

Municipal Clerk Department Report July 12, 2021

For the month of June

- Amy and I have been refining the meetings management program with Municode.
- I attended both P&Z and EDC meetings to explain the meetings program to them and we went live this month with both of them. Further explained that Amy will be keeping an agenda book for both the commission as I do with Council.
- I have manually edited more addresses and streets in Google Maps.
- We have scheduled meetings this month with Incode on the Licenses and Permits.
- Helped the procurement department in making sure all ITB were in the newspapers.
- Several job announcements have been put in the newspaper. (code enforcement officer, public works/janitor, public works and firefighter/EMT)
- Met with the library board member candidates along with the City Manager
- Attended the hiring committee interview for the fire chief
- Setup the open house at the fire house for the prospective candidates and the second interview meeting.
- Amy and I have started designing a layout of our temporary home (sharing the same space) on the other side of the building
- Amy and myself printed 2246, both the P&Z animal surveys & envelopes, with the volunteering of Lawrence Gordon and John Thompson stuffing the envelopes, (Amy and I stuffed 246 of them). In 2 bundles we delivered them to the post office for mailing.