

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Tristan Chaney
Tracey Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:09/23/2026

To: Dillingham City Council

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report September 2026

City of Dillingham

“Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.”

Ordinances for council consideration

-Adopt Ordinance 2026-12

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

-Adopt Ordinance 2026-14

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION.

-Adopt Ordinance 2026-15 (AM)

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

-Introduce Ordinance 2026-16 Committee Code Modernization

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

Lagoon main incoming drain has failed; we have an approved "temporary repair installed and will be working towards a repair that will get us through the winter season. Onsite evaluation has been made by engineering firm CRW as well as ARWA. We will come up with a repair prior to freeze up. This is still in progress with CRW and ARWA and remains the number one priority of PW's and City Administration.

UPDATE; we have a DEC approved workplan and materials list, materials have been ordered and local contractors have been contacted for repair estimates. Council approved an emergency appropriation of \$40,000 at the September 3, 2026, Council meeting. Material came in as expected and within cost estimates. As of the writing of this report, we have not received the repair estimates. I am hoping to have a verbal update at the meeting next week.

211 E. Main St. property owners have filed an official complaint with the City Manager office pertaining to the waterline at their property. Subsequently property owners have also filed an extensive records request that goes back 16 years. We are putting together a response to this request as well as a cost analysis, currently we are estimating over 139 labor hours to complete, which spans across 5 departments. Once a detailed cost estimate is ready, we will reach out to the property owner with the total cost of the request. Initial labor cost estimate of the first request was over \$10,000.

Update; we continue to receive multiple requests for information that continually change, the last request we received threatened legal action from the property owners. This is the 3rd time we have been threatened with legal action. I have forwarded the information to our legal team for review. Thus far the City of Dillingham has spent a significant amount of staff time on this issue. Our hope is to have this resolved without additional cost to our city or the property owners. As I briefed at the September meeting there has been no findings that the City of Dillingham violated DMC or any applicable law. The most recent NOTICE OF ADMINISTRATIVE APPEAL/ DEMAND FOR COMPLIANCE letter is provided as an attachment.

Landfill accident involving hazardous materials is under review. Accident resulted in one employee being severely injured, employee is being treated for injuries sustained. We will determine events that led to this accident and draft a safety plan to prevent such accidents from occurring in the future. At this point our priorities are to ensure that the injured employee is being taken care of and the prevention of future accidents. We have published and sent out a PSA reminding the community of items that are accepted and prohibited at the Dillingham Landfill. I will have a more detailed report for the City Council at the October 1 meeting.

Update; at the time of this report the injured employee is expected to make a full recovery and potentially be back at work October 1. The PSA has been sent out to the community via social media, posted locally, as well as hard copies given to Landfill patrons.

Dillingham Small Boat Harbor dredging funding; We have reassurance that the funding for the Dillingham Small Boat Harbor dredging will be put back into the FY27 budget once it gets to the legislative process. We have mailed out letters to Senator Murkowski and Senator Sullivan pertaining to this issue, letters provided as attachments. We will continue to keep close track of this and report any updates as they are received.

Update; Senator Murkowski's office has assured us the funding will be put back into the budget once it reaches their level. Senator Sullivan's office has reassured us that this will be added back in to the budget. We were fortunate to have 2 Dillingham residents in Washington DC that met personally with Senator Sullivan and brought this to his attention and his office took immediate action on our behalf. It is a great thing to have so many citizens willing to step in and help when needed.

FEMA Snag Point Erosion, notification received from FEMA on June 23, 2026, that our request for a full 24-month extension was approved. We are waiting to receive final authorization from FEMA to proceed. At this stage, the City of Dillingham has met all tasks and requirements in a timely fashion. The project is now awaiting federal authorization to proceed to the advertisement phase. Staff will return to the Council with next steps once FEMA's green light is received.

Update; The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

EPA Landfill Improvement Project is advancing and is on schedule. Repair materials for the incinerator have shipped and delivery is scheduled for September barge. Once materials arrive, technicians from Penram alongside a Public Works employee will complete the repairs necessary to get the incinerator up and running. Public education is going to be a key foundation in the successful operation of the incinerator once online. We are working on an outreach plan that will help the community understand the importance of sorting trash to help with efficient and sustainable operation of the incinerator.

Update; We continue to track materials; delivery is currently on schedule. Incinerator is scheduled to be online late this fall. Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change. Cat 352 excavator has been purchased and is on the last Alaska Logistics sailing of the season. As with all present and new equipment, its data will be input into Brightly to ensure proper maintenance tracking.

SOA PFAS Airport Waterline Extension is nearing 35% design delivery scheduled for September 4, 2026. Once the 35% design is reached we will review documents and provide a detailed next step update for the City Council.

Update; Negotiations with RESPEC for the 65% and 95% design phases are scheduled in the coming weeks. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded. The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

RFB for fuel has been sent out, timeline follows.

- 9/18/2026 - first advertisement
- 09/25/2026 - second advertisement
- 10/09/2026 - 2pm council chambers and zoom - Open bid
- 10/09/2026 - 2:30 pm score bid and write letters of intent to award
- 10/15/2026 - Council meeting (this meeting based on the adoption of Ordinance 2026-15 could be moved to 10/22/2026)

Work is near completion on the RFB for Aggregate and RFP for IT services. They are both almost ready to advertise.

Council discussion/direction is needed on the property lease to GCI at 412 West 2nd Ave. With authorization from Resolution 2025-29 we brought Resolution 2026-12 GCI lease to the Special Council meeting on April 16. Resolution to authorize lease failed 3-1. No clear Council guidance was given at that time. Currently GCI occupies building at their old, expired lease which is significantly below market and appraised value. We would like to get clear guidance and direction from the City Council on this matter. I have prepared the following options that the Council can take, Council can choose to vote on and accept one of three options provided or develop another fourth option which provides clear guidance.

- Option A, Administration can bring back an amended version of Resolution 2026-12 to the November 5th meeting for council consideration. Previously negotiated contract with GCI would be used. Little to no additional cost to the City. Contract has already been through the City's legal review and through GCI's legal team.

- Option B, Use April 2026 appraisal of the property and solicit an RFB for the property. Additional costs for the city would be staff time of about 18 – 24 hours, advertisement costs, and eventual legal fees.

- Option C, get an updated current Appraisal of the property and solicit an RFB. Additional cost to the city would be staff time of about 24 -32 hours, advertisement costs, appraisal cost of \$3,750 (which could be more at this time), and additional legal fees.

City Clerk:

- The qualified voters who signed letters of candidacy were written into the ballot and the ballot was sent off for printing on the day after the candidacy period closed.

- Notifications for the upcoming election were posted

- Council members now have their own city mailboxes against the wall in the finance office. Packets and other communications will be left in the mailboxes when requested instead of on the table in the Finance area because the finance staff need their table for projects and sometimes items left for council are not picked up right away.**

- Election October 6th, 8 am to 8 pm in the Council Chambers.

- Absentee and Voting by Personal Representative Voting begins September 21st.

Senior Center – Library:

Community acknowledgements:

- Thank you to Samuel and John, our two missionary volunteers, who have been helping with the numerous odd jobs around the Senior Center.

-Senior Center August 16, 2026 – September 15, 2026

- Open 16 days

- Closed 7 days during this period due to employees on approved annual leave and training.

- Total meals served 394; 159 congregate and 235 home delivered. This equals an average of 25 meals per day.

- Days the van ran 16, with 187 rides provided and 235 meals delivered. This equals an average of 12

rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.

-Senior Van Driver has been hired at the end of August, for the first time since February 2026 the Senior Center is fully staffed.

