



CITY CLERK REPORT

Reporting Period: February 6, 2021 – March 2, 2021

Prepared By: Monique Baker, City Clerk

Date: March 2, 2021

COVID-19

Updating the Quarantine Log and sending out via NIXLE each time there is a change which is just about daily.

Ensuring all required travel documents are received prior to approving travel each plane day, including weekends.

Participating in Unified Command meetings and multiple Unified Command groups.

Setting up and scheduling travelers in the quarantine centers. Scheduling the centers to be cleaned and sanitized after each stay.

PERSONNEL

Initiated employee evaluations, finalizing employee evaluations as they are completed.

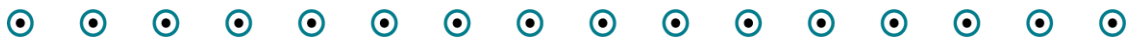
Prepared a new housing lease and travel for the new Assistant Public Works Director.

TRAINING

Daria has participated in the RUBA Financial Management and Clerk trainings via Zoom.

COMMUNITY EVENTS

Working Phyllis on the Fourth of July shirts and sweaters. This year is the City of Saint Paul's 50th Anniversary, The shirts and sweaters will represent the anniversary.



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