



MEMORANDUM

DATE: September 5, 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. Preparation for the election is underway. Incumbents whose seat is expiring have been notified. Public notice for open seats, candidate qualifications, and deadlines have been posted.

Open seats are:

Council Seat A, and Council Seat B

School Board Seat A

Candidate Filing period:

Candidate: Declaration of candidacy period August 9 – September 6, 2022.

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.*

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>

CITY CLERK STRATEGIC PLAN PROJECTS:

Update election equipment. The new optical scanner has been received and tested. I continue to evaluate election items for effectiveness during the election cycle.

Records Management: I have contacted the State of Alaska Archivist regarding the status of the report from their onsite visit. No report has been received to date. I am currently scheduling meetings with each department to review the retention schedule specific to their department.

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.