

Municipal Clerk Department Report September 13, 2021

For the month of August

- Amy and I had Incode training on permits and licenses
- Continued training with Municode to set up the library board meetings agenda and minutes
- Virtual training for the ICIP
- Attended Department Head & Staff meetings with City Manager/Department Heads & all employees
- Attended the P&Z training on Roberts rules of order
- helped at the dumpster day
- Amy & I attended the 1st Library Board meeting
- Training with Municode and the library board secretary on how to setup their agenda
- Amy & I attended the 1st Library Board meeting
- Attended the annual conference for the NMML in person