

Municipal Clerk Department Report November 08, 2021

For the month of October

- Met with City Manager & UWS on a solution to the delinquent accounts
- Met with City Manager, Judge Chavez, Code Enforcer on Court procedures on code compliance
- Attended and took notes for the library board/transcribed by Amy
- Attended Department head meeting
- Met with Allen from Municode along with Library Board Secretary Lisa Tabet-Chavez to go over the process of minute taking
- We (Amy and I) helped the election committee prepare the election room for early voting and election day
- Held interviews for the Assistant Clerk position (Deputy Clerk, City Manager and Myself attended)
- Made an offer for the Assistant Clerk position, waiting on all paperwork to come back
- Hoping the individual will start end of November
- UWS quarterly report is attached to my report