

**CLERK'S REPORT**  
**JULY 19, 2021**  
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

**Training**

- ✓ IS-00200.c Basic Incident Command System for Initial Response
- ✓ Government Social Media
- ✓ How to Beat the Wave of Records Requests with Reduced Budget, Staff, and Time

**Elections**

- ✓ I have begun preparations for the upcoming Municipal Election to take place on October 5<sup>th</sup>.
- ✓ Council Seats E, F and G terms are ending this year. I will begin accepting Declarations of Candidacy on August 19<sup>th</sup>. Please spread the word to anyone who may be interested.

**Public Outreach**

- ✓ I have been trying to get more public awareness information out to the community via our newsgroup email list and our Facebook pages for example road conditions and impending grading. This has been received well and hopefully prevented community members from getting upset or making assumptions that nothing is happening. Please let me know if there is anything city related that could be helpful to the community that I can post.
- ✓ I would also like to encourage the council and staff to extend recognition of community, volunteer, student, and staff achievements on a regular basis. If you think of anything that should get out to the community, please get in touch with me.
- ✓ We have equipment ordered to allow us to start doing hybrid zoom/in-person meetings. We hope to have this up and running soon.
- ✓ The City of Gustavus page has 132 followers, the Gustavus Emergency Center page has 106 followers, and the existing Gustavus Public Library has 436 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 327 subscribers.
- ✓ Link to Mayor's Correspondence to website and she is open for in person appointments Wednesday's 3:300-5:00PM.  
<https://cms.gustavus-ak.gov/citycouncil>

**Around the Office**

- ✓ Ordinances passed last year have been codified and updated on our website and hardcopy book at City Hall.
- ✓ I scanned some of our permanent records onto our network so there is both a paper copy and electronic copy.
- ✓ Completed placing copies of ordinances on our website for the years 2004-2010, made sure the records matched across the board in terms of file titles, signatures, dates, minutes, and ordinance journal.
- ✓ Began the creation of a Clerk Handbook to be used as a checklist and resource for staff in my absence.

**Around Salmon River Park**

- ✓ Giant, heartfelt thanks to the many people involved in helping clean up the Salmon River Park. It is a joy to see the park being used and cared for.
  - Meadow Brook and Whitney Rapp provided suggestions for plants in the flower boxes.

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- City Administrator for picking up flowers in Juneau for planter boxes.
- Mayor Cannamore, Vice Mayor Vanderzanden and Council Member McLaughlin helped clean up brush, debris, and plant flowers.
- Church of Jesus Christ of Latter-day Saints for their annual clean-up and mowing prior to the July 4<sup>th</sup> festivities.
- Marine Facilities Coordinator for installing the new flagpole and maintaining the cleanliness of the outhouses.