

Municipal Clerk Department Report December 13, 2021

For the month of November

- Amy had Clerk 101 training on 11/3, 11/4, 11/9, (virtual)
- Lisa attended a planning meeting with the Finance Officer on the Voice over IP phone system
- 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
- Lisa attended the Master clerk training November 17-19 in Santa Fe
- Lisa attended the Library Board meeting – training the Secretary on minute taking.
- Met with Sandy & Marty on the newsletter
- Paperwork came back for the Assistant Clerk, Cheyenne Sullivan started on November 29
- We started moving our office to the other side, Amy and Cheyenne are on the other side, I will be there by next week.
- The double doors are being used as the entrance.