-Hydroponic garden is currently producing enough lettuce that lettuce is no longer having to be purchased, cutting cost of the weekly salad bar in half.

-Library August 16, 2026 – September 15, 2026

-Acknowledgements:

Amy and Alice Ruby for volunteering time to ensure coverage during lunch hours and when short staffed.

-Assistant Librarian hired and has been a great addition to the team.

-460 Patron count

-7 desktop computer usages

-392 Wi-Fi sessions

-259 total items checked during this reporting period.

-The library was open every scheduled day during this reporting period.

HR report:

Total Employees: 49

-41 full time

-4 part-time

-1 Seasonal

-3 on call

Positions Open:

-Police Officer – Lateral Rotational

-Police Officer – Resident

-Heavy Equipment Operator

-Water/Wastewater Operator II

-Heavy Equipment Mechanic

-Animal Control Specialist Part Time (2)

-Record Specialist

-Building and Grounds Assistant

-Continue development of PSA's for community outreach

-Monitoring employee performance review program to help ensure timeliness of employee reviews.

Public Safety:

-Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events.

- PSEA Public Safety Employees Association negotiations are in the final stages, and we hope to be able to bring this agreement for City Council consideration in October. There has been no movement on this since the last council meeting has taken place.

-August 10 – September 10, 2026

-Dispatch received a total of 142 calls during this last reporting period the breakdown is included in the Public Safety report following.

-Jail held 30 inmates during this reporting period

Fire Department:

"Fire and EMS continue to focus on prevention, training, and recruitment to maintain service levels and community safety as we move into the summer season."

-Total Fire Calls to date in 2026 = 22

-Total EMS calls to date in 2026 = 187

-Fire Prevention Week activities have been planned, and dates have been scheduled with the school.

-EMS is working to host an ETT medical training for first responders in October

-Following Koolie's retirement, the department and City are reviewing Fire/EMS operations and identifying any adjustments needed to support future service needs.

-Fire /EMS Board Members

-Fire Chief: Koolie Heyano (retired)

-Assistant Fire Chief: Kevin Hardin

-Medical Squad Director: JJ Larson

-Member at Large: Kim Larson

Planning:

Snag Point Erosion;

The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

Capital Improvement;

Resolution 2026-29 gives the City a clear, Council-adopted framework for pursuing state and federal funding. The Planning Department's consolidated approach — grouping related water infrastructure, leveraging AHFC for the subdivision, and front-loading planning grants for undesigned projects — is designed to maximize the City's competitiveness across all ten priority items.

Airport Waterline Extension;

The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

EPA Landfill Improvement

Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change.

ANCSA Section 14(c) Land Subdivision Development

The ANCSA Section 14(c) subdivision program represents a significant land development opportunity for the City. Phasing across four subdivisions will allow the City to manage costs and respond to demand. Concurrent progress on the Section 5.30 code revision is essential to clearing the regulatory path for full project realization.

Please see Planning Director's complete report with a detailed description of the exceptional work being done.

Public Works:

- Current open positions in PW.
 - Heavy Equipment Operator
 - B&G Assistant
 - Heavy Equipment Mechanic
 - Water/Wastewater operator II

-Assisted Harbor with float removal, work occurred safely and without incident.

-Preparations for winter have begun

-Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule, Council approved fee schedule July 01, 2017. Staff training on correct landfill fees in progress. It will take some time for the Community to adjust to the implementation of correct landfill fees.

-PSA released to the community to help everyone understand the approved 2017 Landfill fee schedule as well as prohibited items. The prohibited items adherence by the community will help our employees to be able to work in a safer environment.

-Penram is on schedule to arrive in the coming weeks to complete the repair of the incinerator. We will begin to develop a measured public outreach plan to help the community understand what is required for the safe efficient operation of the incinerator.

-Lagoon main incoming drain has failed; we have an approved "temporary repair installed and will be working towards a repair that will get us through the winter season. Onsite evaluation has been made by engineering firm CRW as well as ARWA. We will come up with a repair prior to freeze up. This is still in progress with CRW and ARWA and remains the number one priority of PW's and City Administration.

UPDATE; we have a DEC approved workplan and materials list, materials have been ordered and local contractors have been contacted for repair estimates. Council approved and emergency appropriation of \$40,000 at the September 3, 2026 Council meeting. Material came in as expected and within cost estimates. As of the writing of this report we have not received the repair estimates. I am hoping to have a verbal update at the meeting next week.

Finance:

August Statistics: as of date of report.

Cash Receipts: \$1,399,357.33

All Payments: \$1,162,071.13 (includes \$ 238,381.75 for 2 payrolls & 4 supplements)

Department assisted with Fuel RFB, Aggregate RFB, and IT RFP

Mailing of real and personal property taxes were issued 07/01/2026. Payments are due 11/01/2026. If the first half is paid on 11/01/2026 the second half can be paid on 12/01/2026.

Finance and Budget Committee meeting scheduled for Monday October 19 at 1730

-See complete report in packet

Harbor/Port:

-Still in progress; Harbor lights project is still set to be completed summer 2026, this will increase the safety of the area for all. We are waiting on an estimate for the construction of a meter base, once we have this completed, we will then contact Nushagak to proceed.

-Harbor winter preparations are near completion; we still have one vessel holding the pulling of the final dock section. Floats and arms are put away for the season. Ice machine winterized.

-270 fishing vessel harbor stickers sold for 2026 season (most since 2019)

-155 skiff stickers sold for the 2026 season.

-232 40ft seafood containers exported for the season, totaling 12,196,627 pounds ~ 6,100 tons

-AML lease of small office building is up November 2026 with no renewal option; Port Director will start discussions now with AML. AML declined to proceed with lease of 307 W. Main Street, Port Warehouse in May 2026. We have no update on this currently. Port Director will maintain contact with AML on this.

-In an effort to control erosion in the creek next to the main road we have eliminated/limited vessel access past the Lumi bulkhead. This area is a point of concern at this time and will be monitored closely.

Individual Department reports follow this, please read through and see the last month's accomplishments.

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MEMORANDUM

Date: September 17 for the period beginning August 21
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for October 2026

City Clerk Department Accomplishment and Opportunities Since the Last Report: Big tasks completed

- The qualified voters who signed letters of candidacy were written into the ballot and the ballot was sent off for printing on the day after the candidacy period closed.
- Notifications for the upcoming election were posted
- Council members now have their own city mailboxes against the wall in the finance office. Packets and other communications will be left in the mailboxes when requested instead of on the table in the Finance area because the finance staff need their table for projects and sometimes items left for council are not picked up right away.
- **Codification**
 - A new Code supplement is ready. Council members who have not already done so, please leave your code books in the Council Chambers so that updates can be made to the binders. The binders named Seat C, Seat E and Seat F have still not been updated. Please bring them back to the council chambers.
 - I have been very busy drafting ordinances for the Code Committee during this time period. New Codification for the council code binders will be coming.
- **Foreclosure Update:**
 - The 2020-2024 Foreclosure process is almost done. One more account was paid off on 09/02/2026 reducing the number of properties left on the list. We are waiting for September 29th and then will move forward with acquisition of deeds for those left on the list.
 - These are the properties still on the list as of 09/18/2026:

Chocknok, Charlie	Gauthier II B L7
[REDACTED]	[REDACTED]
Kroener, Debra	USS 3184 B P3 L*
Mulchatna Air LLC	USS 5688 B700 L8A
- **Events:**
 - Wood Tikchik State Park Management Council will be having a fall meeting

