



## CITY CLERK REPORT

**Reporting Period:** August 27, 2021 – September 15, 2021

**Prepared By:** Monique Baker, City Clerk

**Date:** September 15, 2021

### COVID-19

We continue to send out NIXLE messages in relation to COVID-19. The Quarantine Log is sent out via NIXLE and Facebook.

Setting up and scheduling travelers in the quarantine centers. Scheduling the centers to be cleaned and sanitized after each stay. Due to the recent changes, there has been more need for people to quarantine. Each housing unit has been booked.

Travel forms are reviewed daily and approved before departure. TDX continues to provide rides to quarantine units for individuals that request a ride.

A position was posted for a COVID-19 Response Coordinator. This position will support myself and Manager Zavadil with many of the COVID-19 duties like travel forms, scheduling quarantine units, Community Workforce Protection Plans etc.....

### COMMUNITY EVENTS

Elections for two (2) City Council seats will be held in the Rec Hall on October 5<sup>th</sup> from 8am-8pm. The notice went out on August 23<sup>rd</sup> and people have begun filing candidacy forms. Declaration for candidacy will close on Friday, September 17, 2021. Absentee Voting will be open for people that will not be here on election day.

### PERSONNEL

City Manager Zavadil and I have been meeting with each employee individually to review City Personnel Policy 10.34 – Employee COVID-19 Vaccination and the accommodation forms. We will continue meeting with employees into next week.

