

Report/Update: January 13, 2010
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

Deadline/Projects:

- Municipal Election process has started, working on schedules, deadlines, etc...
- Process for going paperless at Council Meetings is off to a good start with the assistance of the IT Administrator.
- Completed draft of Administrative Regulation to maintain contracts and/or agreements. In review.
- Gloria Medina has transferred into the Human Resource Manager position, effective 12/28/09.
- Receptionist will be resigning her position, In House advertisement posted on January 5, 2009.
- Codification Administration Review underway. Continue to research and verify in Minute books the approval dates of several legislation due to missing date and signatures.
- State archive office has approved destruction of records for Community Development and is scheduled for 1/20/10. The City Clerks Office will continue to work with each department to destroy records that are no longer required as per state law.
- General day to day operations include but not limited to Request for Public Records research and response letters, Preparation of Agenda Requests, Recording of Ordinances, Resolutions, Contracts and other official documents.

The City Clerk's Department reports to City Manager and the Mayor.