

# LEGISLATIVE DEPARTMENT FOCUS AREAS

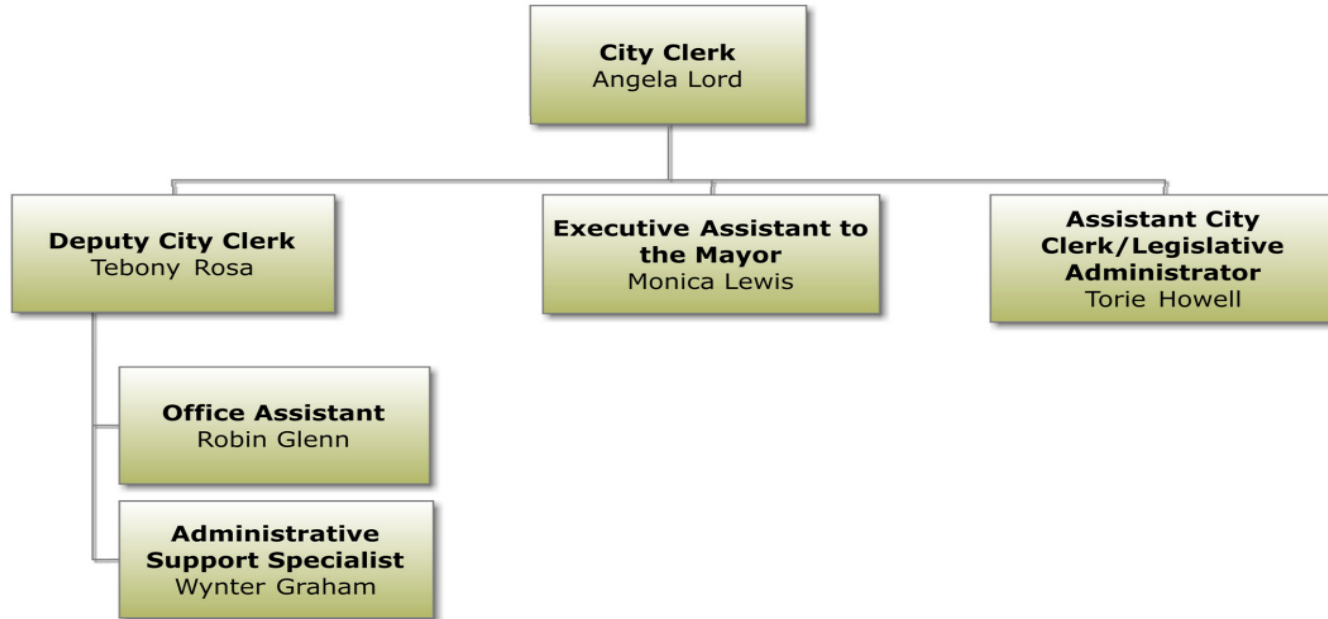
Thursday, January 12, 2023

Angela Lord, City Clerk



# Legislative Department Organization Chart

## Meet the team



# Legislative REstructure

## Mayor and Council Support

- Agenda Item
  - Agendas and Minutes
    - Agenda item schedules
  - Entity List
  - E-Scribe training/Support
  - Travel and Reimbursements
  - Membership dues
  - IT needs and support (phones/i-pads)



# Additional tasks and duties of the Clerks Office



- Oath of Office
- Retention Schedule
- Certifications
- Official resolutions/ordinances