

April 22, 2022

Dear Mayor Seludo and the Saxman City Council,

The City Clerk position is one that is prescribed by law. It is a professional position that involves strategic decision making, creative thinking, and a requirement to stay up to date on laws, best practices, and innovative solutions. For that reason, I am requesting the Council approve the Professional Development III course through the Alaska Association of Municipal Clerks, and the Northwest Clerks Institute.

I have completed Professional Development I and II. Upon completion of all four courses, I will become eligible for the elite "Certified Municipal Clerk" designation. Communities with a Certified Municipal Clerk decrease their exposure to liability.

In the Professional Development Course I will learn the following topics:

1. Decision Making
2. Developing effective workplace policies
3. Purpose driven leadership
4. Using Social Media as a tool in local government
5. Minimize workplace gossip
6. Differentiated leadership
7. Crisis communications for Clerks
8. Working with hybrid teams
9. Effective presentation skills

Each of these topics is taught by industry leaders, are multiple hours long, and attendance is mandatory for certification.

Please approve \$2500.00 for course fee, air fare and per diem for the Northwest Clerks Institute Professional Development III.

Respectfully,



Lori Richmond