



MEMORANDUM

DATE: May 23, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

Board of Equalization:

City Assessor, Arne Erickson was in town the week of May 9th to address submitted appeals for real, personal, and business property assessments. A total of twenty real property, and seven personal / business property appeals were received. The Board of Equalization Hearing was held on May 12, 2022. The City Assessor contacted all appellants prior to the BOE Hearing. All appeals were settled and approved at the BOE Hearing.

Travel and Training:

Northwest Clerks Institute Professional Development IV will be held in person at the University of Puget Sound, Tacoma WA, June 13 – 17, 2022. The scholarship I was awarded through Alaska Association of Municipal Clerks will help defray costs.

I leave for Seattle June 10. I have scheduled a few weeks leave subsequent to this training, returning to Dillingham July 2, 2022.

CITY CLERK STRATEGIC PLAN PROJECTS:

Records Management:

The State of Alaska Archivist has yet to submit an audit report based on their April 18 – 22 visit to Dillingham. As soon as I receive their report I will schedule time with each department head to review the information specific to their department and to appraise the current retention schedule for applicable application specific to needs.

Election Equipment:

As of 2022 the State of Alaska will no longer provide access to scanning tabulators for local elections. Dominion Voting provides the tabulator system used by the State, and the City has invested in memory cards, maintenance supplies, and has the black box housing for the scanning unit. I have been working with Dominion Voting to get a system in place, and training completed in time for the 2022 election cycle.

STANDING ITEM(S):

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

Commission/Board Seats Vacant.

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

No letters of interest received.