



CLERK'S REPORT
APRIL 11, 2022
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

Training

Around the Office

- ✓ I have been set up and ready to have council members attend in-person meetings. So far, few have done so. If Resolution CY22-08 passes later on in this meeting, masks will not be required in City Hall. However, I do have K-N95 masks available for use. When at all possible, we request that council members attend meetings in person. The council chambers are still too small to accommodate many people in person. Seating for the public is limited and will be on a first come first serve basis.
- ✓ I have been cleaning the beach outhouses weekly while Ben the Marine Facilities Coordinator has been off duty this winter. I look forward to passing this duty off to him when he returns next week. I am happy to report that they have been in use, and I haven't been left any big messes to clean up.
- ✓ I will continue to sort through records that are slated for destruction as time allows. Slowly but surely progress is being made and you will continue to see the Certificate for Records Destruction on the General Meetings agenda.
- ✓ I completed updating the Public Records Management Policy and Procedures that includes updates to the Records Retention Schedule.
- ✓ Created Weekly, monthly and yearly to do lists that includes routine checks and maintenance at City Hall.

[illegible]

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.