



MEMORANDUM

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

STAFF REPORT

Records Information Management:

The week of April 18, 2022 two Archivists from the State of Alaska Division of Records Information Management Services were in Dillingham. They visited with each Department Head, reviewed records storage areas, and answered questions specific to our needs. They will be compiling a report of their findings, include best practices and recommendations.

Property Assessments:

The City Assessor will be in Dillingham the week of May 8. The BOE is scheduled for May 12, 2022. Real Property assessment notices were mailed March 17th. Personal Property assessments were mailed April 13. I have received nineteen real property appeals, and five personal property appeals to date.

Training:

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 received a scholarship through Alaska Association of Municipal Clerks to help defray costs.

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.

- Senior Advisory Commission, three seats.
- Port Advisory Committee, three seats.
- Planning Commission, two seats.

One letter of interest received for the Planning Commission

Helpful Tips:

Robert's Rules of Order: Most Used Motions

- **Main Motion:** brings business before the council.
- **Amendment:** allows changes to another motion by adding, deleting, or changing words.
- **Refer:** sends matter to smaller group to consider and report back.
- **Postpone:** delays consideration of a matter.
- **Previous Question:** ends debate immediately.
- **Table:** temporarily delays a matter when something urgent arises.
- **Recess:** permits a short break.
- **Point of Order:** calls attention to an error in procedure.

Each motion has detailed rules on when it can be introduced, whether it needs a second, whether it is debatable, and the vote required for adoption.

Jim Slaughter, [Running a Darn Good Meeting](#), Page 25