



MEMORANDUM

DATE: March 30, 2022
TO: Robert Mawson, City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Department Report

STAFF REPORT

Strategic Planning:

Bill Dann with Professional Growth Systems held strategic planning sessions with City Council March 4 – 5. Access to the program has been extended to Department Heads so they will be able to identify goals, set up benchmarks, and have built in accountability for department projects.

Property Assessments:

This process this year has been uniquely complex due to staff shortages in positions directly related tax administration. In working with the City Assessor the BOE is scheduled for May 12, 2022. Real Property assessment notices were mailed March 17th. The deadline for submitting an appeal is April 16th. Personal Property assessment notices are scheduled to be mailed March 31, making the appeal deadline April 30th. I have received two real property appeals to date.

Northwest Clerks Institute:

Professional Development IV will be held in person at the University of Puget Sound, Tacoma WA, June 13 – 16, 2022. I have signed up for this valuable training, and submitted for a scholarship through Alaska Association of Municipal Clerks to help defray costs.

Ordinances:

There is one ordinance in the April 7th city council meeting packet.
Ordinance 2022-03; Introduced March 5th, public hearing scheduled April 7th. This ordinance establishes a marijuana excise tax.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.) There are currently no licenses for review.

Commission/Board Seats Vacant.

- Library Advisory Board, one seat.
- Senior Advisory Commission, four seats.
- Friends of the Landfill, one seat.
- Port Advisory Committee, three seats.
- Planning Commission, two seats.

One letter of interest received for the Library Advisory Board, Senior Advisory Commission, and Friends of the Landfill

Helpful Tips:

Robert's Rules of Order: MOTIONS

- A member can make a motion at any time after the chair has recognized them to speak
- Anyone can second the motion – no need to wait for chair's recognition
 - *If no second, motion does NOT proceed*
- Chair repeats the motion
- Motion is discussed, if needed
- Chair states motion and members vote