

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council
Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 04/27/2023
To: Lori Goodell, Acting City Manager
From: Kelsa Brandenburg, Administrative Services Manager
Subject: April Monthly Report – Administration/HR

Acknowledgements and Recognitions:

- I'm regularly impressed with the hard work and dedication shown by all city employees. Extremely impressed.

Department Accomplishment and Opportunities:

- Participated in job interviews for the Fire Department, Public Works, Dock and Boat Harbor.
- Four Seasonal EMTs have received offer letters.
- New Buildings and Grounds Foreman started 4.24.23.
- New Harbor Master and Harbor Assistant will start on 5.1.23.
- Assisted in finalizing the PSEA CBA. CBA has been sent out for review and approval to request signatures.
- Applied for and received funding from BBEDC for summer employment opportunities: Harbor Assistant, Seasonal EMT, Cook's Helper, DMV Agent/Admin Assistant.
- Submitted the list of employees that participated in APEI's online training for 2022/2023.
- 2023 Personnel Regulations were emailed to Department Heads, for review with their employees and submit their signed acknowledgement forms.
- Finalized cell phone and general drug and alcohol testing policy.

Projects – Progress and Public Impacts:

- Working with Department Heads to schedule interviews as applications are received.
- Advertising and recruiting for open positions.
- Updating and assisting in the management of website and City facebook page.
- Working with the Acting City Manager, City attorney's and Department Heads updating internal and personnel policies.
- 2023/2024 Training List for Employees.

Upcoming Calendar Items:

- I'll be back in Dillingham May 15 – June 2.