



## City Clerk Report

**Reporting Period:** March 6, 2020 - April 10, 2020

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

**Date:** April 10, 2020

### **Council**

Prepared Council meeting packets and agenda items for Council meeting. Set up Zoom to hold teleconferences during the pandemic.

### **Housing**

Canceled all housing reservations during the pandemic. Worked with the Unified Command team to identify house 55 and house 161a for isolation purposes.

### **Personnel**

Sending out updates for employees on new recommendations for COVID19.

### **Community Events**

Sending out the daily Nixle to update the community on any new mandates or health alerts.

### **Misc**

Participating in the City ICS meetings that are held a few times a week. Participating in the Unified Command meetings held weekly.

