

**Quarterly Clerk Report**  
**10.09.2023**  
**Submitted by: Liesl Barker**

Although this is a quarterly report I personally can only report on the last 4 weeks since I began the position of City Clerk. During that time, I have learned a lot about elections, preparation work for council meetings, taking minutes, post meeting duties, editing the website, and sending out public notices. I had the opportunity to meet many of the citizens of Gustavus in the last few weeks, which was wonderful. My main priority will be to continue to keep up with the operational needs of city hall while working on attending more training to increase my knowledge about performing clerk duties.

- Gustavus City Elections
  - The city election went well this year. We had a total of 176 Gustavus citizens who participated in the election making that approximately 31% of all registered voters. I wanted to thank all of the volunteers who helped run a smooth election day at the poll. I will be re-setting and preparing for next year's election process of the course of the next week. 2024 will be a busy election season with REAA Election, Gustavus City Elections, Primary Elections, and General Election.
- Trainings
  - Over the course of the last month, I have had the opportunity to participate in a few online training courses; REAA absentee voting training, archive social training, Municode website training and a clerk virtual summit. This was all in addition to working with Treasure, Ben Sadler and previous city clerk, Karen Platt on a regular basis.
  - I will be attending the Alaska Association of Municipal Clerks (AAMC) Conference in December as well as the Rural Utility Business Advisor (RUBA) training in February of 2024.
- Additional Tasks completed.
  - Updated Ordinance Log
  - Became a member of AAMC (Alaska Association of Municipal Clerks)
  - Obtained administrative status for the city website, email News group, and city Facebook page.
- Future Goals
  - Over the next month it is my goal to join several different municipal clerk and parliamentary organizations. These memberships will allow me to partake in courses to achieve the status of Certified Municipal Clerk and Registered Parliamentarian. These processes are not quick and can take several years to accrue enough educational credits. Next month I will apply for my Alaska Notary Public Commission. I had to wait 30 days after becoming an Alaskan resident to apply. I will also be participating in training through REAA about the voter's registration process.
  - I will be working on learning more about the retention schedule. Part of the process will be sorting previous email communications and updating their retention schedule.
  - Proposing possible changes to title 5 Ordinance prior to next election with regards to personal representative needs/ caregiver provision under Section 5.40.110.
- The council attendance report is attached below.

Meeting Date	Seat A-exp.	Seat B-exp.	Seat C-exp.	Seat D-exp.	Seat E-exp.	Seat F-exp.	Seat G-exp.
	2025 Owens	2025 Driscoll	2023 Lewis	2023 B Taylor	2024 Mackovjak	2024 Bishop	2024 M Taylor
10-10-2022 General Meeting							
10-26-2022 Special Meeting							
11-07-2022 Regular Work Session							
11-14-2022 General Meeting							
12-01-2022 Regular Work Session							
12-12-2022 General Meeting							
01-09-2023 Regular Work Session							
01-16-2023 General Meeting							
01-30-2023 Work Session CIP							
02-06-2023 Regular Work Session							
02-13-2023 General Meeting							
02-27-2023 Work Session FY24 Budget							
03-06-2023 Regular Work Session							
03-13-2023 General Meeting							
03-15-2023 Town Hall FY24 Budget							
03-20-2023 Work Session FY24 Budget							
04-03-2023 Regular Work Session							
04-10-2023 General Meeting							
05-01-2023 Regular Work Session							
05-08-2023 General Meeting							
06-12-2023 Regular Work Session							
06-19-2023 General Meeting							
06-26-2023 Special Meeting							
07-10-2023 Regular Work Session							
07-17-2023 General Meeting							
08-07-2023 Regular Work Session							
08-14-2023 General Meeting							
09-05-2023 Regular Work Session							
09-11-2023 General Meeting							
10-2-2023 Regular Work Session							
10-06-2023 Special Meeting -							

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	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.