

Mayor
Alice Ruby

Manager
Robert Mawson



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

MEMORANDUM

Date: 05/25/2023

To: Lori Goodell, Acting City Manager

From: Kelsa Brandenburg, Administrative Services Manager

Subject: May Monthly Report – Administration/HR

Acknowledgements and Recognitions:

- I would like to recognize Greta Hayden-Pless. She is resigning and her last day will be June 2. She has an exciting new opportunity, so I'm super happy for her and selfishly bummed out for me and the City. She stepped into the Acting Clerk role while still maintaining her assistant duties; filling her already full plate. She is very helpful and a good little mind reader.
- I would also like to recognize the City staff. Every single one deserves a daily thank you and as much appreciation as one can extend.

Department Accomplishment and Opportunities:

- Participated in job interviews for the Fire Department, Public Safety, Harbor, and BBEDC.
- The seasonal EMTs have been hired as well as the BBEDC Seasonal EMT position.
- The Senior Center Cook position has been filled by the Cook's Assistant.
- BBEDC Youth Intern Harbor Assistant will be starting at the Harbor on June 5.
- We'll be doing Supervisor Training during our DH Meetings starting June 6.
- Working with LMJ to get a Starlink Business setup at City Hall. The library will also be getting a grant funded Starlink Package.
- Assisted in applying for a grant through the Alaska Department of Health for COVID-19 funding for a hook truck at the Landfill to assist with getting the Landfill's transfer site up and running in an effort to prevent disease, like COVID-19.

Projects – Progress and Public Impacts:

- Working with Department Heads to schedule interviews as applications are received.
- Advertising and recruiting for open positions.
- Updating and assisting in the management of website and City facebook page.
- Ida Noonkesser is retiring at the end of June. Yeah, IDA!. Lucky for us – we've received a letter of interest.

Upcoming Calendar Items:

- Greta Hayden-Pless has resigned and her last day will be June 2.
- I plan to be back in Dillingham mid-July.
- LMJ is scheduled to come to Dillingham June 6, 7, & 8.