

Report/Update: JUNE 8, 2011

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

CITY CLERK DEPARTMENT

- Quarterly reminders have been sent to Department Heads regarding expired or expiring contracts.
- Receiving Liquor License applications along with payment for July 1 renewal.
- Preparing for redistricting project coming up in the next couple of months.
- City Clerk Staff helping Human Resource with summer seasonal hires.
- 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.