- Signed up for the December Alaska Municipal Clerk's Conference.
- Council Travel for AML- the rooms have been booked and the registrations paid for two TBD council members to attend. Airfare and per diem not yet ordered.
- **Departments:**
The Senior Center and Library are fully staffed for the first time in quite some time. A Non-profit organization has reached out to the Manager asking if they can rent empty office space at the Senior Center. This space has sat vacant for years since BBNA moved out and it would be great to be able to rent it again.
- **Public Records Requests:** Nine requests were received in this time period, of which, two were voided by the requestor before work was done and many were documents the Clerk cannot provide. One was a request for documents held only by the State and three were requests for public safety records that can only be requested of Public Safety by using the public safety records request form. Two of the requests were provided the day of or the day after they arrived and one request arrived the day this report was written and discovery of records is in process. Instruction was provided to those requesting records that were not able to be provided about how they can get the records from the agencies that actually have them.
- **Elections:**
 - Election October 6th, 8 am to 8 pm in the Council Chambers.
 - Absentee and Voting by Personal Representative Voting begins September 21st.
 - September 26th is the last day to request an absentee ballot by mail.
 - A code update is requested to update the rest of the election code to remove pre-ADA compliant language from the current election code and bring the Municipal code in line with updated State requirements while also making non-substantial modernization updates. Council might want to look at section 3.40.015 again. I think something was recommended to be struck by DCRA that council may want to reconsider. Look at the last sentence that was struck in this section. The edit note in that section said that this part was unnecessary as it was already in title 2 and 3.40.015 but I cannot find it in those places. Council can decide if they want a further amendment to the ordinance or if they like it as is.
 - One of the approved members of the Election Board and Canvassing Committee has declined citing other commitments. We could use another person if anyone is interested in service in either capacity.
 - Write in Candidates can still file with the Clerk until the day before the election at 1 pm but those names will not be printed in the ballot and will not be provided in the voting area on the day of the election, as that would be illegal. If Ordinance 2026-15 is adopted on October 1st, I will honor the original notifications that went out about when the write-in period ends as there will not be enough time to provide adequate notice of the change after October 1. I will assume that changes to the candidacy period will be noticed with the new time periods next election season unless the council direct otherwise.

What can change this year, if the ordinance is adopted, are meeting dates that happen after October 6th. There will be plenty of time to notice the Canvassing Committee meeting date and the Council Special meeting date after October 1st if the ordinance is adopted and changes the date of these meetings.

- **Committee Open Positions:**

- Library Advisory Committee, 1
- Port Committee: Two Seats up for Renewal in November
- School Facility Committee – one seat up for renewal in November, annual appointment
- Senior Advisory committee: all of them
- Election Board (currently the same as the Canvassing Committee because of our election code, however, we have been advised by the State that it would be better to update our code so that the election board and the canvassing committee are made up of different people, for more checks and balances.)
- Canvassing Committee- At least three and a chair. (According to the State Election's Department, we can have more if we would like more. I recommend that we appoint more as counting is better with more witnesses and it is not uncommon for several committee members to not be able to attend when the time comes to meet.)
- Planning Commission will have two seats up for renewal in December
- Friends of the Landfill: 1 (The latest appointment by the Council declined.)
- Parks and Recreation: In anticipation of a new resolution to recreate this committee, letters of interest are requested. There will likely be five seats.

- **General Operations:**

- BOE update- Due to the invoices for taxes that were mailed in July, there have been many requests to the BOE for permission to late file tax appeals. On October 13th at 5:30 there will be a hearing of the BOE to determine if letters requesting permission to late file will be granted permission to late file and to determine if the three approved at the last BOE will be settled.

Requests for the Council:

- Election Board and Canvassing Committee Members for October 2026 Update: Dan Dunaway will not be available, another election worker/ Canvassing Member would be appreciated but I have no names to bring forward for approval at this time.
Please allow the Clerk to appoint last-minute election workers and canvassing committee members if there are vacancies on the teams and someone can be found to serve.
- Please adopt an ordinance to update the rest of our election code. Our code is based on 1980's State statute that has since been updated.
- Please make a decision on the license renewal for Alaska Grown Cannabis.

- Decide if the council would like to officially make a public comment on proposed changes to the Control Board
- Please introduce the Ordinance to make changes to committees currently in code

Weekly Meetings and Events List for Fall

Week of September 28 – October 4

- Thu. **10/1** – Regular Council Meeting — City Hall — **7:00 PM**

October 2026

Week of October 5 – October 11

- Mon. 10/5 – Last day to declare as a write in candidate (1 pm cut off), Election worker training and poll set up, Civics Class visit, mock vote – 8:15 am
- Tue. **10/6** – Municipal Election — City Hall — **8:00 AM–8:00 PM**
- Thu. **10/8** – Maybe Canvassing Committee — City Hall — **Time TBD**

Week of October 12 – October 18

- Mon. **10/12** – Holiday
- Tue. **10/13** – BOE 5:30 PM
- Wed. **10/14** – (Tentative) School Facilities Meeting — City Hall — **5:30 PM**
- Thu. **10/15** – If O 2026-15 is not adopted, Special Council Meeting — City Hall — **5:30 PM**, Could also be Canvassing meeting if O 2026-15 is adopted.

Week of October 19 – October 25

- Mon. **10/19** – Finance & Budget Committee — City Hall — **5:30 PM**
- **Thur 10/22 – If O 2026-15 is adopted**, Special Council Meeting --City Hall **5:30 PM**

Week of October 26 – November 1

- Code Committee – Oct 27, 5:30 PM
- **MOU Committee** — needs a date during this week
- Thu. **10/29** – Friends of the Landfill — City Hall — **10:00 AM**

Week of November 2—November 8

- **November 3rd- Election Day**
- **November 5th, Regular Council Meeting**

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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: September 22, 2026, 2026
Re: Council Decisions on Travel to AML

SUMMARY: Please come to the October 15, 2026 or the October 22, 2026, Council meeting prepared to decide which two Council members will attend the Alaska Municipal League (AML) conference in December. The budget provides for two Council members to attend. Please also consider whether to use reimbursed taxi or rideshare trips between the Anchorage airport and conference hotel in place of a City-funded rental vehicle, where practical. Seats on Alaska Airlines fill up fast so it is very important the Clerk be able to book the tickets as soon as possible.

BACKGROUND: When travel authorizations were prepared in August, the estimated cost was \$3,653.70 per Council member, or \$7,307.40 for two. These are estimates and may increase as the travel date approaches. Last year, the rental vehicle for one Council member attending AML cost \$858.62 and the additional cost to park that vehicle downtown was an additional \$150. Taxi or rideshare costs tend to be around \$60 total and include both to and from the airport. There is a potential to save the taxpayers almost \$2,000 on this trip alone.

DISCUSSION: Staff members already seek ways to reduce City travel costs when they travel. Depending on the trip, they use taxis or rideshares, arrange rides with friends or family, or pay personally for a rental vehicle for their own use to be used only after training sessions are finished each day. Staying near the conference and arranging only the needed transportation to and from the airport can also make it easier to attend the full daily program. The council hotel is already booked for the Marriott as it is walking distance to the AML conference location. Some residents raised concerns on social media last year about public spending on AML travel. Considering ground transportation costs publicly gives the Council an opportunity to respond to those concerns while deciding what arrangements are practical for its members.

COUNCIL DECISION: At the October 15 or 22 meeting, please select the members who will attend and decide whether their ground transportation should generally be reimbursed taxi or rideshare trips between the Anchorage airport and hotel, subject to the City's travel rules and receipts, or another approved arrangement. The Council may consider a rental vehicle if circumstances warrant it or may consider one rental vehicle to be shared between the members attending.

