

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



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

MEMORANDUM

Date:12/30/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report December 2025

***Special shout out this month to the Public Works Department for keeping our roads cleared for EMS and most public access throughout our first winter storm of the year.**

***Fire Department and EMS would like to recognize Nick Schollmeier for his willingness to serve and go above and beyond his normal duties for the City of Dillingham.**

Upcoming Events:

- TBD _____Public Outreach Committee meeting
- January 8, 2026, 7:00 PM, **Regular Council Meeting** (5:30PM Manager search workshop)
- January 14, 2026 Planning Commission 5:30PM
- January 15,2026 Code Review Committee, 5:30 PM
- January 21, 2026, Finance and Budget, 5:30 PM
- January 21, 2026, School Facilities Meeting, 3:00PM Tentative
- January 29, 2026, Friends of the Landfill

Acting City Manager attended AML conference in Anchorage December 8-12,2025

-Attendance cost breakdown

-Airfare \$199

-Lodging \$1606.82

-Vehicle \$538.24

-Conference Fee \$720

-Per Diem \$451

-Reimbursement -\$919.31

Total cost to City of Dillingham = \$2594.74

Administrative Budget for Travel and Training is \$20000. There is \$17405.26 remaining.

-Topics of discussion during seminars and breakout sessions attended where new manager training, funding challenges with reduced federal and state support, First Amendment auditors and discussion, risk management for managers, emergency management and continuity of operations, building a multi-generational workplace, code revisions, housing challenges, embracing a culture of leadership, community compass navigating todays realities, navigating the not so perfect storm (FEMA), municipal

law application, fisheries dependent communities, managing assets effectively, implementing effective employee benefits, transportation and energy, resilience through current times.

-No AML sponsored evening events were attended

-Attendance was beneficial and will help with management in the coming months

December 19, 2025, Employee Christmas Party:

-The City of Dillingham Employee Christmas party was held at the Senior Center. Party started at 5:30 with a dinner of Prime Rib and Cajun Roasted Turkey along with all the trimmings. Santa showed up to deliver presents to all the City Employee children in attendance. A drawing was held for employees in attendance for a chance to win one of six certificates for 8 hours of administrative leave. We had a total of 85 employees and children in attendance. We also delivered 14 meals to the Public Safety building, 5 for those employees that were not able to attend and 9 for guests of the facility that evening.

Gramma's House

-Quiet Title Claim submitted as authorized by Resolution 2025-05. Once completed this will establish that the City of Dillingham holds clear and accurate record title.

RFP 2025-02 Airport Waterline Extension Update:

-Phase 1 Contract with RESPEC presented and approved by City Council at regularly scheduled meeting on 11/06/2025

-Phase 1 Approved Contract signed by both the City of Dillingham and RESPEC

-Phase 1 In person Contract kick off 12/02 – 12/04/2025

-Representatives from RESPEC arrived in Dillingham on December 2 to conduct an initial site visit, meetings were held with City Representatives Acting City Manager, Public Works Director, Planning Director, Public Works Foreman, as well as Water Operator.

-Design Analysis Report should be completed in late January 2026, which would keep us on track to reach 35% design late May 2026.

Lobbying Contracts:

-Both State and Federal Lobbyist notified the City of Dillingham would not be extending their contracts.

City Manager Search:

-At the December 4th City Council meeting a decision was made to reject all proposals received from RFP 2025-03 Executive Search Services and hold a workshop on January 8 at 5:30 PM to determine next steps in the selection process.

City Clerk:

-Set up travel for City Council members attending AML, Cost breakdown provided in Clerks complete report.

-Attended Alaska Association of Municipal Clerks annual training complete narrative in the City Clerks report. Total cost \$2303.69 subtract EECGB Scholarship \$1574. Total cost to City \$729.69. There is \$7070.31 left in Clerks travel and training budget for FY26

-Total cost to the City for 4 council members to attend AML \$9147.31. Council has \$9852.69 left in their Travel and Training budget for FY26

-Work on new City of Dillingham website continues with a projected launch date January 2026

- A Board of Equalization Hearing was held on December 18, 2025, and the appellant would like to exercise his right to appeal the decision of the BOE to a superior court as specified in AS 29.45.210(d). The Superior Court of Alaska is the superior court in this case, and it is the responsibility of the appellant to file the appeal. This has been reviewed by and verified by staff that this is the only next step for the appellant.

