

Mayor
Alice Ruby

Manager
Robert Mawson



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

MEMORANDUM

Date: 01/26/2023

To: Robert Mawson, City Manager

From: Kelsa Brandenburg, Administrative Services Manager

Subject: January Monthly Report

Acknowledgements and Recognitions:

- I would like to give acknowledge every City employee. We have a hard working dedicated group of employees.
- I would like to recognize Cheyenne Roehl, our Buildings and Grounds Assistant. Cheyenne has been a great addition to the Public Works Department and, of late, has been a snow shoveling rockstar.

Strategic Plan Update:

- We had our first in-person Grant Writing Committee meeting. We discussed what Finance needs from any department applying for a grant, and decided that the Administration Department will be the main point of contact when departments apply for grants; including applications for BBEDC's season employment and internship opportunities. This was the beginning of our monthly meetings. We've created a SharePoint to assist with tracking and collecting information.
- I'll be auditing the Infrastructure Bootcamp, Brownsville portion.

Department Accomplishment and Opportunities:

- Online training is progressing well. We hosted several sessions (Defensive Driving Basics, Business Basics, Effective Communication, and Sexual Harassment in the Workplace) of our online training classes in-person at City Hall with decent attendance.
- HR Orientation Packet has been updated.

Projects – Progress and Public Impacts:

- Working on updating our Personnel Regulations and adding the approved changes that went into effect 1/1/23.
- Working with our legal team on updating our Drug and Alcohol Policy, they've submitted a draft.

Upcoming Calendar Items:

- All-employee meeting on February 22. BBAHC will be giving their "Why we Hurt" presentation. Working with Acting Chief on scheduling the presentation to be given to his department.
- All-employee meeting on March 29. BBACH will be giving their follow up presentation that covers trauma response.
- We've signed up for BBEDC & BBRCTE's Spring Career Fair March 22.