

**Mayor**  
Alice Ruby

**Manager**  
Robert J Mawson



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

## MEMORANDUM

**Date:** 11.23.22  
**To:** Robert Mawson, City Manager  
**From:** Kelsa Brandenburg, Administrative Services Manager  
**Subject:** November Monthly Report

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### **Acknowledgements and Recognitions:**

- I would like to acknowledge the consistently applied hard work and dedication from all city employees.
- I would like to recognize how much work is accomplished by each dedicated employee from every department - Public Works, Public Safety, the Library, the Senior Center, the Fire Department, Finance, and Administration.

### **Department Accomplishment and Opportunities:**

- Winter Cleats have been ordered for all the employees who didn't get a pair from the 20 or so pairs received from APEI.
- The last week of November we'll be attending an online class 90-minute course: 2023 Employee Handbook: NLRB's Memorandum and Updates.
- Interviewed a Police Officer for the lateral position, unfortunately he turned it down.
- Buildings & Grounds assistant position has been filled, pretty exciting.
- Interviews scheduled for Landfill Operator and Heavy Equipment Operator the last week of November.
- Received an application from BBEDC for the BBEDC funded Landfill Attendant position, we'll be scheduling that interview after the Thanksgiving holiday.

### **Projects – Progress and Public Impacts:**

- Project City Cell Phone is nearly complete. Greta worked with GCI on an updated cell phone plan for all city assigned cell phones and they were ordered and are in Dillingham. Cell phone cases and charging blocks have been ordered.
- Updated personnel policies have been submitted to Robert for his review.
- Continuing to work with department heads to update their job descriptions. Once that project is complete, we'll move onto the rest of the department's positions.

- SharePoint was created and sent to all employees with access to. The sharepoint will be a one stop shop for employee documents to include timesheets, personnel policy, and medical booklets. There is a separate page for Department Heads to access their weekly and monthly reports.
- Working on a large format wall calendar. Employees submitted photos – so many talented photographers, especially from the Police Department. The photos will be submitted to the printer before the months end.
- Organizing the City of Dillingham Grant Writing group. We've rescheduled our November meeting for January, when I'll be in Dillingham. I'll be contacting each member directly to find out how their department is handling grants and what areas they'd like to focus on.
- We're working on uploading the large Mayor Sale items to the surplus website we'll be using.
- The last week of November hosted two of the assigned online APEI courses – absorbents and spills and back injury – in the council chambers for employees to attend in a group setting, instead of individually.

#### **Upcoming Calendar Items:**

- Online On-demand classes for Grant Writing and Grant Management in December.
- December 15 from 4:30 to 6:30 pm will be our Christmas Party. The party will include Sonja Marx doing a puppet show.

#### **Public Feedback:**

- Most of the feedback from the public has been phone calls about roads needing to be plowed.

#### **List of Attachments:**