



CITY OF  
**Saint Paul**  
ALASKA

## CITY CLERK REPORT

**Reporting Period:** April 6 – June 8, 2020

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

**Date:** June 11, 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.

Participating in weekly meetings with the City ICS and the Unified Command teams.

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. Working with Alyssa to have all the paperwork completed by the occupants before they move in. Inventoried all supplies for the quarantine centers, will order more soon.

### **Community Events**

Planning the annual Fourth of July festivities. Due to COVID-19 there will be some changes and some things that cannot be done. All the trophies, shirts, toys, crowns have been ordered. Working on getting the food ordered and PPE for the volunteer cooks.

On May 29, 2020 I met with the Alaska Association of Municipal Clerks (AAMC) to discuss the elections. The Primary Election is scheduled for August 18, 2020. The state is moving forward with in person elections, however, are encouraging individuals to cast an early vote. This can be done 15 days prior to the election date. The State of Alaska elections office will purchase proper PPE for the election judges. They will also send masks and tape to mark the 6-foot distance between the voters.

### **Personnel**

Alyssa Bourdukofsky was hired as the Administrative Assistant/Accounting Clerk, she started working in late April. She has been training in both departments and doing well.

