

Report/Update: July 13, 2011

To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

- Staffing analysis completed for the Human Resource Department; working on revising job descriptions, need to restructure in order to meet HR objectives.
- Liquor Licenses have been renewed and paid for this fiscal year.
- Preparing for redistricting project coming up in the next couple of months.
- Quality Assurance /Records Coordinator continues to follow up on all issues and concerns from constituents.
- General day to day operations include but not limited to Request for Public Records research and response letters, Preparation of Agenda and Minutes for Council Meetings, Recording of Ordinances, Resolutions, Contracts and other official documents.

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