



## MEMORANDUM

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

---

### STAFF REPORT

---

#### **2022 Elections:**

The 2022 General Election will be held November 8, 2022. In person absentee voting is available in the council chambers beginning October 31, 10:30 a.m. - 2:30 p.m. Additional information regarding the November 8<sup>th</sup> General Election is available on the state website link below: <https://www.elections.alaska.gov/Core/generalelectioninformation.php>

DMC 3.30.020(E) Report to council regarding recruitment efforts for the October 4, 2022 election. There were five election judges for the 10.04.2022 local election. The Precinct Chair for the municipal election was recruited during the State Primary Election. This is the third election cycle for the Chair and she has attended the state election training. The four remaining election judges were also recruited during the August primary election. All have experience working prior elections. There is continued efforts to recruit new judges, word of mouth, known associates of current judges, and asking voters regarding interest in working the election polls is the most common process.

#### **Foreclosure:**

Four properties remain unredeemed and an affidavit for issuance of deed on for Case No. 3DI 18 157 CI will be filed with the court on October 31, 2022. Upon completion of the court case the City Attorney will have the deeds recorded with the State of Alaska Department of Natural Resources.

The redemption period for foreclosure Case No. 3DI 19 00122 CI has ended. Finance continues to work with property owners for past due tax payments. An updated foreclosure list will be provided to the Attorney.

The City Council adopted Resolution 2022-18 authorizing foreclosure proceedings for tax years 2017 – 2021. Finance continues to work with property owners on the foreclosure list and has been successful in reducing the number of properties on list. I will be working with the Attorney to get a new case filed with the court.

#### **Travel and Training:**

I will be attending the Alaska Association of Municipal Clerks annual conference held in Anchorage, December 3 – 7, 2022. Prior to the conference I will be visiting family for Thanksgiving. I am taking the laptop and will be working remotely as needed. I will be out of office 11/18 – 12/7/2022.

---

**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:** Despite repeated inquiries the report from the State of Alaska Archivist has still not been received. Work on updating the retention schedule to reflect more specifically records created by each department and assign ownership as appropriate continues. I hope to meet with several more departments in the next few weeks to review their portion on the current schedule.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** There are currently no licenses for review. Windmill Grille has requested a waiver of operation with the State noting business closure in 2022 due facility flooding and the lengthy insurance process for repairs. I have not received anything yet from the State regarding this Liquor License Renewal.

**Open Commission/Board Seats.**

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