



## CITY CLERK REPORT

**Reporting Period:** November 11, 2021 – December 10, 2021

**Prepared By:** Monique Baker, City Clerk

**Date:** December 10, 2021

### **COVID-19**

We continue to send out NIXLE messages in relation to COVID-19. The Quarantine Log is sent out via NIXLE and Facebook.

### **COMMUNITY EVENTS**

We are preparing for the annual Christmas Eve Program. All the candy has been received and we will be putting the candy bags together the week of the program.

### **PERSONNEL**

City Manager Zavadil, Police Officer Recco, Former Chief Roever and I have been holding interviews for the Public Safety Director Position and Police Officer positions.

Michael Castro has hired as the Public Safety Director and will be on island on December 16<sup>th</sup>.

There was an all staff meeting on December 3<sup>rd</sup> in the Rec Hall.

There will be an employee Christmas Party on December 29<sup>th</sup> at 6pm.

I have ordered all the employees meats of their choice and it should be arriving any day now.

### **TRAINING**

I have been attending the Professional Leadership Academy online. This is a 12-week interactive course with people from all over the United States. Each week we learn about leadership skills and how to integrate them into our everyday lives as leaders. We are closing the training out this month. It has been very beneficial and I have been learning a lot more about being an effective leader.

