



CITY CLERK REPORT

Reporting Period: February 5, 2021 – April 2, 2021

Prepared By: Monique Baker, City Clerk

Date: April 2, 2021

COVID-19

We continue to send out NIXLE messages in relation to COVID-19. The Quarantine Log is sent out via NIXLE each time there is a change which is just about daily. People are eligible for 10-day release after they have tested negative. Those results are sent the COVID email and then they are removed from the quarantine list. This has been a little more work, but I am managing to get it completed.

Ravn sends the manifest before each flight so we can ensure that everyone traveling has approved travel.

Setting up and scheduling travelers in the quarantine centers. Scheduling the centers to be cleaned and sanitized after each stay. There has been more people traveling and booking quarantine housing. The houses continue to be booked each month with little to no open days between travelers.

Keeping track of all vaccination cards that are turned in and created a spreadsheet to show when each person's vaccination expires.

Filed all the City Councils POFD's with the State of Alaska in a timely manner. Thank you!

PERSONNEL

Ordered Pizza for Staff Appreciation which arrived on March 29, 2021 and was handed out to each department.

COMMUNITY EVENTS

Posted the Fourth of July shirt/hoodie sales on Facebook and will post around town as well. This year will be pre-order since it is a special year for the City of Saint Paul.

