

Mayor
Alice Ruby

Manager
Robert Mawson



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

MEMORANDUM

Date: 02/23/2023

To: Robert Mawson, City Manager

From: Kelsa Brandenburg, Administrative Services Manager

Subject: February Monthly Report - Administration

Acknowledgements and Recognitions:

- I would like to recognize how wonderful it was of Anita Fuller volunteer to represent the City at March 2's job fair. She is so busy, and this is so nice of her!

Strategic Plan Update:

- Scheduling a Grant Writing Committee in-person meeting for March. The months I'm not in Dillingham, I'll call the committee members to touch base, discuss issues, and assist where requested.

Department Accomplishment and Opportunities:

- Interviewed a new Cook's Helper for the Senior Center, she'll start in March.
- Attended several online HR courses, to keep my CHRS certificate current.

Projects – Progress and Public Impacts:

- Working with our legal team to update our several policies.
- Working with DH's to update job descriptions.
- Working on a volunteer form for the Library that will be the template for volunteering at the Senior Center as well.

Upcoming Calendar Items:

- BBAHC was unable to do their presentation "Why We Hurt" at the February 22 All-Employee Meeting. I'm working with them to reschedule.
- Anita Fuller will be representing the City at 3/2's SOA Job Center Job Fair.
- Beaver Round-Up Holiday 3/3/23.
- National Employee Appreciate Day is 3/3 and we have something fun planned to celebrate once I'm in Dillingham.
- I'll be in Dillingham March 15 through April 2.
- We've signed up for BBEDC & BBRCTE's Spring Career Fair March 22.