



CITY CLERK REPORT

Reporting Period: May 27, 2024, to June 12, 2024

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COMMUNITY

A Community Arts Festival is being planned; a couple will be held at the rec hall. There are seven tour ship visits scheduled this summer. The first two visits are in July.

HOUSING

With various projects going on, City transient units are full.

STAFF

Matthew is attending the fuel handler training, to learn the process while Marc finished top offs, I've assisted Caitlin at the gas station.

CLERK

Updated hardcopy of the Codebook. Completed various tasks including sending updates to code publishing, creating, editing, and updating documents, personnel filing, communication with IT and IT assistance; Facebook updates, attended various meetings, provided support to staff, travel arrangements for Alpine electrician, and updates to local census and census requests.