



Quarterly Clerk Report
04.08.2024
Submitted by: Liesl Barker

I cannot believe that three months have already passed since my last report! Most of my days are spent with routine clerk tasks. Some of those tasks consist of responding to emails, answering phone calls, processing mail, building all our city council meetings, posting notices, sending NEWS emails, filing documents, updating website/social media, and relaying information to the correct parties. Below I have highlighted a few specific tasks that I have completed, training completed, in progress and upcoming, future goals for this year and finally the City Council attendance history.

- Tasks completed to include but not limited to
 - Updating website
 - Updating more documents to be fillable
 - Updating microsite and main pages to link correctly.
 - Correspondence page – updating regularly but looking to continue to improve organization and determine guidelines for what is posted. It is important but can be very time-consuming.
 - Worked with Jessie Sodar at the School to organize the Salmon River playground edition ribbon cutting ceremony.
 - Worked with Janene Driscoll and Sandy Schroth on the City of Gustavus’s 20th Anniversary Open House.
 - Made a new Time Sheet/training video to reflect changes requested by the City Administrator
 - Started working on the 2024 Business Directory
 - If anyone has pictures that would correlate with the directory, please email them to clerk@gustavus-ak.gov
- 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 1 – 2-year process.
 - Training Completed (Since January 2024)
 - Parliamentary Procedure Made Easy – NAP
 - Clerk Training – RUBA (2/12-16)
 - Applied for Travel/Training Grant to help offset costs.
 - Training In Progress – None Currently
 - Training Upcoming
 - 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.
- Goals and projects for 2024 (in no particular 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-continuing to work with our IT firm.
 - Updating the website to include but not limited to giving all department director access to their page, making sure the correct micro sites are used to make it easier to manage.
 - Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders.



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- Working with the library to start having COG website training to help citizens learn how to use the website.
- Creating a COG document titling guide to assist with continuity in naming documents.
- Review City Ordinance to update with current City structure and to check continuity throughout. This will take months and I would like to have 1-2 council members collaborating with me on this project.
- 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. – Hoping to have this implemented by June.
- Updating COG election regulations to include special needs voting. The state already does this, and we would be mimicking the state’s forms and policy.
- 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	Driscoll	Patrick	B Taylor	Mackovjak	Bishop	M Taylor
	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2024	Seat F-exp. 2024	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 LBC 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					via zoom		
04-01-2024 Work Session Meeting					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.