



Quarterly Clerk Report

July 2024

Submitted by: Liesl Barker

I have spent over 80 hours in training this quarter. I want to thank you all for your support in sending me to train to help me work towards my Certified Municipal Clerk and Registered Parliamentarian Certification. I have been able to continue to learn how to be an effective clerk. I have also had amazing networking opportunities with fellow clerks. This alone has been valuable, especially as I am working on updating ordinances.

As we are coming into election season, I will be looking for volunteers to help me work the City's election polls for our October election on 10-01-2024. I am holding a voters registration drive at the library on Thursday July 18th from 4pm-7pm. It is being held 2 days prior to the registration deadline for the Alaska primary election to allow for any last-minute registrations/updates. I am approved by the Department of Elections to register voters and the application will be good on the date I sign it. Instead of having to wait until been verified by the Regional Elections office. This could be important as we approach the primary deadline. All early in -person absentee voting for State, REAA, and City elections will be held in City Hall. If you have any election questions, please reach out to me at clerk@gustavus-ak.gov.

- Tasks completed to include but not limited to
 - Business Directory for 2024
 - Updating website Continued
 - Started Elections information.
 - If Council Member Driscoll's resignation is accepted tonight, we will have 4 open City Council seats for this October's election.
 - Normal daily tasks- creating meeting packets, posting notices, flyers, notary public, emails, RFQ and RFP bid openings, civil work permits, NEWS emails, public information request, etc.
 - Destroyed all documents that council certified over past few months – Thank you GVFD and DOT for letting me join in on your large burn.
 - Completing two sets of post training KATP, surveys, and quizzes
 - Met with Librarians they now have a webform that people can use to sign up for different training courses available at the library.
- 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 2- 3-year process.
 - Training Completed (Since April 2024)
 - International Institute of Municipal Clerks Conference 2024 – IIMC (5/19-5-22)
 - Northwest Clerk Institute Professional Development 2024 – NCI (6/1-6/7)
 - Awarded \$1,800 Scholarship from AAMC to help offset costs of training.
 - Training In Progress – None
 - Training Upcoming – Association of Alaska Municipal Clerks 2024- AAMC (December)
- Goals and projects for 2024 (in no specific 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 video of the meeting to the website
 - Creating a Naming Convention system to assist with continuity in naming documents – In progress.
 - City Ordinances to update – In progress.

- 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. – Delayed because I was away at training
- Updating COG election regulations to include special needs voting. – In progress
- Creating a portal (password protected) on the website to house EMS training drill as a resource for responders – This will be more likely in January 2025 after Drupal update.
- 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		
01-16-2024 General Meeting		via zoom		via zoom	via zoom		
01-25-2024 Work Session L&C Meeting		via zoom			via zoom		
01-29-2024 Work Session CIP Meeting		via zoom		via zoom			
02-12-2024 Work Session Meeting		via zoom	via zoom	via zoom	via zoom		
02-20-2024 General Meeting			via zoom	via zoom	via zoom late 1915hrs		
03-04-2024 Work Session Meeting					via zoom		
03-11-2024 General Meeting							
04-01-2024 Work Session Meeting					via zoom		
04-08-2024 General Meeting					via zoom	via zoom	
04-15-2024 Special Meeting					via zoom		
04-15-2024 Budget Work Session Meeting					via zoom		
04-24-2024 Special Meeting		via zoom			via zoom		
04-24-2024 Townhall Budget Work Session Meeting		via zoom			via zoom		
05-06-2024 Work Session Meeting			via zoom		via zoom		via zoom
05-13-2024 General Meeting			via zoom		via zoom		
06-03-2024 Special Meeting					via zoom	via zoom	
06-03-2024 Work Session Meeting					via zoom	via zoom	
06-10-2024 General Meeting							
06-21-2024 Special Meeting		via zoom			via zoom		
07-01-2024 Work Session Meeting					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.

Thank you for your time.

Respectfully,

 Digitally signed by Liesl M. Barker
DN: cn=Liesl M. Barker, o=City of Gustavus, ou=City Clerk, email=liesl.barker@gustavus-ak.gov, c=US
Date: 2024.07.03 12:29:56 -0800

Liesl M. Barker