

Report/Update: April 14, 2010  
To Manager's / Mayor's Office (no attachment required – will ask if needed)

**CITY CLERK DEPARTMENT**

**Deadline/Projects:**

- Will be providing a monthly calendar to Department Heads and Mayor and Council to include City meetings and events.
- Codification Administration Review was completed and forwarded to General Code for editing.
- City Clerk will be attending New Mexico Municipal Clerks & Finance Officers Association Annual Spring Meeting/Conference on April 14-16, 2010.
- Quality Assurance continues to address and follow up with all issues and concerns from our constituents. Destruction of identified list of records is scheduled for April 28, 2010.
- 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.