Senior Center Accomplishments and Opportunities for August 16, 2026 to September 15, 2026

Days Open	16
Days Closed	7
Lack of Staff	6
Holiday	1
Meals Served	394
Congregate Meals	159
Home Delivery Meals	235
Rides Provided	187
Rentals for Events	3

Acknowledgements

- The Senior Center would like to extend a special thank you to Dan Boyd** for his patience and commitment as we worked through the process of officially hiring him as our Senior Van Driver. Dan continued volunteering throughout the process, showing up each day to provide rides, deliver meals, assist in the kitchen, and help wherever he was needed. We were very happy to finally welcome him to the payroll at the end of August! During this reporting period, the Senior Center was short staffed in the kitchen, making Dan's willingness to step in especially valuable. His assistance reduced the amount of time the Community Center Coordinator needed to spend preparing meals and cleaning up afterward, allowing time to keep up with required paperwork and continue moving projects forward at both the Senior Center and Library. We greatly appreciate Dan's patience, reliability, and commitment to serving our elders.
- A huge thank you goes to Samuel and John, our two missionary volunteers,** who have generously spent a great deal of time helping with the many odd jobs that need to be done around the Senior Center. Their assistance with cleaning was particularly valuable while we were short staffed this reporting period. Having their help meant that essential work around the Center continued to get done while allowing the Community Center Coordinator to stay on top of the administrative responsibilities of managing the Senior Center and Library without relying on so many nights and early mornings to catch up. Sometimes it is the everyday tasks—cleaning, organizing, moving things, and simply asking, "What can we do?"—that make the biggest difference. We are incredibly grateful for Samuel and John's time, hard work, and willingness to help wherever they are needed.

Staffing Update

- **Dan Boyd was officially hired as the Senior Van Driver at the end of August.** Dan has taken his responsibilities seriously and has already proven to be a tremendous addition to the Senior Center team. After months of relying on volunteers and staff members to fill multiple roles, we are very happy to have a dedicated employee providing transportation and assisting with meal delivery for our elders.
- **For the first time since February, the Senior Center is fully staffed!** The value of having a complete team cannot be overstated. Instead of spending each day simply trying to keep up with immediate needs, we finally have the opportunity to plan ahead, work on projects, improve our programs, and begin looking toward the future. Being fully staffed provides stability for our employees and, most importantly, more consistent services for the elders who depend on the Senior Center.
- **Kitchen Manager Nelda Savo was on leave for the majority of this reporting period.** We are very happy to have Nelda back at work and appreciate everyone who helped keep Senior Center operations moving during her absence. With Nelda's return and Dan joining the team, we are looking forward to settling into a more sustainable routine and seeing what we can accomplish together.

Accomplishments

- **The Senior Center was able to provide meal service for three weeks during this reporting period despite continued staffing challenges.** On one Friday when staffing required the facility to close, we planned ahead and provided elders with two meals on Thursday, allowing them to still receive five meals for the week. The Senior Center was also closed for one full week while the Kitchen Manager was on leave and the Community Center Coordinator attended an out-of-town library conference. Unfortunately, staffing levels made it impossible to provide services during that closure. Following the holiday weekend, we returned to work fully staffed for the first time in months and hit the ground running, resuming meals, transportation, and other Senior Center services.
- **Our hydroponic garden survived another reporting period and is officially earning its keep!** The garden is currently producing enough lettuce that we no longer need to purchase lettuce for Senior Center meals, cutting our weekly salad bar costs approximately in half. There continues to be a learning curve as we determine the best way to keep the garden producing consistently. We are now working on starting new plants and developing a rotation that will allow younger

lettuce to mature while established plants are being harvested. Our goal is to have new plants ready to take their place once the older plants stop producing. It has been a fun learning process, and we are excited to see the garden beginning to provide both fresh food and measurable savings for the Senior Center.

- **The Senior Center has taken steps to formally communicate its policy regarding use of the commercial kitchen during facility rentals.** Restricting renters from using the kitchen has been the practice at the Senior Center for nearly two decades; however, the restriction had never been clearly addressed through public notice. The kitchen is used to prepare meals for our elders and must be operated in accordance with applicable state and federal food-service requirements. Allowing unauthorized use of the kitchen could result in violations that jeopardize our ability to continue preparing meals. A public notice has now been posted explaining the restriction so renters and community members have clear expectations when using the facility. The formally communicated policy will take effect October 1, 2026.

Grant Reporting

- Nothing new to report.

Needs

- BINGOcize will return in October! Any community members who would like to help host an activity at the Senior Center are encouraged to contact the Community Center Coordinator at 907-843-2873.

**Library Accomplishments and Opportunities for
August 16, 2026 to September 15, 2026**

Patron Visits – Total 460

Tue	Wed	Thu	Fri	Sat	
10 AM – 4:00 PM	10 AM – 4 PM	10 AM – 5 PM	10 AM – 5 PM	10 AM – 3 PM	Total
107	85	90	126	52	460

Computer and WiFi

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
WhoFi*	51	77	65	70	61	35	33	392
Desktop Usage	-	3	1	2	0	1	-	7
AWE Station	-	0	1	0	0	0	-	1

Items Checked out – Total 142

Item	Tue	Wed	Thu	Fri	Sat	Total
Battle of the Books		1				1
DVD	49	27	32	22	17	147
Graphic Novel		1				1
New Books	2		4	4	8	18
PlayStation Games	2		1			3
Physical Games				2		2
Standard Item	30	2	12	24	18	86
Total	83	31	49	52	44	259

Acknowledgements

- **The library would like to extend a special thank you to Amy and Alice Ruby** for volunteering their time to help us while we were short staffed. Amy and Alice helped provide lunch coverage for library employees and stepped in to assist with Storytime, allowing us to keep the library open and services available to our patrons. It is always especially fun to have volunteers who genuinely enjoy the library and bring that enthusiasm with them when interacting with our patrons. We greatly appreciate Amy and Alice for taking time out of their days to lend a hand and share their excitement for the library with our community.
- The library would like to thank **Curyung Tribal Council and the Institute of Museum and Library Services (IMLS)** for making the Librarian's attendance at the 250 Convening in Reno, Nevada, possible. Our partnership with Curyung and its support of our library services grant made this opportunity possible, while IMLS

Amended

generously covered the cost of attending. The event provided valuable training and opportunities to network with librarians from across the country, particularly those serving rural Alaska and other small communities. We greatly appreciate Curyung's continued partnership and IMLS's investment in rural libraries. The knowledge, connections, and inspiration gained from this experience made the trip well worth the travel.

Staffing Changes

- **We are excited to welcome Shania Johnson as the newest member of the library team!** Shania was offered the position of Assistant Librarian and has already been a wonderful addition. Her welcoming smile and thoughtful nature have been well received by both staff and patrons. She has been busy learning the library software, becoming familiar with our procedures, and mastering the art of finding items that sometimes seem determined to hide on the shelves. We are looking forward to Shania's help as we continue organizing and improving our collection, and we are excited to see the creative ideas she brings throughout the year as we work together to make the library a place where our community wants to visit, explore, and spend time.

Grants

- The annual report for the **PLA grant** was completed and submitted during this reporting period. **IMLS** has announced that all grant applications will be due at the same time this year, in November. Work has begun on preparing the necessary applications for the grant funding we hope to secure for the upcoming year.
- A Letter of Agreement was also signed and returned to the organization that assists the Library with the **E-Rate program**. In the coming months, we will begin the process of securing next year's E-Rate funding. These grants continue to be an important source of support for Library programs, services, and operations

Library Advisory Board (LAB) News

- **The Library Advisory Board met during this reporting period and discussed the library's internet filtering requirements.** As part of the library's grant, a public meeting is required to provide an opportunity for community feedback regarding the library's internet safety and filtering policies. The Librarian provided an update on the filters currently in place and their impact on public computer use. At the time of the report, no patrons had reported difficulty accessing legitimate websites or information because of the filtering system. Library staff will continue to monitor its

Amended

impact and work to ensure patrons are able to access legitimate information and resources while the library remains compliant with its grant requirements.

