

Report/Update: August 10, 2011
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

- Working with Research & Polling on Redistricting for Presentation to Council on August 17, 2011.
- Preparing updated job descriptions in the Human Resource Department for Councils consideration.
- Scheduling destruction of records for Executive Department, Finance Department and Utilities once State approval is received.
- 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.