

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

CITY CLERK DEPARTMENT

Projects:

- Directors continue to review the proposed Municipal Code Book for future codification.
- Coordinated preparation and distribution of Thanksgiving food baskets from all City Departments to needy families throughout the community.
- Quality Assurance /Records Coordinator continues to follow up on all issues and concerns from constituents.
- Coordinating Christmas gifts from all City Departments to be distributed to children in the community.
- Quarterly list of upcoming contracts to be renewed has been sent out to Directors and all have responded accordingly.
- 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.