



CITY CLERK REPORT

Reporting Period: November 1, 2022 – December 9, 2022

Prepared By: Aubrey Wegeleben, City Clerk

Date: December 9, 2022

COVID-19

Assisting with reviewing, and approving covid tests for travel. Sharing covid status updates and information through Nixle, and Facebook.

COMMUNITY

Christmas is coming up; ordered and received items for the program candy bags which will be put together the week of the program. CBSFA will be purchasing the usual snacks for the program.

STAFF

The staff meeting, held on November 1st, with pizza and team building games, went well.

The City's Christmas party is scheduled for the 22nd at 6PM. Everything needed has been ordered.

Completed travel arrangements for Alpine Electric and Delta Medical Transport for those covering services on island. Walked through City buildings with David to get familiar with the current layout of the various inventory.

HOUSING

Started walk throughs of City housing to create a list of needs. Coordinated housing with City contractors and others flying through.

CLERK

Updating data forms such as the census. Clearing out the clerk's office and storing necessary items upstairs. Organizing upstairs with Phyllis.

Attend Tribal Government's Suicide Prevention, Intervention, and Postvention meeting and various other meetings.