- **The LAB also discussed the library's approach to overdue and lost-item fees.**

Libraries across the country have increasingly moved away from charging overdue fines when materials are ultimately returned. The philosophy behind this approach is that financial barriers should not prevent patrons from accessing library services. When overdue fines accumulate beyond what a patron can afford, the result can be that the patron stops using the library altogether. At that point, the library has potentially lost the item, the cost associated with replacing it, and the patron. Our primary goal is to get library materials returned and back into circulation. The LAB discussed forgiving overdue fines when materials are returned, while continuing to charge replacement fees for items that are truly lost. The Board also discussed the possibility of allowing patrons who cannot afford outstanding charges to volunteer at the library as a way to work toward resolving those fees.

- **During a work session, the LAB began reviewing the library's borrowing periods.**

Standard library materials can currently be checked out for 30 days and renewed repeatedly unless another patron has placed a hold on the item. In practice, this can result in materials remaining out of the library for 60 days or longer and may contribute to items becoming lost. The library is considering shortening the standard checkout period to three weeks. No changes to borrowing periods have been implemented at this time.

- **The library has already adjusted how renewals are handled.** Patrons are now asked to bring materials back to the library when requesting a renewal rather than renewing items by telephone or online. This serves two purposes: it allows staff to verify that the patron still has the material in their possession, and it encourages patrons to return to the library and see what else is available. Since making this change, staff have noticed materials being returned more frequently.

- **Winter and summer operating hours were also discussed during the LAB work session.** With staffing stabilizing, the library is preparing to expand its winter hours. Staggered employee schedules will allow the library to open earlier in the day while remaining open later in the evening, when community members may have more opportunities to use the library during the winter months. Summer hours will be structured differently to better reflect seasonal patterns of library use. The new winter schedule will take effect soon.

Friends of the Library Update

- The Friends of the Library (FOL) continue to purchase books for the library in memory of Jenice Cox. They are planning a Book Trivia night to be announced later

Amended

this fall. There is a list of books they will be asking questions about. Patrons are encouraged to check them out and study up!

Accomplishments

- **With the addition of an Assistant Librarian, staff are continuing the work of inventorying and organizing the library's collection.** All materials on the library floor have now been accounted for, and staff have moved on to inventorying the DVDs stored in bins behind the circulation desk. They are working through the collection to update movie records, verify assigned bin numbers, and identify missing items. This portion of the collection has not been fully inventoried in some time, and staff are finding a number of discrepancies and missing movies as they work through it. Once completed, we will have a much more accurate picture of our DVD collection and, most importantly, staff will be better able to quickly locate the movies our patrons want to borrow.
- **Shania took on the task of reorganizing and improving our periodical display.** Some of the existing shelving was no longer serving its intended purpose, so she relocated and reorganized the periodicals to make better use of the space. Current issues are now displayed more prominently and are easier for patrons to locate, while previous issues from the past year remain readily available for browsing and circulation. The new display looks great and has also allowed us to clean up the ramp leading to the lower level of the library, creating a more organized and welcoming space.

Needs

- The Library Advisory Board (LAB) continues to seek a candidates.
- We are seeking community members interested in helping host small, grass roots events at the library. These events are intended to be low- or no-cost, creative, and community-driven. We welcome individuals who enjoy thinking outside the box and want to share their skills, hobbies, or ideas with others in an accessible and engaging way.

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Curt Armstrong
Steven Carriere
Triston Chaney
Tracy Hightower
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 9/17/26
To: Jack Savo Jr., City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: September 2026

Patrol:

Officers have continued to be present at the school each day during the morning. We are continuing to recruit patrol officers.

Corrections:

30 inmates were held in the correctional facility during this month.

Dispatch:

We had a total of 142 calls between August 10, 2026 and September 10, 2026.

Burn Permits: 1
Agency Assist: 5
Suspicious Vehicle: 0
Vehicle Accidents: 0
Welfare Checks: 26
EMS: 38
Theft: 5
Civil Standby: 1
Motorist Assist: 0
Premises Check: 11
Disturbances: 62
Traffic Stops: 8
Assault (DV and Non DV): 9
Trespass: 2
Fire: 2
Animal Call: 11

Warrant Arrest: 1
Paper Service: 1
ATV Complaints: 1
Robbery: 0
REDDI: 3
Death Investigation: 1

DMV:

03 – Commercial D/L

37 – Driver License

2 – Identification Cards

01 – HC Permits (No Fee)

01– Miscellaneous Fees

39 – Vehicle Registration

21 – Title / Lien

12 – Boat Registration

06 – Road Test

00 – License Services

15 – AK Written Test

Animal Control:

The City is currently accepting applications for two part-time animal control officers.

Mayor
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City Manager
Jack Savo Jr.



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MEMORANDUM

Date: August 2026
To: Jack Savo,
From: Scott Runzo, Fire Department Coordinator
Subject: Fire/EMS Report

Fire and EMS activity remained steady this month, with 5 fire callouts and 30 EMS calls. The department focused on prevention, volunteer support, equipment readiness, training preparation, and planning for future operational needs following recent leadership changes.

Monthly Activity Summary: Fire Callouts: 4 EMS Calls: 30

Fire/EMS Board Members

- **Fire Chief:** Koolie Heyano (retired)
- **Assistant Fire Chief:** Kevin Hardin
- **Medical Squad Director:** JJ Larson
- **Member at-large:** Kim Larson
-

Department Accomplishments:

- Fire Prevention Week activities have been planned, and dates have been scheduled with the school.
- Summer EMTs have completed their time with the city and volunteers will be running calls.
- As summer ends, the summer response teams performed well. To help reduce costs, the department relied more on volunteers this year with positive results, though minor adjustments will be needed before next summer.
- The New Fire Hall project has completed its first phase of engineering. Next phase of engineering will happen in November 2026.
- New minimum standards for Fire and EMS have been completed, and training will be implemented this year.
- First volunteer meeting was held on September 16th, 2026, and we had record attendance.

Projects – Progress, Public Engagement & Preparations:

- We have had several calls relating to CO2 detection and will be putting out a PSA as households start turning on the heat.
- EMS is working to host an ETT medical training for first responders in November.
- The EMS department will host CPR classes this fall.
- School program has been set for October 18th, 2026
- Fire and EMS are partnering with BBNA to distribute and install combination smoke and carbon monoxide detectors.
- Staff launched volunteer spotlights, which have received positive feedback from the community.
- Fire conference is at the end of the month, and we have one person attending.
- Following Koolie's retirement, the department and City are reviewing Fire/EMS operations and identifying any adjustments needed to support future service needs. Fire and EMS office is working with the current board and discussing options.
- We have been contacted by a foundation that has funding for the removal of PFAST, and they will be coming out next week to explore options.
- EMS is collaborating with the Greensboro fire department for community outreach presentations.
- City will be partnering with L and M to host an Endcap with fire safety products. These products will be discounted and highlighted in a PSA.

Public Feedback:

"Fire and EMS continue to focus on prevention, training, recruitment, and equipment readiness to maintain service levels and support community safety."

