

Report/Update: April 13, 2011

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

CITY CLERK DEPARTMENT

- Codification Ordinance will be presented to Council on April 20, 2011 Council Meeting for approval of Adoption.
- **City Clerk and Deputy Clerk will be attending the NM Municipal Clerks & Finance Officers Association Spring Meeting April 12-15, 2011.**
- Preparing for Budget Hearing Workshop with Mayor and Council on April 21st and April 22nd, 2011.
- 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.