

**Mayor**  
Alice Ruby

**Manager**  
Robert Mawson



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

## MEMORANDUM

**Date:** 03/28/2023

**To:** Robert Mawson, City Manager

**From:** Kelsa Brandenburg, Administrative Services Manager

**Subject:** March Monthly Report - Administration

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**Acknowledgements and Recognitions:**

- All City Employees.

**Strategic Plan Update:**

- Attending the NLC Brownsville training sessions.

**Department Accomplishment and Opportunities:**

- Had several interviews for rotational officers. Hired one, he'll started on May 16. The next project is figuring out housing for the other interviewee.
- Attended the BBEDC job fair at the High/Middle School. We'll be reaching out the youths interested in the BBEDC summer job we'll be applying for.

**Projects – Progress and Public Impacts:**

- Assisting with the PSEA CBA negotiations.
- Working with Department Heads on BBEDC summer employment applications.
- Working with Department Heads to schedule interviews with applications received.
- Scheduling weekly Department Head training to take place during Department Head Meetings.
- Assisting with updating department job descriptions.
- Assisting on updating personnel policies.
- Advertising and recruiting for open positions.

**Upcoming Calendar Items:**

- I'll be back in Dillingham at the end of May. Tickets have not been purchased; I'm shooting for 5/17.