

Report/Update: June 9, 2010
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

Deadline/Projects:

- Receiving Liquor License applications along with payment.
- General Code continues to edit legislation for codification, once completed will forward for City to review draft.
- Working diligently on minutes as there were several meetings within the last month.
- City Clerk staff working with Human Resource to assist with the hiring process for summer youth.
- 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.