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



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

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., City Manager
Date: September 18, 2026
Re: October 2026 Report

Project Management Responsibilities

I continue to hold direct project management responsibilities and reporting for the Airport Waterline Extension Project, EPA Landfill Improvement Project, and Snag Point Erosion Control Project. I am also assisting Port Director Daniel Miller with the MARAD Port Infrastructure Development Program grant and harbor-related environmental due diligence, and supporting Fire Department Coordinator Scott Runzo through the engineering and design process for the new downtown fire hall. A new project has been added to the portfolio this period: the Dillingham Wastewater Lagoon Emergency Repair, for which the Planning Department is serving as a coordinating office alongside Public Works.

The addition of the Wastewater Lagoon Emergency Repair reflects the Planning Department's expanding coordination role across infrastructure projects. Effective multi-project management at this stage requires close communication with Public Works, design consultants, and state regulatory agencies simultaneously.

Capital Improvement Plan

The City Council adopted Resolution 2026-29, establishing the FY2027–2028 State and Federal Legislative Priority List from the CIP. The following ten projects were identified as the City's top capital priorities, ranked in accordance with the Planning Commission scoring process:

#	Project	State Request	Federal Request
1	Waterline Extension, Airport		\$18,500,000
2	Snag Point Erosion Control		\$17,000,000
3	Hydrant System Upgrade		\$3,000,000
4	Waskey & Emperor Subdivision		\$8,000,000
5	New Public Safety Building		\$32,000,000
6	Harbor Upgrades & Improvements		\$11,100,000
7	Downtown Fire Hall Replacement		\$18,000,000
8	Water Systems Upgrades & Improvements		\$7,000,000
9	Public Works Shop Improvements		\$4,000,000
10	Dillingham Port Improvements	\$3,500,000	\$7,500,000

Per Resolution 2026-29, the City Manager has been instructed to advise appropriate State and Federal representatives of the City's priorities and submit the preliminary Legislative Priority List in accordance with DMC § 4.05.070. The Planning Department has updated its CAPSIS requests in alignment with these adopted priorities.

The Planning Department is pursuing a consolidated approach to federal funding where strategic consolidation strengthens applications. The Airport Waterline Extension and Hydrant System Upgrade will be pursued together, with the Water Systems Upgrades as a potential third component to leverage. Preliminary funding research has been completed or is underway for the Harbor, Port, Public Safety Building, and Fire Hall. The Waskey & Emperor Subdivision represents a strong candidate for Alaska Housing Finance Corporation (AHFC) funding, which the Planning Department has already identified as a priority opportunity.

Planning grants will also be actively pursued for projects that currently lack completed designs or scopes. Securing planning-phase funding is a deliberate strategy to maximize future competitiveness for construction funding — projects with completed plans are significantly more competitive in grant cycles.

The Planning Department will also be reaching out to the Dillingham City School District (DCSD) to explore coordination on their own capital improvement planning — whether through integration into the City's overall CIP or through the drafting of a formal resolution of support.

Resolution 2026-29 gives the City a clear, Council-adopted framework for pursuing state and federal funding. The Planning Department's consolidated approach — grouping related water infrastructure, leveraging AHFC for the subdivision, and front-loading planning grants for undesigned projects — is designed to maximize the City's competitiveness across all ten priority items.

Planning Commission — Ongoing Work

No Planning Commission meetings were held in June, July, or August 2026. The Planning Department has received an abbreviated plat application, which is currently under review. Updates will be brought to the Commission when it reconvenes. Preliminary discussions around proposed ordinance language changes to Chapter 5.30 of the Municipal Code and review of recently acquired foreclosed parcels remain on the Commission's agenda. Coordination with the Department of Commerce, Community, and Economic Development (DCRA) for a joint training session with Council members is also in progress.

Both Chapter 5.30 ordinance review and the disposition of foreclosed parcels involve meaningful policy questions around land use and community development. The abbreviated plat review and DCRA training coordination will be prioritized when the Commission reconvenes.

Snag Point Erosion Control Project

There are no new updates to report on the Snag Point Erosion Control Project this period. The Planning Department continues its bi-weekly meetings with FEMA and remains in a holding pattern awaiting contract authorization. The City has submitted all required documentation — the Performance Monitor Report, the RFP, the advertisement package, and an updated scope of work — and has fulfilled every obligation in a timely manner. The project is now entirely dependent on the federal government's authorization to proceed.

The City of Dillingham has met every task and deadline required of it. Bi-weekly contact with FEMA is maintained to preserve momentum and ensure the City's position remains strong. Staff will bring updates to the Council as soon as federal authorization is received.

Airport Waterline Extension Project

The 35% design package for the Airport Waterline Extension Project has been completed by RESPEC. The Planning Department has held two subsequent meetings with RESPEC to work through minor corrections to the documents. A soft construction cost estimate of approximately \$32 million has been developed at this stage. The City currently holds just over \$13 million through the State Revolving Fund (SRF) loan designated for construction.

The Salmon Roe area — which includes the PFAS-impacted system on Windmill Hill — is a separate addition to the project funded by the State of Alaska and is not reflected in the current construction estimate. The Planning Department is not concerned about the overall funding gap at this stage. Work will proceed in coordination with the State, EPA, and potentially ANTHC to identify and secure funding to address any shortfalls. The 35% design is currently being submitted to SRF, with primary focus on the water tower component, which represents the largest open eligibility question: whether the tower will be deemed eligible under the current SRF funding or will require a separate funding source.

Negotiations with RESPEC for the 65% and 95% design phases are scheduled in the coming weeks. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded.

The completion of the 35% design marks a significant milestone. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. The water tower eligibility question will be a key near-term determination.

EPA Landfill Improvement Project

The Planning Department continues its monthly coordination meetings for the EPA Landfill Improvement Project. Equipment procurement for the wheel loader, excavator, and dozer remains in progress. The parts and materials for the incinerator repair are expected to arrive on the last barge of the season. The Planning Department and Department of Public Works are coordinating directly with Penram International to ensure the repair work is initiated as soon as materials arrive at the Port of Dillingham, given the constraints of the shipping season.

A preliminary site visit was conducted during the final week of June 2026 to evaluate structures and improvement opportunities for the next project phase. Findings from that assessment continue to inform the planning and sequencing of future project work.

Timing the incinerator repair work to the arrival of the last barge reflects the logistical realities of operating in Dillingham. Coordination between Public Works and Penram's technicians is active and will be critical to executing the repair before seasonal conditions change.

Dillingham Wastewater Lagoon — Emergency Repair

The Planning Department has been coordinating with CRW Engineering on an emergency repair to the Dillingham Wastewater Lagoon. An approved design and materials list have been received, and quotes were sent out on September 16, 2026. At the time of this report, the Department of Public Works is awaiting a final price for materials. The Planning Department will separately seek quotes from local and regional contractors to perform the physical repair work. A workplan has been received from CRW and is under review.

Cost was a priority throughout this process. The Planning Department identified zinc-coated 10-inch ductile iron pipe already available within City facilities, which was incorporated into the repair design and achieved meaningful cost savings. The repair design has been approved by the Alaska Department of Environmental Conservation (DEC). However, DEC has indicated a preference for a permanent fix and has requested a long-term plan for the facility. The Planning Department has begun developing a funding request to address this requirement and will provide updates as that work progresses.

The ability to use materials already on hand demonstrates the value of knowing the City's infrastructure inventory and applying it proactively. DEC's push for a permanent solution is a planning horizon to track — the funding request now underway will lay the groundwork for a durable long-term fix.

