



## CITY CLERK REPORT

**Reporting Period:** September 13, 2024, to October 24, 2024

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### COMMUNITY

The Rec hall was used on two occasions, an Aleut Corp meeting on September 13<sup>th</sup> and a community health fair on October 16<sup>th</sup>. A basketball/5<sup>th</sup> grade fundraising Halloween Carnival is scheduled for October 25<sup>th</sup>.

Municipal and REAA elections were held October 1<sup>st</sup> with 63 regular voters at the polls. General Election Absentee voting is available in the City Clerk's office through November 4<sup>th</sup>. Polls will open on Election day, November 5<sup>th</sup>, at 7AM and close at 8PM.

Created and posted a Form to gather interest for smoke alarms/monoxide detectors for the Alaska Department of Public Safety Fire Marshal's Office. Sent the list to their Public Education Coordinator who will be scheduling a time early next year to hold a health fair and provide to those on the list.

### HOUSING

Transient housing was used on four separate occasions. Andrey is addressing some minor repairs and mold issues. Daniel addressed and repaired heating issues at house 55. Unit 163 is running off of boiler two, maintenance decommissioned boiler one due to internal leaks.

### STAFF

Met with maintenance and custodial staff to draft a 2025 budget for housing. Completed interview and the eventual hire paperwork for the new Water/Wastewater Operator. Monty started on October 7. With the resignation of the City Custodian, the position was posted, interview held, and Andrey started on October 23<sup>rd</sup>.

### CLERK

Started decluttering behind the stage and in the attic. Currently drafting a Records Retention Schedule and related Code of Ordinance chapter. It won't be put before the council until sometime next year. Drafted an SOP and in-depth cleaning schedules for the custodian position. Writing up rules for the 4<sup>th</sup> of July Grease Pole event, and registration form to ensure participants and spectators have a fun and safe time. 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.

