

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council
Tristan Chaney
Vacant Seat B
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:05/26/2026

To: Dillingham City Council

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report May 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.”

Current and Upcoming Events:

- June 04, 2026, Regular City Council Mtg, 7:00PM
- June 03, 2026, School Facility, 5:30PM
- June 10, 2026, Budget Workshop and Special Council Meeting, 5:30PM
- August 13, 2026, Code Review Committee, 5:30PM
- June 15, 2026, Finance and Budget, 5:30PM
- June 18, 2026, Regular City Council Mtg, 7:00PM

“Shout out to the Buildings and Grounds crew who have been doing an amazing job repairing various issues inside the Museum Office space. The workers have been very patient with this project and careful to perform as much work as possible outside library hours. Thank You!”
Rebecca Duke, Community Services Coordinator/Librarian

“Shout out to all the employees of the City of Dillingham, this last month has been very busy with FY26 closeout and FY27 Budget Development, your efforts do not go unnoticed and are appreciated by all, keep up the outstanding work and dedication!”
Jack Savo Jr., City Manager

-Resolutions for council consideration this month

-Resolution 2026-18; A Resolution of the Dillingham City Council Appointing _____
to Fill Vacant Council Seat B

-Resolution 2026-20; A Resolution of the Dillingham City Council Waiving Section 3.955 of the City's
Personnel Regulations to Authorize Dispatch Supervisor Stephanie Koutchak to Supervise Dispatcher
Damon Koutchak.

-Resolution 2026-22; A Resolution Adopting the Organizational Chart for FY27

-Resolution 2026-23; A Resolution Adopting the FY27 Salary Schedule

-Resolution 2026-24; Accept EECBG Allocation for \$50,000

-Resolution 2026-25; Accept RE-VEEP Allocation for \$167,000

-Ordinance for consideration of adoption this month

-Ordinance 2026-09 An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2027 City of Dillingham Budget

-Customer service training will be held at the June all-employee meeting. City employees are highly dedicated and work hard each day to serve the community. I will establish a quarterly training schedule following this initial meeting.

- We will begin quarterly leadership training for all mid-level managers and above to promote consistent direction across the city. I am developing the schedule for the upcoming fiscal year.

-April 8, 2026, Judge signed order quieting title to City of Dillingham, April 9, 2026, Clerks Deed was signed. City now has clear and accurate title for Gramma's house.

We have a proposed settlement amount on the water damage now; this will get the building back to pre-incident condition. We are currently reviewing the work plan to determine if the amount proposed will be enough to cover the damage.

-Tribal Exemption for fee-simple property (DMC 4.15.030) is with Code Committee. Worked closely with Curyung Tribe representative Keggie Tubbs to develop language pertaining to tribal fee simple exemption. Language was presented at the Code Committee meeting April 13, 2026. This recommended code change will be brought before the City Council in August.

School Facilities Meeting, next meeting September 2026

- The city is currently helping the school with parking lot maintenance, snow removal, and advisory on facility maintenance. A MOU is being developed for FY27 by the Superintendent and the City Manager. This MOU will be a baseline for the continued cooperative effort to take care of our School and our City as a team. Once ready for consideration I will bring it before the City Council. Work continues and my plan is to have something to present to the City Council August 4, 2026

-Refuse cost was discussed in detail as both of us are experiencing excessive cost in this budget line item. We will continue to discuss this in detail and determine if we can find savings in this line item.

-Other items discussed were rising energy, medical, transportation, and food costs.

-We have made a lot of progress in a short period of time, and I am excited to continue this!

- Working collaboratively with the school going forward will be a benefit to the community.

-Good discussions were had around the budget planning process for the school and the city. The Superintendent and School Board President were very pleased with the unanimous council approval of Resolution 2026-17

Gramma's House

-April 6, 2026 meeting with BBHA, BBNA, and BBAHC to discuss this property to get an idea of what these organizations could contribute as well as community needs from their perspectives.

-April 8, 2026, Judge signed order quieting title to City of Dillingham, April 9, 2026, Clerks Deed was signed. City now has clear and accurate title to Gramma's house; I have attached the documents in the information section of this packet.

- The next step is to hold a meeting with BBHA, BBNA, BBAHC, the Curyung Tribe, the Ekuk Tribe, and any other relevant parties. The purpose of the meeting is to gather input from all entities, including potential future uses for the facility. After the meeting, I will draft a report for the City Council. The meeting date has not yet been set because I am still checking participants' availability.