MARAD Port Infrastructure Development Program

The Phase 1 and Phase 2 Environmental Site Assessments (ESAs) for the harbor area have been completed by PND Engineers. The Planning Department has reviewed both documents extensively and is coordinating with Port Director Daniel Miller on next steps, including an evaluation of potential remediation needs for the existing harbor lots. There are outstanding questions regarding the underground components of the existing structures that were not fully addressed in the assessments. The Planning Department will be relaying these concerns to PND and requesting clarification on their plans for further investigation, as the City has expressed significant interest in the commercial development potential of the Bingman Lot 2 Remainder property.

The completion of both ESAs is a necessary precondition for any development at the harbor. Unresolved questions around underground building components warrant further investigation before remediation planning can be finalized. The City's interest in the Bingman Lot 2 Remainder property underscores the importance of resolving these environmental due diligence questions in a timely manner.

Downtown Fire Hall — Engineering & Design

Aetta Architects has been on site twice since the last City Council meeting, and design work is progressing well. Fire Department Coordinator Scott Runzo and I have been actively engaged with the Aetta team, providing coordination on legal ownership, right-of-ways, easements, setback requirements, as-builts, and water and sewer locates. This information has been assembled and delivered to the design team to support the current phase of work.

A 35% design package is anticipated by the end of October 2026. Upon receipt of that milestone, the Planning Department will begin pursuing construction funding through the USDA Community Facilities program and will initiate the development of a funding portfolio for CAPSIS and potential legislative lobbying opportunities. The project continues to benefit from strong coordination between the Planning Department, the Fire Department, and the design team.

The end-of-October 35% design target keeps the fire hall project on a strong forward trajectory. The funding strategy — USDA, CAPSIS, and lobbying — will begin taking shape immediately upon receipt of that milestone, positioning the City to move aggressively toward construction funding in the next grant cycle.

ANCSA Section 14(c) Land Subdivision Development

The Planning Department is advancing the development of a land subdivision program on property conveyed to the City of Dillingham by Choggiung Limited under Section 14(c) of the Alaska Native Claims Settlement Act (ANCSA). The City will be selecting a qualified surveying firm to initiate the formal surveying process. The program envisions the creation of four subdivisions in total, to be phased to account for budgetary constraints and market interest.

It should be noted that Municipal Code Section 5.30 will require revision before the full subdivision program can be realized. This code update is already under review by the Planning Commission and represents a necessary parallel workstream as subdivision planning advances.

The ANCSA Section 14(c) subdivision program represents a significant land development opportunity for the City. Phasing across four subdivisions will allow the City to manage costs and respond to demand. Concurrent progress on the Section 5.30 code revision is essential to clearing the regulatory path for full project realization.

Parks and Recreation Commission

Parks and Recreation Coordinator Conor Downey, Mayor Alice Ruby, and I met with representatives from the Alaska Native Tribal Health Consortium (ANTHC) and the Bristol Bay Area Health Corporation (BBAHC) to discuss potential funding for parks and recreational infrastructure within Dillingham, as well as funding available through the CDC for active transportation projects. This represents a significant step toward securing the partnerships and resources necessary to begin improving the City's recreational facilities.

As the Council is aware, Mr. Downey and I have been actively working toward the reinstatement of the Parks and Recreation Commission. The Planning Department will be bringing forth a resolution for code amendments to formally reactivate the Commission. The proposal envisions restructuring it as an advisory board — similar in function to the Friends of the Landfill model — with a reduced membership of five rather than seven. Among those five, one seat would be

designated for a student advisor elected from the Dillingham City School District, ensuring that Dillingham's young people have a direct voice in shaping the recreational environment that serves their generation. The Commission's focus would be dedicated to assessing and improving existing facilities with a long-term commitment to the health and wellbeing of current and future residents.

The meetings with ANTHC and BBAHC signal real momentum around recreational and active transportation funding that the City is well-positioned to pursue. The proposed advisory board structure — smaller, more agile, and inclusive of student representation — reflects a thoughtful evolution of how the Commission can best serve Dillingham.

Alaska Housing Finance Corporation — Housing Development

In August 2026, I met with Bryan Butcher, Chief Executive Officer of the Alaska Housing Finance Corporation (AHFC), to discuss potential housing development funding for the City of Dillingham. This meeting was the culmination of groundwork laid approximately two years ago, when I met with AHFC staff in Anchorage to begin positioning Dillingham as a candidate city for their rural housing development grant programs.

Depending on the City Council's priorities, Dillingham may qualify for AHFC funding to either develop the City's new subdivision or to construct housing designated for teachers, public safety personnel, healthcare workers, and state employees — workforce housing categories the community has long needed. I will continue working with AHFC's rural housing department and will bring the matter back to the Council when a notice of funding opportunity is issued.

The AHFC relationship represents a long-term strategic investment now positioned to bear fruit. Whether directed toward the ANCSA Section 14(c) subdivision or dedicated workforce housing, AHFC funding would represent a transformative opportunity for Dillingham's housing landscape. Staff will monitor funding announcements closely and bring actionable opportunities to the Council.

Water & Wastewater Rate Study

The Planning Department has assumed responsibility for the City's Water and Wastewater Rate Study. The primary objective is to bring rates into alignment with actual operating costs and demand, ensuring that Dillingham's water and wastewater funds are financially self-sustaining. The study will also incorporate a cost-of-living and inflation adjustment mechanism, consistent with the City's obligation under the Dillingham Municipal Code to increase rates as needed on an annual basis.

The intent is to create a streamlined process through which the City Manager and the Finance and Budget Committee can make annual rate adjustments with clear, data-driven justification — reducing the administrative burden associated with ad hoc rate reviews. If this framework proves effective for water and wastewater, a similar mechanism will be explored for the landfill enterprise fund.

The longer-term fiscal goal is for special revenue funds to become self-sustaining and, over time, to generate sufficient surplus to contribute to the City's capital improvement fund balance — providing a local funding stream for future projects. Given the current trajectory of state and federal funding for municipalities, building internal fiscal resilience through sound rate structures is not just prudent, it is necessary. The rate study is targeted for completion by the end of October 2026, in time for consideration during the FY2027 budget cycle.

A well-structured rate study with a built-in inflation mechanism is a foundational tool for long-term municipal financial health. The goal of growing special revenue fund balances to support capital projects reflects a proactive approach to a funding environment where local governments must increasingly provide for themselves. Completion by end of October positions this work to directly inform next year's budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. Maines', with a long horizontal flourish extending to the right.

Christopher Maines, PhD

Planning Director, City of Dillingham

September 18, 2026

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 9/17/2026

To: Jack Savo, Jr., City Manager

From: **Kyle Gregory**, Public Works Director

Subject: Staff report September 2026

Water wastewater treatment

W/WW treatment Positions are currently advertised.

Staffing no certified employees,

Transferred B&G to level 1 Water/waste treatment Sam Michmerhuizen

Reviewing for locations for shut offs due to nonpayment of services

Lagoon latest for temporary forced main bypass repair, approvals through CRW and City Planner Design to ADEC approved for repair, parts have been requested for quotes and shipping costs, pipping requested is here in supply at city water plant, city planner will review for installing options keeping cost lowered where possible,

B&G team has been filling in city water needs as needed.

Return visits from ARWA have been requested for further assistance with operations.

Priority for W/W/Water treatment are still lagoon #1 drain system failure.

Ongoing Reviewing Well pump issues, reviewing lift station pumps and control concerns City planner has DEC permit violations findings for corrections and compliance actions submitting ready

Ongoing Requests for curb stop replacements /repairs at city locations are under review.

SBS , OBI building.

Harbor seasonal water line failure under review fir scheduling and repairs this season.

