moving forward. It is my hope that my 35 years' experience in city management will be helpful.

Let me know your thoughts about the scope of work. When we have agreement, I can develop what I think a reasonable fee would be for six months work.

Thanks

Chris Hladick
Chris Hladick Consulting.