

Presented 1/25/99 H.

WASILLA CITY COUNCIL INFORMATION MEMORANDUM

IM No. 99-14

SUBJECT: Clerk's Office Schedule

REQUESTED BY: K. VanGorder, City Clerk *H.*

PREPARED BY: J. Newman, Deputy Clerk

DATE: January 19, 1999

FOR AGENDA OF: January 25, 1999.

SUMMARY:

As you are aware, Jamie and I will be attending the annual Alaska Association of Municipal Clerk's Conference (AAMC) which is being held in Juneau this year, February 6 through 12. Jamie will be attending the institute and academy February 6 through 12 and I will be attending the academy only, February 6 and 7.

Due to the availability of flights to Juneau, we will be out of the office on Friday, February 5 beginning at 10 a.m. I have spoke with the mayor to make arrangements with administration to take telephone calls and assist with the public. I am scheduled to depart Juneau on Monday morning, February 8 however due to the unpredictable weather I felt it was prudent to make arrangements with the planning clerk to manage the meeting incase of my absence.

I would like to take this opportunity to again thank the council for supporting our professional and educational development.

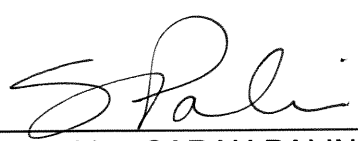
FISCAL IMPACT: No Yes, amount requested: \$

Fund:

RECOMMENDED ACTION: None

MAYOR REVIEW/COMMENT:

None



Reviewed by: SARAH PALIN, Mayor

Attachments: none