

Report/Update: October 12, 2011  
To Manager's / Mayor's Office (no attachment required – will ask if needed)

**CITY CLERK DEPARTMENT**

- City Clerk and Deputy Clerk will be attending the 2011 New Mexico Municipal Clerks Certification Institute (third year).
- 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.