

Municipal Clerk Department Report January 10, 2022

For the month of November

- Lisa continuing to train the secretary of the library board on minute taking
- The first Assistant Clerk for the city Cheyenne Sullivan started her position with us on November 29th. The first week was mostly building furniture and moving supplies into our new office on the Southside of the building
- Cheyenne is a fast learner on transcribing the minutes and answering phones.
- Staff had training on the Voice over IP phone system December 14 and went live on December 15
- The City Manager and I inputted and submitted 6 requested capital outlay to the governor and the state legislators on December 22
- Lisa attended along with the Finance Officer Stephanie Finch an administrative training with the Voice over IP phone system on December 22
- Amy attended numerous meetings with City Manager, Finance Officer & Accounting Specialist to discuss grants and how to spend Junior House Bill Grant for Youth and Community Programs and she worked on a presentation for the workshop on the Jr. Grant
- We (the Clerk Department) are in our new temporary office, now we are just finalizing all the items moving them over from the old offices.
- The main double doors are now the entrance into City Hall.