

Report/Update: September 14, 2011
To Manager's / Mayor's Office (no attachment required – will ask if needed)

CITY CLERK DEPARTMENT

- Council approved Ordinance 11-15 Redistricting Map Option 1 which will be effective September 24, 2011 and has been filed with the County.
- Revised job descriptions in the Human Resource Department due to restructuring have been approved by Council.
- Destruction of records for Executive Department, Finance Department and Utilities has been completed.
- 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.