



Quarterly Clerk Report
01.16.2024
Submitted by: Liesl Barker

I hope everyone had a wonderful holiday season. I have been busy the last few months with the typical day-to-day tasks of the City Clerk as well spending a good portion of time on training. I thank Karen Platt and the City Council who kept her on contract to help mentor me in the role of City Clerk. Below I have highlighted tasks that I have completed, training completed, in progress and upcoming, future goals for this year and finally the City Council attendance history.

- Tasks completed to include but not limited to
 - Swore in newly elected officials.
 - Setup training for elected officials with our legislative specialist, Iura Leahu
 - January 24th, 2024- January 26th, 2024
 - Became a Notary Public for Alaska
 - Held the annual Open House (12/23/23) for Ambulance subscription sign up/renewal, business permit, release and tax-exempt applications, vessel registrations, and long-term storage applications.
 - Fifteen people came to the Open House
 - Twenty documents were submitted, and several taken home to complete.
 - This was successful.
 - Next year I will hold it in the first week of December. As well as another date in January
 - Thank you to Leah Okin and Sol Martinez for their help in running this event.
- Clerk Development/Training – I am working towards my Certified Municipal Clerk certification which is a 2-year process. I am also working towards becoming a registered parliamentarian, this is typically a 1 – 2-year process.
 - Training Completed
 - Attended AAMC conference in Anchorage – I received a scholarship to offset the conference and travel expenses.
 - Sessions included
 - Role of the Clerk
 - Title 29
 - Open Meetings Act
 - Election Basics
 - State of Alaska Division of Elections
 - Upcoming changes to Alaska statutes; Title 4 and Alcoholic Beverage control
 - Election lessons learned
 - Election security in time of Disturbance
 - Cyber security
 - Structural security
 - Clerk roundtable
 - Inspiring joy in work and life
 - Social Media Archiving – Municode
 - Notary Essentials Training – National Notary Association
 - Registered Voter Training – State of Alaska
 - Newly elected official Training – Jurassic Parliament
 - Online code hosting portal – Civics Plus
 - Meeting Minutes and Role of Clerk – Jurassic Parliament
 - Navigating Text message use in modern government – National Association of Government Archives and Records Administration (NAGARA)



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- Minutes made easy – National Association of Parliamentarians (NAP)
 - In Progress
 - Parliamentary Procedure Made Easy – NAP
 - Upcoming
 - Clerk Training – Rural Utilities Business Advisor (RUBA) (2/12-16)
 - International Institute of Municipal Clerks Conference 2024 – IIMC (5/19-5-22)
 - Northwest Clerk Institute Professional Development 2024 – NCI (6/1-6/7)
- Goals and projects for 2024 (in no particular order)
 - To work on transparency and communication with the public.
 - Making it easier for the public to access information. One way is with the use of QR Code for public notices and forms.
 - Adding times stamps to the meeting minutes that correspond with the recording.
 - Adding video of the meeting to the website
 - Updating the website to include but not limited to giving all department directors access to their page, making sure the correct micro sites are being used to make it easier to manage.
 - Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders.
 - Working with the library to start having COG website training to help citizens learn how to use the website.
 - Creating a COG document titling guide to assist with continuity in naming documents.
 - Review City Ordinance to update with current City structure and to check continuity throughout. This will take months and I would like to have 1-2 council members collaborating with me on this project.
 - Change our NEWs distribution list to an email subscription through our municode website, this was a suggestion given by Atlantic Technical Support, our contracted IT group.
 - Updating COG election ordinance to include special needs voting. The state already does this, and we would be mimicking the state’s forms and policy.
- The City Council attendance history. This record starts with the October 2023 general meeting when our new council members started their term.

Meeting Date	Owens Seat A-exp. 2025	Driscoll Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	Mackovjak Seat E-exp. 2024	Bishop Seat F-exp. 2024	M Taylor Seat G-exp. 2024
10.9.23 General Meeting					via zoom		
11.6.23 Work Session Meeting					via zoom		
11.13.23 General Meeting		via zoom					
12.4.23 Work Session Meeting	via zoom	via zoom	via zoom		via zoom		
12.11.23 General Meeting		via zoom		via zoom	via zoom		
01-08-2025 Work Session Meeting		via zoom		via zoom	via zoom		

	Special Meeting/ Work Session Present						
	General Meeting Present						
	Absent (unexcused)						
	Absent (excused)						
Section 2.20.100 - Vacancies.							
(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.							
Section 2.30.040 - City council member attendance policy for regular meetings.							
(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.							