MEMO

Date: January 17, 2025

To: Nome Common Council

From: Dan Grimmer, City Clerk

Subject: FY25 Q2 Report

This quarter was quite memorable as the Clerk's Office was temporarily located at the Public Safety Building throughout the summer and some of the fall.

During October the Clerks successfully held a Municipal Election this year which was a first time experience for those of us involved. We hired a new Deputy Clerk in October who is acclimating wonderfully and is a complement to our department. During October we was successful with processing the 2nd half of the property taxes that were due Oct. 31st.

In November the Clerk's Office moved back to City Hall. Thank you to the Police Department for graciously hosting us this year and allowing us to use such a comfortable space. Moving back to City Hall involved a lot of cleaning and moving items back into the office space. Thanks to Public Works for all the hard work they put in moving things into our space.

We've been hard at work digitizing records and following our retention schedule. Having moved a lot of things out and then back into our space has allowed us to reorganize.

In December the City Clerk attended the AAMC Conference which helps with ongoing training and education towards earning his Municipal Clerks Certification. The Clerks office plans on putting more emphasis on training so that we are investing in our clerks and providing them with the skills they need to excel in this field.

The Clerks and the City Assessors are working to update the tax rolls currently for 2025 and we're working with our GIS Manager to update the information in our GIS (Geographic Information System) to be more accurate.

The City Clerks Staff continues with work with all the City Departments to help keep things rolling. We thank the Department Heads and their staff for the hard work they put in; especially when short-handed.

Dan Grimmer
City Clerk