



CITY CLERK REPORT

Reporting Period: September 21, 2020 - November 13,2020

Prepared By: Monique Baker, City Clerk

Date: November 13, 2020

COVID-19

We continue to send out NIXLE messages in relation to COVID-19. Been sending reminders on the use of cloth masks and social distancing in public buildings. The Quarantine Log is sent out via Nixle each time there is a change which is just about daily.

Participating in Bi-weekly meetings with the Unified Command team.

Tracking individuals who are traveling to St. Paul. Confirming each person has completed the travel forms and is following all guidelines.

Setting up and scheduling travelers in the quarantine centers.

COMMUNITY EVENTS

Held a Community Truck or Treat event on October 31, 2020. Made 90 candy bags to hand out to children at the event. It was a great turn out with 12 participants that decorated their vehicles and handed out candy. There was a costume contest for the adults and children and a prize for the best decorated vehicle.

Christmas candy has been ordered for the candy bags. Although we are unsure what will be done for Christmas since it does not seem there can be a Christmas Program we are working on different ideas.

General Elections were held on November 3rd. Out of 264 eligible registered voters 136 people voted at the polls. That is 51.5% of the registered voters.

COUNCIL

Set up Newly Elected Officials Conference for the two new Council Members. This was a two-day conference that held via zoom.

PERSONNEL

Alyssa Bourdukofsky has resigned from her position as the Accounting Clerk/Administration Assistant. That position is being advertised via Facebook and KUHB.





STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

ELECTED OFFICIALS MANAGEMENT FOR RURAL UTILITIES

ONLINE Training: December 3-11, 2020

From 1pm to 3pm weekdays

The State of Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs through the Rural Utility Business Advisor (RUBA) program is sponsoring an Elected Officials Management for Rural Utilities class **online**. In response to survey responses from our communities indicating online trainings would be a good option for them, and COVID restricted travel, the RUBA program is now offering utility management courses online. The Elected Officials Management for Rural Utilities online training runs from December 3-11, 2020.

WHAT WILL I LEARN? The RUBA training builds skills and knowledge needed to work effectively as an elected official in a community that owns and operates a small rural utility. Topics include an elected official's role and responsibilities, the Open Meetings Act, parliamentary procedure, ordinances and resolutions, financial management and sustainability for the community and the utility.

WHO SHOULD TAKE THIS COURSE? Elected officials, municipal clerks, staff responsible for managing utility finances; utility clerks, treasurers, bookkeepers, municipal and tribal managers, and administrators, and other staff involved in the oversight, financial management or operation of water and wastewater utilities.

BENEFITS OF A TAKING A RUBA COURSE: RUBA free training courses can help an elected official be more successful in their role as a community leader, and earn the community valuable Operations and Management Best Practice points that help with state and federal grants. Best Practice scores account for 15% of the points possible for Sanitary Deficiency System project scoring and 40% of the points possible for Capital Improvement Program project scoring. Water/Wastewater operators can also earn 3.2 core Continuing Education Units (CEUs) for taking a RUBA training course.

The new course format is a mix of online reading and exercises combined with daily interactive video teleconferencing. Participants will need a good Internet connection, video camera, headset with a microphone, and a quiet workspace to interact with the other participants through video teleconferencing. You may want to consider child care for the time you are on the two-hour daily video calls.

If you have questions or want to test your computer's capability, please contact Jed Cox, LGS III, at (907) 269-4614.

Bandwidth Requirements:

- 800kbps/1.0Mbps (up/down) for high quality video.
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Receiving 1080p HD video requires 2.5mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

To check your bandwidth you can go to <https://fast.com/>

Recommended Software:

Windows Machines:

- Microsoft Edge, Google Chrome, Firefox
- Most current version of Java installed on with all other versions fully removed
- Most current version of Adobe Flash installed
- Pop-up blocker disabled
- Third-party toolbars disabled

Apple Macintosh:

- OSX Tiger, Leopard, Snow Leopard, or higher version
- Safari 3.0 or higher for your browser (Or utilizing the Mac versions of Chrome or Firefox)
- Pop-up blocker disabled
- Third-party toolbars disabled

HOW DO I REGISTER? You may register by clicking the link below to register

DEADLINE FOR REGISTRATION IS FRIDAY, November 25, 2020 4:30 PM

<https://arcg.is/0KXv0L> <-- Registration Link