

Report/Update: February 9, 2011  
To Manager's / Mayor's Office (no attachment required – will ask if needed)

**CITY CLERK DEPARTMENT**

- Council Meetings are recorded and broadcast live on the City of Las Vegas Website and televised on Comcast.
- Final revisions on codification have been sent to General Code. Final Code Books to be forwarded in February 2011 for Council's consideration.
- Quarterly list of upcoming contracts to be renewed has been sent out to Department Directors.
- 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.