



CITY CLERK REPORT

Reporting Period: February 11, 2022 – March 11, 2022

Prepared By: Monique Baker, City Clerk

Date: March 11, 2022

COVID-19

We continue to send out NIXLE messages in relation to COVID-19. The Quarantine Log is sent out via NIXLE and Facebook. Assist when needed with travel and other COVID related issues.

PERSONNEL

All employee evaluations have been sent out and few have been completed as of today. I will continue to follow up weekly to remind employees to complete their evaluations in a timely manner.

Ordered food and set up an all staff meeting for March 11th.

Assisted the two Water/Wastewater operators with signing up for training and got their proctored test set up with the Bering Sea Learning Campus.

Reviewing and setting up interviews for the Admin Assistant/Lead Dispatcher position.

HOUSING

Working on refurbishing apartment 163c to get it ready for move in for contactors that will be coming for City projects.

COMMUNITY

Received and mailed out the February BeringS newsletter.

CLERICAL

Received and submitted the FY23 Community Assistance Program and Payment and Lieu of Taxes applications to the Department of Commerce, Community and Economic Development.