No change on Last fire hydrant reviews all functional except these locations

Downtown NushWak

Wells Fargo crossing

HUD Office

HUD owned hydrant at the Muklung apartments

Landfill still under review

CRW engineering firm and evaluation results have not been completed or updated as of date

Continued reviews on DEC permitting compliance report ,

DEC annual review and landfill inspection completed have not received updates and or reports.

Landfill staffing restructured 2 operators 1 attendant Supervising through P/W Foreman
Safety concerns under review concerning hazardous materials , 1 staff injury under review

Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule staff training on correct landfill fee amounts

New PSA has been advertised. And is working great land fill book is up and attend count has been improved through training

/same Pen Ram update for incinerator all parts and equipment for final updates and repairs have been shipped to Dillingham , no scheduled repairs date as of date

City shop

Staffing

Advertising heavy equipment mechanic

Fleet mechanic hired recently

Ongoing Vehicles and equipment are under review and will be scheduled through our brightly system will include PM program

New Cat 160 wheeled Grader has been in operation

Review of Cat 816 trash compactor at landfill fuel system flushed out , this unit runs and needs more testing , with the absence of a dozer we will continue efforts to return to service

We will be switching over to relocate and install all winter gear soon for city equipment ,

Public Safety Building

Request assistance for BAS System Has been in use LMJ and Siemens have been tested and was functional, still needs to be turned over to B&G Team,

Ongoing ,Fire inspections and deficiency quotes have not been received to date for corrections

City hall

Boiler repairs completed

Streets dept

Staffed 1 Operator.

Road maintenance reviewed grading potholes road repair as needed

Reviews for Calverts repair/replacements and upgrades,

Not completed reviewing for scheduling, Public safety concerns on north Emperor approvals for old, damaged guard rail removals will allow proper road banking and crown repairs for safe driving

On going reviews of brush obstructions and other Safety concerns

Water line curb stop repairs will be scheduled as approved

No updates on Possible additional road work through special funding and our local Tribes for road improvements

B&G

Advertising for assistant

Waste oil transferring from harbor receiving tanks to city shop, treatment and transfers for useable waste oil for city shop heating ,

B&G team has been assisting when needed WWW treatment duties as well as the normal B&G duties.

All rounds and basic building maintenance have been completed.

Most projects on hold , do to the multiple departmental needs where B&G team has filled in all departments as needed

No new progress on Grammas house other than grounds trimmed

Senior center boiler deficiency has been corrected and submitted

Kyle Gregory

Public Works Director

9/17/2026

Mayor
Alice Ruby

Manager
Jack Savo Jr



Dillingham City Council
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 09/20/2026

To: Jack Savo, City Manager

From: Anita Foran, Finance Director

Subject: Council Report 10/1/2026

Statistics:

August Statistics: as of date of report.

Cash Receipts: \$1,399,357.33

All Payments: \$1,162,071.13 (includes \$ 238,381.75 for 2 payrolls & 4 supplement)

Council Considerations/Recommendations:

None at this time.

Department Accomplishment and Opportunities:

Setup of Positive Pay has been completed with Wells Fargo to increase security of checks issued by the city.

Sales tax reporting reviews are being conducted on businesses for accuracy.

Accounts payables training was conducted for Sr Center staff and Water/Wastewater department.

Audit Update:

FY25 Audit –Audit work is in final review.

FY26 Audit – Dates for the testwork have been set for October 12-16th. Final work is scheduled for December 7-11, 2026.

Department staffing:

Assistant Finance Director – Procurement has been reduced hours to part-time to assist with close of projects and training of new staff.

Staff have made excellent progress in catching up with regular filing over the last three weeks. This process included reviewing past filing for accuracy and completeness. This will assist with audit preparation. This project is ready for the next stage which is a review of all files to ensure nothing is misfiled.

Property Tax:

Mailing of real and personal property taxes were issued 07/01/2026. Payments are due 11/01/2026. If the first half is paid on 11/01/2026 the second half can be paid on 12/01/2026.

Continue to answer questions that taxpayers rise from invoices that were sent out.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period has closed. The 4 remaining properties have been foreclosed. Awaiting council direction to determine further actions.

2020-2024 Foreclosure (3DI-25-00062CI) properties have until September 29, 2026, before the redemption period is closed. There are 4 remaining properties on this list.

2025 -2026 Foreclosure list will be created February 2027.

Denied City Service list has been posted and was beneficial in getting some property taxes paid in full.

Write off lists is in review.

Utility collections is in process, next scheduled shut off is 09/29/2026.

Grants:

Grant Updates

- Grant reports are being reviewed in preparation for the 2026 audit.

Budget:

FY27 Budget – ongoing budget reviews are being done by department heads.

FY28-FY29 creation began with the FY27 Budget.

Other News:

- Grader lease has been finalized and equipment has been received.
- Department assisted with Fuel RFB, Aggregate RFB and IT RFP.
- Work has been done with IT Support to reduce the current costs of the monthly service charges and a look at purchasing five computers to replace computers that are starting to fail. A review of the servers with Public Safety has begun.

Upcoming Calendar Items:

- 15th of each month utility payments due; on the last day of month utility bills are sent.
- Business license renewals and personal/business property assessment returns for 2027 will be mailed on or before November 15, 2026.
- Will begin health insurance renewal process in October for employees.

Mayor
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City Manager
Jack Savo Jr.



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MEMORANDUM

Date: 09/18/26
To: Jack Savo Jr., City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: October 2026

Upcoming Events:

- 10/8: Monthly meeting with MARAD and PND
- 10/19-10/22: Annual AAHPA Conference in Valdez

Projects - Updates

- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Section 106 permit complete
 - 404b permit complete
 - Title VI/ADA Compliance complete
 - Current estimated project closeout: Spring 2028
- Harbor Safety Cameras
- Dock Safety and Security Upgrades
- Repair broken waterline at Harbor
- Work with Nushagak Coop., Public Works and a licensed electrician to restore harbor lights and extend primary power
- Develop plan for more efficient/effective enforcement
- Harbor Winter Prep:
 - Pick up trash around Harbor/landfill run
 - Pull Kids Don't Float lifejackets at harbor and Wood River Launch
 - Note need for ordering new hoses
 - Pull navigation buoys
 - Verify number of pins for dock system, note need to have more fabricated
 - Store/winterize Harbor skiff and Bobcat
 - Winterize bath house
 - Pull bulkhead ladders

Completed Projects:

- Received environmental assessment reports of 1000 Kanakanak Rd.

- Received approval for Title VI/ADA Compliance submittal for PIDP grant
- Removed Harbor floating docks for Winter
 - Remove all hoses from docks
 - Coordinate with Public Works for assistance
 - Stage all necessary tools and equipment
 - Inform public of need to have vessels moved
 - Remove floating docks with harbor skiff and loader
 - Place all docks on shore and stack
 - Remove piling arms from floats and put on shore to prevent ice damage
 - Remove stabilization ropes
 - Pump out, plug and store float arm floats
 - Pull top ramp of south dock up on shore further
- Remove east side waterline extension
- Winterize Ice machine
- Have dumpsters removed from Harbor
- Met with representatives from Alaska Municipal League
- 9/17: Quarterly Alaska Clean Harbors Advisory board meeting, and Monthly Board meeting for Alaska Association of Harbor and Port Administrators

Future Projects:

- Harbor breakwater
- Develop a plan for improved Kanakanak Beach Access maintenance
- Wood River Boat Launch containment wall
- Sheet pile entire Harbor
- Harbor parking passes
- Dock waterline and delivery upgrades

Public Feedback:

- Repair Harbor waterline
- Repair cold storage for ice machine
- Restore harbor lights
- Replace docks