

Report/Update: July 14, 2010  
To Manager's / Mayor's Office (no attachment required – will ask if needed)

**CITY CLERK DEPARTMENT**

**Deadline/Projects:**

- All Liquor Licenses have been paid and distributed.
- General Code continues to edit legislation for codification, once completed will forward for City to review draft.
- Parking Permits for residents near Robertson and surrounding area are being re-issued.
- Approved Minutes of Council Meetings will be posted and archived for public access.
- 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.