



MEMORANDUM

DATE: December 28, 2021
TO: Dillingham Mayor & City Council
FROM: Mark Lynch, Interim City Manager
SUBJECT: Manager's Report

- **COVID meetings.** Attend weekly COVID meetings to discuss issues in the community.
- **Facebook COVID info.** Worked with area health organizations and Kelsa to get bi-weekly COVID data reports out to residents via Facebook.
- **Fire Department Building repairs.** Our insurance company authorized demo work at the downtown fire department building. Additionally, I authorized some insulation and minor repairs (\$3975) to the building that will pay back in lower heating costs fairly quickly.
- **Personnel.** I have worked with Kelsa to broaden the search for vacant department head positions. We are currently preparing to interview for the PW Director. I am in discussion with Cynthia Rogers to possibly contract with the City until a new Planner can be found. Several of the non-department head positions have been filled recently, but we have also experienced several resignations, so vacant positions in general remain higher than they should be. Kelsa has done a good job advertising and onboarding new employees.
- **Motorola Radios.** Koolie has been out of town, but he has been talking to them about coming to work on the system, and possibly try different antennas. I'm not sure of the status on this, but they promised to do it, so I will follow up when Koolie gets back. Motorola also agreed to send a full set of replacement batteries.
- **Landfill Fire.** I have met with Jean about possible ways to replace the building at a cost that could be closer to the amount allowed by insurance. Another option is to seek grant funding and use the insurance payment as a match.
- **IT.** The new IT Company has worked to begin servicing the City. So far everything seems to be going well.

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- **Delinquent Tax / Utility issues.** I have spent a fairly large amount of time becoming familiar with some of the City's outstanding delinquent tax and utility issues. I have begun work on obtaining settlements where possible.
 - **BBEDC Grant award.** The City was awarded a grant from BBEDC for 100 hours of grant writing assistance.
 - **Curyung Snow Emergency funding.** I am working with Jean and Anita to provide Curyung information concerning the City's costs during the snow emergency. There is a possibility that Curyung may reimburse the City for some of the expenses incurred.
 - **Lobbyist RFP.** I have started working on an RFP for a Lobbyist, in case the Council decides to look for one.
 - **Administration Vehicle.** I have worked on pricing and availability of vehicles. Availability is very limited, and prices are higher than was budgeted. See memorandums in your packet.