

Report/Update: September 8, 2010
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

Deadline/Projects:

- Receptionist position filled on 8/19/10 by Ms. Elizabeth Garcia.
- General Code continues to edit legislation for codification; draft review will be forwarded in October 2010.
- State approved identified records were destroyed on August 31, 2010 to include Finance and Human Resource. City Hall basement has been cleared and organized to create record storage for each department.
- Quality Assurance 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 Requests, Recording of Ordinances, Resolutions, Contracts and other official documents.

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