

Report/Update: November 10, 2010
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

Deadline/Projects:

- Received Codification draft from General Code. Directors are in the process of reviewing legislation pertaining to their department. City Attorney and City Manager are reviewing the entire document.
- City Clerk and Deputy Clerk successfully completed their second year at the Clerk's Certification Institute.
- Quality Assurance / Coordinator continues to follow up on all issues and concerns from constituents.
- A Request for Public Records training will be held for all department Administrative Aides on November 10, 2010 and a Records Retention training will be held the month of December.
- Quarterly list of upcoming contracts to be renewed will be sent out to Directors this month.
- General day to day operations include but not limited to Request for Public Records research and response letters, Preparation of Agenda Requests, Recording of Ordinances, Resolutions, Contracts and other official documents.

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