

Mayor
Alice Ruby

Manager
Robert J Mawson



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

MEMORANDUM

Date: 01.04.2023
To: Robert Mawson, City Manager
From: Kelsa Brandenburg, Administrative Services Manager
Subject: Monthly Report, December

Acknowledgements and Recognitions:

- City of Dillingham Christmas Party was a hit! Catered by Baileys, 65 – 68 people attended. I would like to say thank you to Greta Hayden-Pless for all her hard work putting it together, the Senior Center for hosting it, Baileys for catering it, and everyone else who helped make it a success!
- I would like to acknowledge and recognize all the hard work that Lori Goodell has been putting in while she's been the Acting City Manager. She does a great job every time she's in acting status.
- I would also like to acknowledge how much is accomplished by all our City Employees and departments. Their hard work might not always get noticed, but it is appreciated.

Strategic Plan Update:

- Grant Writing Committee has received the on-demand webinar links and materials for Grant Writing USA's online courses: Grant Writing and Grant Management, both two-day courses. We will have an in-person meeting in January.
- Registered for the NLC + Infrastructure Hub's January Grant Writing Bootcamp, waiting to see if I got in.
- Resolution 2022-25 was passed. Voting on an effective date at 1/12/23's council meeting.

Department Accomplishment and Opportunities:

- City employee cell phones were purchased and distributed.
- Interviewed and hired 1 new lateral police officer (starting 01/31/23), 2 corrections officers, 1 dispatcher (started 01/03/23), and 3 temporary employees for the Finance Department, Public Works, and the Library.
- Greta volunteered at the Library for Friday Night Game Night and at Santa's Second Shop.
- Public Outreach efforts: holiday hours, updated building hours, road closures, public notices, building closures, open positions, and City activities.

Projects – Progress and Public Impacts:

- Watched online Employee Handbook Webinar provided by Clatid.
- Working on updating selected policies in our personnel regulations and hiring documents.

Upcoming Calendar Items:

- Grant Writing Committee Meeting, tentatively scheduled for 01/19/23.
- I'll be in Dillingham 01/16 through 01/31/23.