



CITY CLERK REPORT

Reporting Period: December 10, 2022 – January 12, 2023

Prepared By: Aubrey Wegeleben, City Clerk

Date: January 12, 2023

COVID-19

Assisted with reviewing, and approving covid tests for travel. Sharing covid status updates and information through Nixle, and Facebook. Communicated with individual community members on ways to submit their tests for travel.

COMMUNITY

The Christmas events went well. Staff had a dinner on the 22nd with food and fun. The performances at the Community Christmas program were adorable and it seemed everyone enjoyed Santa's visit. CBSFA provided a great spread of desserts and snacks for the community to enjoy. I encouraged many to take home food, and ended up cleaning until 10. The majority of the decorations have since been taken down and stored. Received an email from a community member who is interested in selling snacks during the rec room hours.

STAFF

A job announcement was posted for a Public Works Administrative Assistant. The position will be open on January 20th; applications were collected, and reviewed, and interviews scheduled. Arranged travel for former Public Works director Joyner, who left island on the 30th. Arranged travel and accommodations for Sergeant Murdock who arrived on the island January 5th.

HOUSING

Completed exit housing walkthroughs. Coordinated and scheduled use of available housing.

CLERK

Attended budget meetings with the individual departments. Continued, intermittent, organization of office and attic. Completed various daily duties to include personnel filing, review and edit of documents, communication and support to staff.

