

City of Dillingham Action Memorandum Agenda of: November 5, 2020
2020-11
Action Memorandum No. _____

Subject:
Authorize the City Manager to hire a temporary intern for administrative special projects

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:

Summary Statement:

The City has an opportunity to employ an intern temporarily to assist with administrative projects that are urgently needed to be undertaken and completed. These projects will have a positive impact to city policy and streamline procedures, forming a solid foundation for years to come.

The college intern possess strong government experience and education that will allow for unique insights to establish an updated Policy and Procedure Manual and other internal policy updates if time allows.

Action Memorandum No. 2020-11

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on November 5, 2020.



Mayor

ATTEST:



City Clerk

[SEAL]

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: October 30, 2020
To: City Council
From: Tod Larson, City Manager
Subject: College Intern

Background. Hannah Zimmerman came to Dillingham as part of the Polaris project through UAF, Penn State, and others. She enjoyed her time here and wanted to come to Dillingham to work and learn about rural Alaska. She is currently a student at Stanford and has nearly completed with her degree with an emphasis in public policy. She asked about the possibility of an internship with Mayor Ruby and I.

Projects. I've needed someone to write a critical policy for the City since I've been here. We desperately need an internal policy and procedure manual for all departments in Dillingham. This manual will assist with our desire for consistency and fairness. Additionally, it can be used as a training resource for employees. With the high turnover it becomes an important component to training employees correctly so we can maintain that consistency. This Policy and Procedure Manual is a big undertaking and would likely take all of her time. If she does have additional time, I have many other projects that need to be written and/or worked on.

Recommendation. Ms. Zimmerman is a bright college senior at Stanford University and has a strong desire to serve in rural areas upon completion of her degree program. I'm sure that she will be able to write our policy and procedure manual to an excellent standard. Over time, this manual will save thousands of dollars and hours of time and frustration. The manual will also assist in the City maintaining consistency and reduce the public's frustrations.

Respectfully,

Tod Larson
City Manager

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2020

Intern for administrative special projects for 8 months

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE	
FROM ACCOUNT		City of Dillingham	
1000 6000 10 13 1000 6010 10 13 1000 62xx 10 13	Wages Overtime Benefits	Project	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	10/30/2020

EXPENDITURES

OPERATING	FY21	FY22	FY23	FY24
Wages	\$ 30,191.00	\$ 9,290.00		
Overtime	1,281.00	1,306.00		
Benefits	17,628.00	5,829.00		
TOTAL OPERATING	\$ 49,100.00	\$ 16,425.00	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General & Special Rev. Funds	\$49,100	\$ 16,425.00		
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 49,100	\$ 16,425.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2020-11

PREPARED BY: Anita Fuller

October 30, 2020

DEPARTMENT: Finance

APPROVED BY: _____