

Municipal Clerk Department Report June 14, 2021

For the month of May

- We had our final training on the MyCivic App, we are waiting for the developer to give us some final information so we can input into the workflow system before we can go live with the app.
- I have been manually editing addresses and streets in Google Maps. Slowly but surely all address will be changed to reflect Rio Communities and not Belen.
- We are still working with Incode on the Licenses and Permits.
- We did our final training on Municode' agenda and minutes management and are live with the City Council and next month we will be with the Commissions.
- The City Manager and I met with FBT before the City Council meeting on the 24th to go over some of the designs for the City Hall renovation.
- I updated several ordinances drafts to fit in our Cities format.
- Helped the procurement department in making sure all ITB were in the newspapers.
- Helped with articles for the newsletter
- I have coordinated with Valencia County for Rio Communities to be an Early and Day of Election site for the General Election. Early voting will start October 16 and Day of Election will be on November 2.
- I am sending a letter to the County Clerk announcing the positions available for the general election in November. (I will read the letter)