

Report/Update: December 7, 2011
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

- Election Resolution was proposed and approved by Council on November 16, 2011.
- City Clerk's Office continues preparation for 2012 Election.
- Continue working on Standard Office Procedures (SOP) for City Clerk's Office.
- 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.