

Mayor
Alice Ruby

Interim City Manager
Gregg B. Brelsford



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: January 26, 2021
To: Mayor and City Council
From: Gregg B. Brelsford, Interim City Manager
Subject: Monthly Report for February 4, 2021 City Council Meeting

1. Thank You for Appointing Me as Interim City Manager

Thank you again for the honor of the appointment to serve and the Interim City Manager. I am excited to be working with you and the impressive City Management Team. My wife and I are thrilled to be moving to Dillingham on February 1 for the duration of my interim service.

2. Familiarization with the City of Dillingham

I started as the Interim City Manager on January 19, 2020 working remotely from Anchorage. My wife of 30 years, Puyong, and I have plane tickets to fly to Dillingham on Monday, February 1. We will quarantine for 10 days. We have tested for Covid an average of every 10 days since we left King Salmon at the end of June 2020, about 20-25 tests – always negative. We will test on Saturday, January 30 before flying on February 1.

The Mayor has been helpful and gracious in helping me transition into City operations and matters needing immediate attention. So has the former Acting City Manager, Cynthia Rogers, and all of the Department Heads. I have started to get into the swing of things and am now attending a number of zoom or phone meetings for example: Department Head meetings, Task Force meetings, Manager Covid reports to the Council meetings, an IT meeting with a potential vendor, EOC meetings, the Special Counsel meeting on January 21, Interim City Manager-Curyung Tribal Administrator meeting, BBAHC, Friends of Landfill, Code Review Committee.

3. Law Suit: Dillingham Waste Management, LLC v City of Dillingham

Dillingham Waste Management, LLC sued the City of Dillingham in a court in Anchorage on January 19, 2021. Since learning of the suit on January 20, I have been talking with the City Attorney, Charles Cacciola, and appropriate department heads about the background of the case and preliminary litigation strategy.

4. Fuel Spill at the Harbor

On December 16, 2020, Bristol Alliance Fuel (BAF) spilled about 200 gallons of fuel while filling a tank at the Harbor. It turns out the tank was not in use and this contributed to the spill. BAF learn of the spill on January 11, two days after the City discovered it. Both COD and BAF timely reported the spill to the DEC. I had a Microsoft call with DEC, BAF and us on January 20, 2021 to work out the timing for BAF to clean up the spill. BAF appears to be diligently working on the clean up and seeks to bring an environmental engineer to assess the clean up in April or May after the ground thaws.

5. Q1-Q2 2021 Council Prioritization of City Operations – Special Meeting on January 21, 2021 – Interim Manger Mistake on the Prioritization Worksheet Process

I met with the Mayor and the City Council at this Special Meeting to review a preliminary set of priorities, from the Council and the Mayor, provided through the Mayor. The Department Heads also provided their top 3-5 priorities to me but we focused on the Council and Mayor priorities at this meeting. The results of the January 21 review of the preliminary list of priorities are shown below. The worksheet results and underlying list of preliminary priorities are shown at Attachment A.

I made a serious mistake on the worksheet I provided for the Council and Mayor's Jan. 21 Prioritization Exercise. I mistakenly omitted the topic "Staffing" from the worksheet - so, we did not consider it when we compared each topic with every other topic. The topic was on the list of preliminary priorities provided by the Council through you and we discussed it in the early part of the discussion - but we did not include it in the worksheet exercise. I immediately notified the Mayor of this mistake in an email on January 24, the day I discovered it.

To correct this mistake, I have added the “Staffing” topic to the list of priorities as the #3 priority. The Council and the Mayor may consider whether to accept this recommendation or place “Staffing” elsewhere on the priorities list. Here is the “amended” list resulting from the January 21 meeting with **Staffing inserted as the #3 priority**:

Council and Mayor Preliminary Priority Ranking [January 21, 2021]

1. Covid
2. Finance / Budget
3. **Staffing***
4. Federal Government
5. State Legislature
6. Capital Budgets
7. Homeless / Financially Distressed
8. Develop Regionalism

*The Interim City Manager mistakenly omitted the STAFFING topic from the January 21, 2021 prioritization exercise and apologizes. It is inserted here as #3 for consideration.

Thank you.