



MEMORANDUM

DATE: September 27, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

2022 Elections:

The 2022 Municipal Election will be held October 4, 2022.

Declaration of Candidacy was received by the following:

Council Seat A, Kimberly Williams, and Steven Carriere

Council Seat B, Ronald Johnson, and Michael Bennett

School Board Seat A, Heather Savo, and Dianna Schollmeier

Write-in Candidate must file a letter of intent. Forms can be filled out in the Clerk's Office from 8 a.m., Sept. 6 through 1 p.m., October 3, 2022. *Write-ins will **not** be listed on the ballot.* To date, no letters of intent have been received.

The Canvass Committee will meet at 12:15 p.m. on October 6 to review the questioned and absentee ballots. The Certificate of Canvassing Committee results provide the official tally to council. A special council meeting will be held on October 13 to certify the election. Per DMC 2.06.040 the regular term of office begins on the first Monday following the certification of election.

The 2022 General Election will be held November 8, 2022. Information regarding this election can be found on the state website <https://www.elections.alaska.gov/Core/generalelectioninformation.php>

A Special Council Meeting is scheduled for October 13, 2022, 5:30 p.m. This meeting is required by code to certify the local election.

Foreclosure:

The final steps for foreclosure action filed in 2018, 3DI 18 157 CI, are underway. The notice of end of redemption period has been scheduled to appear in the Bristol Bay Times four consecutive weeks beginning with the September 29th edition. Certified letters will go out to the four property owners remaining on the list.

CITY CLERK STRATEGIC PLAN PROJECTS:

Update election equipment. This project is at 100% completion. Efforts to enhance the election process will remain a priority.

Records Management: The report from the State of Alaska Archivist has still not been received. I met with two departments to review the retention schedule specific to their department and will continue to reach out to the remaining departments to get this project completed. I have started work on updating the retention schedule to reflect more specifically records created by each department and assign ownership as appropriate.

STANDING ITEM(S):

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

Commission/Board Seats Vacant.

- Senior Advisory Commission, five seats.
- Port Advisory Committee, three seats.
- Planning Commission, one seat
- Library Advisory Board, one seat.