-We have a proposed settlement amount on the water damage now; this will get the building back to pre-incident conditions. We are currently reviewing the work plan to determine if the amount proposed will be enough to cover the damage.

RFP 2025-02 Airport Waterline Extension Update:

Active field work is a visible and tangible sign of project progress. The coordination effort among multiple agencies and contractors reflects the complexity of delivering infrastructure in Dillingham's environment, and the 35% design milestone at the end of June will open the door to the next round of funding conversations.

"Chris Maines, Planning Director"

-Phase 1 Contract with RESPEC approved 11/06/2025

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

-Design Analysis Report completed January 2026, keeping us on track to reach 35% design mid to late June 2026.

-The current system requires upgrades to support expansion, such as additional wells, treatment, storage capacity, and monitoring.

-Estimated ROM (Rough Order of Magnitude) construction cost is \$17.5 Million, we must remember that this is a rough estimate cost at this time, we will have a more accurate estimate when we reach the 35% design phase.

-Next steps include complete 35% schematic design, conduct geotechnical sampling (34 borings planned for May 2026), environmental permitting with ADEC, FAA, and other agencies.

-Staff will pursue additional funding after reaching 35% design phase

-Waterline Extension is registered as a high priority project in the CIP and is also in the State's CAPSIS (Capital Project Submission and Information System) since 2024.

-Change Order 1 to the RESPEC Airport Waterline Extension Contract authorized by resolution 2026-13 passed on April 16, 2026

-Field work is in progress with boring activities and surveying, keeping us on track to reach our 35% design phase.

City Clerk:

- Foreclosure is complete for the years 2018-2022
- Six public records requests received 3 completed, 2 waiting on fees, 1 in process
- Open Committee Positions
 - Library Advisory, 1
 - Friends of the Landfill, 1
 - Senior Advisory Committee, All
- We are currently looking at the best path forward in regard to a new website, see complete report for an in-depth history. Will work with Manager and bring a recommendation to the Council at the August meeting.
- Clerk in training May 15-23, 2026, completed.
- Election chair training June 11, this is fully funded by the State and is of zero cost to the City.
- Please see the complete report in the upcoming pages of your packet.
- Blessing of the Fleet/Harbor Day scheduled for June 20, 2026

Senior Center – Library:

- Senior Center
 - 16 service days available during this time. 0 days closed.
 - Days opened when meals were served: 16, Total meals served 437; 211 congregate and 226 home delivered. This equals an average of 27 meals per day.
 - Days the van ran: 16, with 268 rides provided and 226 meals delivered. This equals an average of 17 rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.
 - 2 rental for events
 - The volunteer van driver program has ensured that at home seniors are getting their lunches as well as rides to appointments. Nate Carlow and Erica Tweet continue to support van driving operations when available.
 - A special thank you to Anecia, Anuska, Mary, Bobbin, and the many others who stepped up to help while our Kitchen Manager's vacation was unexpectedly extended due to weather.
 - The BBAHC Injury Prevention Program, led by Fallon Gleason and Jared Miller, continues to provide valuable instruction at the Senior Center on safe and accessible exercise for elders.
 - Middle School students have joined elders for Yuraq (Yupiq dance) during lunchtime
- Library
 - Stats for April 16, 2026 – May 10, 2026
 - 436 Patron count 16 desktop computer usages
 - 341 Wi-Fi sessions

-292 total items checked during this reporting period.

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

-Library hours as follows

- Closed Sunday and Monday
- Open Tuesday – Thursday 12:00pm – 5:30pm
- Open Friday 10:00am – 6:00pm
- 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.

-The need of these two programs continues to come down to adequate funding, which will be discussed in detail during the budget planning.

-FY27 Manager recommended budget has the Kitchen Manager funded at full time and the Van Driver at ¼ time. This will increase the capability of the Senior Center to continue to provide consistent reliable service to our elders and community.

-Please see complete report for additional exciting developments with these two departments!

HR report:

Total Employees: 56

- 44 full time
- 5 part-time
- 2 Seasonal
- 2 Temp
- 3 on call

Positions Open:

Police Officer – Lateral Rotational
Police Officer – Resident
Landfill Supervisor
Heavy Equipment Operator
Fleet Mechanic
Water/Wastewater Operator
Assistant Librarian
Corrections Officer
Animal Control Specialist

BBEDC funded open positions:

Library Aid/Clerk
Assistant Harbormaster
Senior Center Driver
Assistant Librarian

-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, Chief O'Malley and Sgt. Nickels attended supervisory training and DPD Officers attended 2 career day events organized by BBEDC. Officers also attended "Mug Up" at the high school.

