



CITY CLERK REPORT

Reporting Period: November 22, 2024 – December 13, 2024

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COMMUNITY

Prep for Christmas program has begun.

HOUSING

Transient housing was used on two separate occasions. The back entry of 161A needs to be assessed for weatherization or possible demo due to leaks.

CLERK

Working on the draft Records Retention Schedule and related Code of Ordinance chapter. Completed various tasks including sending updates to code publishing, creating, editing, and updating documents, personnel filing, communication with IT and IT assistance; Facebook updates, attending various meetings, providing support to staff, and updates to local census and census requests.

