

**CLERK'S REPORT**  
**MARCH 8, 2021**  
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

**Training**

- ✓ Teams of One - With the launching of our City of Gustavus Facebook page coming up mid-January, I took the opportunity to participate in a webinar being offered through Government Social Media called Teams of One. This webinar was focused on learning the best methods for handling social media sites with limited resources by using workflow timesavers, digging out of the mound of work, where to get help when you can't hire out and mindset strategies for success.

**Elections**

- ✓ Updated Title 5 – Elections

**Public Outreach**

- ✓ Our Gustavus Emergency Center and City of Gustavus Facebook pages were launched on January 18<sup>th</sup>. The City of Gustavus page has 106 followers, the Gustavus Emergency Center page has 51 followers and the existing Gustavus Public Library has 404 followers.  
<https://www.facebook.com/GustavusCity>  
<https://www.facebook.com/Gustavus-Emergency-Operations-Center-104418401555797>  
<https://www.facebook.com/GustavusLib>
- ✓ Gustavus News Group email list has 520 subscribers
- ✓ I've added a link to Mayor's Correspondence to website  
<https://cms.gustavus-ak.gov/citycouncil>

**Around the Office**

- ✓ Ordinances passed in 2020 have been sent to Municode for codification, we should see them in the appropriate Title sections on our website soon.
- ✓ I have completed going through paper records scheduled for destruction in no time at all this year. This is different from the last three years. When I started as clerk back in 2017 there were 17 years' worth, over 100 boxes and all the filing cabinets of files that had not been managed for destruction. I believe the staff simply didn't have the time for this task and so the years passed, and the boxes piled up. I want to extend another giant THANK YOU to Karen Sargent and Shelley Owens for the many hours they volunteered in the beginning of this project to help sort records. If it were not for their time and dedication to the project, I would still be 17 years behind! I have developed a filing system that will allow me to stay on top of the paper files destruction schedule.

Now, electronic files are another story! I have begun work on that project and am excited to have the electronic files looking as smart as my paper!

- ✓ I have sifted through Resolutions on our website to be sure that they are labeled consistently and have all the supporting documents.  
<https://cms.gustavus-ak.gov/resolutions>

I am working on the same for Ordinances and will be including the years 2004-2010 that are not currently listed.

<https://cms.gustavus-ak.gov/ordinances>

[illegible]

	Special Meeting/Work Session Present
	General Meeting Present
	Absent (unexcused)
	Absent (excused)