

Report/Update: December 9, 2009
To Manager's / Mayor's Office

CITY CLERK DEPARTMENT

Deadline/Projects:

- Preparing a written policy on Contract Management which should be completed by middle of December.
- Completed Election School Training and currently preparing necessary documentation for election 2010.
- Receptionist position has been filled and she will begin training on new phone system within the next two weeks.
- Codification Administration Review underway. Requesting an extension from General Code to research and verify in Minute books the approval dates of several legislation due to missing date and signatures.
- Working on list of records for Community Development to be sent to State archive office for destruction. Will schedule destruction within the next thirty days.
- Working with Human Resource Department in an effort to create a process to include documentation for follow up on all employee insurance issues.
- Received quotes on time clock installation and implementation. Quotes were very high, will continue to look for lower rates to request in next year's budget.
- 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.