



MEMORANDUM

DATE: December 3, 2021
TO: Dillingham Mayor & City Council
FROM: Mark Lynch, Interim City Manager
SUBJECT: Manager's Report

MANAGER'S REPORT

I arrived in Dillingham on November 21, 2021. Following are the more significant activities I have been involved in since my arrival.

- **Communication contact clarifications with Motorola.** I had a meeting with staff to discuss issues on November 22, 2021. I also met individually with Koolie to discuss his concerns. Group concerns were over functionality and payment in time to qualify for CARES reimbursement. I have signed a change order allowing the City to pay enough for CARES reimbursement, but retaining 10% of total contract amount to ensure proper functionality before final 10% is paid. Koolie made arrangements to have Motorola techs come back to work on functionality issues.
- **Meet with Department Heads.** I have met with all Department heads to discuss City priorities and needs of departments.
- **Meet with Mayor.** I have met with the Mayor on two occasions to go over City priorities and work on Agenda items.
- **COVID meetings.** Attend COVID meetings to discuss issues in the community.
- **Fire Department Flooding.** Met with Scott to discuss the flooding at the fire hall, and needs to remain functional until repairs can be made. I signed a bid to remove damaged material after the insurance company said they would pay for that.
- **Personnel.** I have begun to review job descriptions and duties in preparation for several open positions that need to be filled.
- **Finance.** I have begun to review revenues and expenditures to better understand the City's financial position.
- **Landfill Fire.** I have worked on getting the City a settlement for the damages from the fire. There is a Resolution in your packet that will get us started on this process.
- **IT.** I signed the agreement for the new IT Company to begin servicing the City. I also met with them to discuss needs of the City that I am aware of.

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- **Planning.** I met with Cynthia to discuss her current projects. I asked her to provide me a list of all projects along with information on when the projects are due to be complete and where they are compared to budget. We also arranged for her to return all City owned items on January 3, 2022, just after the last day of work she listed in her resignation letter. I have had a very short period of time to work with Cynthia but I would like to extend my thanks here for her service to the City.
 - **Meeting Agenda.** Met with Mayor and City Clerk to go over the Agenda items for the December 9 meeting.