



CITY CLERK REPORT

Reporting Period: February 11 – March 10
Prepared By: Aubrey Wegeleben, City Clerk
Date: March 10, 2023

COVID-19

Assisted with reviewing and approving covid results for travel. Shared covid status updates and information through Nixle, and Facebook. Sent out testing reminders to those traveling. Provided testing kits to community members.

COMMUNITY

CBSFA sponsored the Alaska Business Development Center Tax team. They are scheduled to be on the island March 10-12, using the Council Chambers for free tax assistance. A mini flea market was scheduled for March 12; people were excited about the announcement. The kitchen will be available for 5th graders' fundraising at no cost.

STAFF

Reviewed and posted job announcements for a Power Plant Operator, Facilities Maintenance Worker and Community Service Officer. Jared was moved into the Facilities Maintenance Worker position.

HOUSING

Coordinated and scheduled use of available housing. Rented out one of the 4plex units to a staff member. A cockroach was found in one of the units; I have a request for a quote into American Pest Management for someone to come to island.

CLERK

Sent out Public Official Financial Disclosure forms and reminders, the deadline is March 15th for submittals before a daily \$10 fee is added. Received APIA's Food Security Assessment report if council is interested in looking at it. Attended a FEMA Alert and Warning Technical Assistance Orientation. Attended the Tribe's monthly Reducing Risk Factors for Suicidal Behavior meeting. Attended Rural Utility Business Advisor training. Submitted a Notary application. Completed various duties to include personnel filing, review and editing documents, communication, IT assistance, meetings, and support to staff.