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

HR report:

Total Employees: 58

- 49 full time

- 4 part-time

- 3 on-call

- 2 Seasonal

Open Positions: 9

- 2 police officer

- 1 corrections officer

- 2 heavy equipment operator

- 1 fleet mechanic

- 1 accounting Technician II

- 1 buildings and grounds assistant

- 1 temp laborer-on call

Senior Center – Library:

- Days opened when meals were served: 24, with 351 meals served.

- Days the van ran: 23, with 167 people given rides and 368 home meals delivered.

- The Senior Center was rented out 10 times during this period.

- The volunteer van driver program has ensured that at home seniors are getting their lunches as well as rides to appointments.

- Library Stats for November 17 – December 27, 2025

- 609 Patron count 9 Desktop computer usage

- 262 WiFi session count 76 Museum visitors

- 24.2 Volunteer hours

- 4 AWE station usage 20 Storytime attendees

No report was run for items checked out from November 20 to Dec 27th, 2025

- The Library was closed from November 27th -29th for Thanksgiving Holiday and carpet cleaning.

- 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

Both services are very important to our community and staff is making every effort possible to keep these two programs running smoothly to continue this community benefit.

Public Safety:

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

- Animal Control Officer online training is almost completed for euthanasia licensure. Upon completion he will attend the practical training in Anchorage, looking to early January for in person training attendance and certification.

- This is a much-needed service to the citizens of Dillingham, and we are looking forward to providing this in the future.

- 4 dogs were taken into the pound this month. When we have animals housed with us it requires ACO Romie to provide care for the animals 7 days per week. We are currently looking into the option of establishing a community volunteer group to help ease the burden on our Animal Control Officer.

- PSEA Public Safety Employees Association negotiations continue

- Management goal is to obtain what is in the best interest of the City of Dillingham.

- We were hoping to bring back an agreement to the council at this meeting to consider, however we are still working on a couple of things with the Union.
- Dispatch received a total of 116 calls during this last reporting period the breakdown is included in the Public Safety report following.
- Jail held 16 inmates during this reporting period
- Please see the complete report in the upcoming pages of your packet.

Fire Department:

- Total Fire Call in 2025 = 24 Total EMS calls in 2025 = 301
- EMS has completed a rate of study increase proposal and will be submitting to the Council likely in February.
- City wide evaluation of AED's and First Aid Kits is being done in all City buildings, which will increase work place safety.
- Fire /EMS Board Members
 - Fire Chief: Koolie Heyano
 - Assistant Fire Chief: Kevin Hardin
 - Medical Squad Director: JJ Larsen
 - Member at Large: Kim Larsen

Planning:

- Planning Commission will be meeting in January to discuss the Capitol Improvement Program and begin the process of review for submission to the City Manager in April of 2026.

- CIP 2024-2029

- Below is the list of the top projects from the latest Capital Improvement Program. The CIP is reviewed annually, and new projects may be submitted for review and inclusion.

-1 Downtown Fire Hall Replacement. Estimated	\$14,018,000
-2 Water System Improvements. Phase IV PFAS	\$10,000,000
-3 Wastewater System Upgrades. Improvements beyond the Harbor	\$8,649,519
-4 Harbor Revetments and Breakwater/Emergency Bank Stabilization	\$1,659,000
-5 New Landfill Trash or Ash Cell	\$ 6,500,000
-6 Snag Point Erosion/Sewer Lagoon Bank Stabilization	\$4,800,000
-7 Replace one well at the Landfill for Ground Water Monitoring	\$89,500
-8 Repair Landfill Shop	\$1,300,000

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

Public Works:

- 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.
- Award letter received for the Landfill Improvement Project from the EPA. Letter received December 12, project is moving forward and City Council should expect an in-depth report at the City Council meeting February 5, 2026.
- Public Works Director attended the AML Conference, total cost to City of Dillingham was \$2719.63, a detailed breakdown of trip cost in the following complete department report. There is \$7000 allocated in FY26 budget for PW Admin travel and training. \$4280.37 remains in budget.
- Please see the complete report in the upcoming pages of your packet.

Finance:

- Tribal exemption for fee simple property has been sent to Code Committee for consideration, staff is currently working on language for a potential code change and will present at next Code Committee meeting January 15 at 5:30pm.
- Finance Director attended the Alaska Government Finance Officers Association Conference December 10-12, cost to City of Dillingham \$1,943.31. \$10,800 was allocated for travel and training in the FY26 budget, \$Complete trip report included in following Director report.

- A credit card setup has been started at the landfill; staff will begin training first full week in January.
- Loan, Grants or Contract list has been established which also includes reporting status, this will give the staff the ability to monitor this effectively and efficiently.
- Employee insurance renewal has been completed
- Please see the complete report in the upcoming pages of your packet.

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.