

Mayor
Alice Ruby

Manager
Robert J Mawson



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

MEMORANDUM

Date: 10.26.22
To: Robert Mawson, City Manager
From: Kelsa Brandenburg, Administrative Services Manager
Subject: Monthly Report, October

Acknowledgements and Recognitions:

- Greta Hayden-Pless started on 10/24 as the Administrative Services Assistant, primarily assisting the City Manager and myself.
- I would like to recognize the Public Works staff for constantly going above and beyond daily. Its impressive the amount they accomplish with such a small crew.

Strategic Plan Update:

- Updates to Personnel Regulations 3.65 and 5.46 have been submitted for review.
- Researching other municipal engagement plans for Developing and Implementing Public Engagement Program.

Department Accomplishment and Opportunities:

- Along with the Police Department, Greta represented the City at Trunk or Treat.
- The All-Employee Meeting on October 26 went well. Departments assisted with providing the Taco Bar.

Projects – Progress and Public Impacts:

- All-Employee Online Training has been assigned. The training is a combination of HR and Safety Class. Employees have till Mid-April to complete Business Writing Basics, Developing Effective Communication Skills, Sexual Harassment in the Workplace, Defensive Driving Basics, Back Injuries, Absorbents and Spills.
- Continuing Training for Online Orientation with NeoGov for new employees.
- Updating Job Descriptions – met with Department Heads and will be following up with them in November.

Upcoming Calendar Items:

- Veteran’s Day Holiday – November 11
- Thanksgiving and Friday after Thanksgiving Holidays – November 24 & 25
- I’ll be in Dillingham November 14 – November 30
- Two online Grant courses will be attended in December - Grant Writing and Grant Management.
- City of Dillingham Employee Christmas Party, tentatively December 16

Public Feedback:

List of Attachments: