



MEMORANDUM

DATE: August 4, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

2022 Elections:

The 2022 election cycle consists of three elections.

- August 16 Primary Election Day
- October 4 Local Municipal Regular Election Day
- November 8 General Election Day

The Primary and General Elections are run by the State of Alaska. The City of Dillingham offers the council chambers as the polling place for the community. In person absentee voting begins 15 days prior to each election. For the state elections absentee voting will be available 10:30 a.m. – 2:30 p.m. in the council chambers. Absentee voting for the local election will be available during regular business hours in the clerk's office. If not already registered, voters can submit the paperwork to be registered on the State of Alaska Division of Elections website <https://voterregistration.alaska.gov/> or can fill out the form in my office. To vote in any election a voter must be registered thirty days prior to the election.

Local Election Update:

I have sent letters to the incumbents whose seat expire will expire this year. The first ad for the October 4th election will be in the August 4 Bristol Bay Times. This ad is for notice of elected offices to be filled. I am currently working with Dominion Voting to verify the new optical scanning unit will be ready for the October election.

Municipal Code Updates:

The Mayor mentioned in a recent meeting the Clerk would be looking at code to see what might need to be updated. To that end I have requested all departments look at code specific to their responsibilities and submit any requests for updating code. Below is the list to date:

- DMC 9.38 Disorderly Conduct. Request to make it more in line with AS 11.61.101 and include section for drinking and public intoxication.
- Harbor, "dry" when tied up to floats, and in the park.
- Harbor, parking with fees and fines.
- DMC 17.29. Street Naming. Naming of private drive with three or more residents.

Assessment of code for recommended updates will be ongoing.

Training:

I attended the Northwest Clerks Institute Professional Development IV training in June. This training covered Client Connection, Leadership Focus, Maintaining Professional Composure, and Keys to Resilience. It was an amazing week, networking with clerks from several states, enhancing learned skills, and cultivating a culture of self-care. This training can be used toward acquiring the MMC designation.

Dillingham Fire Department:

The evening of August 2nd, the Dillingham Fire Department responded to two back-to-back house fires. In the capacity of Acting City Manager I watched the City Fire Department personnel and Volunteer Fire Fighters work tirelessly to extinguish the fires. It was impressive to observe so many entities working collaboratively to achieve the best result possible, while keeping safety a priority. I noted the following working hard to keep the community safe; Dillingham Fire Department, Dillingham Volunteer Fire Department and Rescue Squad, Department of Public Safety, Nushagak Cooperative, State of Alaska Department of Transportation and Public Facilities, and the Department of Public Works. I have a better understanding of what it takes to battle a fire, and an enormous amount of respect for all those involved in this service.

CITY CLERK STRATEGIC PLAN PROJECTS:**Records Management:**

The State of Alaska Archivist still has not submitted an audit report based on their April 18 – 22 visit to Dillingham. I have begun to talk with departments regarding updating the retention schedule specific to their department. Refining the schedule to make it more applicable to the municipal needs should aid in retention and destruction. When all department schedules have been updated an attorney review will take place. After the attorney review a resolution will be sent to council to adopt the new schedule.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. There are currently no licenses for review.

Commission/Board Seats Vacant.

- Wood Tikchik State Park Management Council, recommendation to the Governor's office.
- Senior Advisory Commission, five seats.
- Port Advisory Committee, three seats.
- Planning Commission, one seat.