- PSEA Public Safety Employees Association negotiations continue
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
 - A meeting is scheduled the 11th of May to discuss, meeting was held and it seems we are close to getting it the finish line, once it is there it will be brought to the City Council for final approval.

-Dispatch received a total of 174 calls during this last reporting period the breakdown is included in the Public Safety report following.

-Jail held 23 inmates during this reporting period

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

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 = 10

-Total EMS calls to date in 2026 = 108

-EMS prevention staff finalized fire safety materials for middle and high school students and will begin instruction during the next school year. Additional curriculum has been developed for a more in-depth course planned for fall 2026.

- Fire staff continue to distribute free smoke detectors and provided nearly 40 units at community events last month.

-Fire /EMS Board Members

- Fire Chief: Koolie Heyano
- Assistant Fire Chief: Kevin Hardin
- Medical Squad Director: JJ Larson
- Member at Large: Kim Larson

Planning:

The combination of FEMA's first-round approval and the positive signals regarding the full extension reflects the strength of the City's case and the persistence of staff and partners — including the Bristol Bay Area Health Corporation — in advancing this project through a challenging federal administrative period.

"Chris Maines, Planning Director"

-Snag Point Erosion appropriation extension is still waiting for a determination from FEMA. We are confident that an extension will be granted. Once extension is granted, we are prepared to move forward with this project. We still have our weekly meetings with our state FEMA representatives; we are assured that this extension is fully supported by all entities involved and once the Department is opened back up, we will see movement on this.

-Based on all current indications, the city is on track to be granted the full 24-month extension. Once the extension is officially awarded, staff will return to the Council with a full briefing on next steps and the revised project timeline.

-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

-Draft 2036 Comprehensive Plan is completed and was scheduled to be formally presented at the June 4 City Council meeting, however there was no meeting held June 4 so this will be presented August 6, 2026.

-Draft Capital Improvement Plan is completed and was scheduled to be formally presented at the June 4 City Council meeting, however there was no meeting held June 4 so this will be presented August 6, 2026.

Public Works:

-The Streets department has been busy sweeping roads and sidewalks, grading and resurfacing the dock, assisting at the Landfill, and grading roads and School parking lots when conditions allow.

-Public works crew strategy of cross training employees on equipment has proven effective and beneficial to the City and has aided in keeping the roads and facilities open throughout the winter.

-Intense review of current equipment maintenance needs and vehicle/equipment replacement plan are being developed.

- Accomplishments:

Landfill improvement quotes for equipment and design submitted, Airport waterline surveying, Lock & Doors report reviewed – response pending, City Hall HVAC – bid packet in progress, Energy Audits funding awarded. Document retention and disposal are ongoing. Vehicle and equipment retention/replacement scheduling suspended.

-Upcoming Activities/Events:

Asset Management training, FY27 budgeting, Airport waterline geotechnical survey, Snag Point Erosion RFP, research of water/wastewater metering systems, research water treatment systems, Landfill improvement planning & purchasing, coordination and procurement, assessments for spring barge order.

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

Finance:

-This reporting period has been dedicated to FY27 budget development with 3 Finance and Budget Committee budget workshops. 5/20, 5/26, and 5/29/2026.
City Council Workshop 6/4/2026.

-FY27-FY29 creation has begun and been completed with staff and management.

-FY27 Salary Schedule has been proposed to F&B

Port:

- May 10, Port Director returns to Dillingham for the summer.
- Worked with Manager and Finance Director to develop FY27 budget
- Harbor lights project is set to be completed June 2026, which will increase the safety of the area for all.
- Harbor Assistant hired for the summer season
- Plan is in development to secure our port facility
- Work continues with PND to acquire all permits for PIDP Grant, title IX compliance paperwork completed, likely able to move forward with a “no impact” determination for Harbor project. Currently close out is estimated for Spring 2028.
- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Expecting 35% design submittal in May
 - Likely able to move forward with “no impact” determination for Harbor project which, if it is made, should streamline the NEPA, NMFS, and USFW permitting
 - EA approximately 50% complete
 - Awaiting MARADs approval of scope modifications
 - Estimated NEPA completion August 2026
 - Current estimated project closeout: Spring 2028
- Updated project timeline included in Port Directors report
- Draft Grant Agreement expected soon

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