

January 2025 Monthly Report – City Clerk’s Office

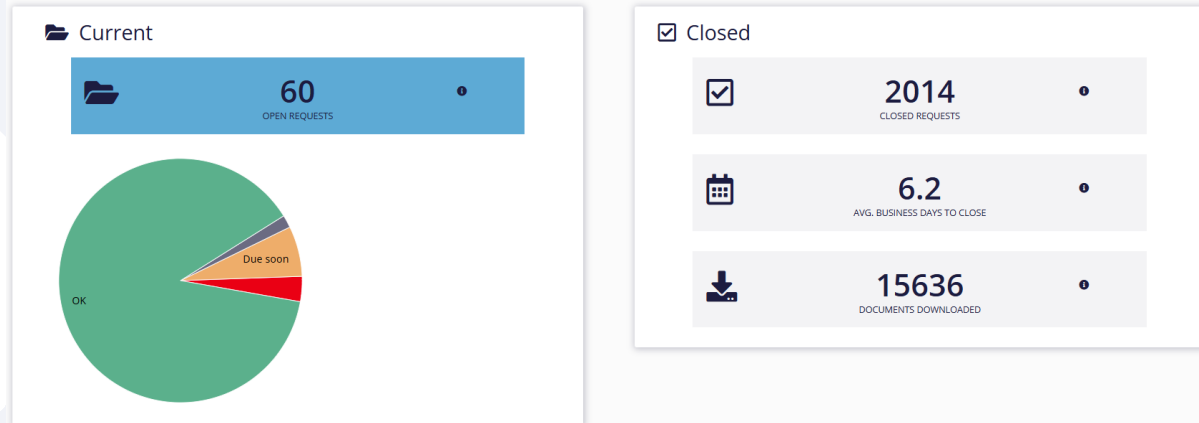
The City Clerk’s Office continues to serve the City of Roswell and its citizens efficiently and effectively. This monthly report will emphasize some of the key functions that have been completed.

- Process incoming and outgoing mail for the city
- Schedule conference rooms in City Hall
- Request to activate/deactivate alarm codes for exit or new employees
- Field and answer all calls/questions staff
- Attend City Council meetings, workshops, and various standing committee meetings
- Review and post all committee meeting agendas. Publish approved meeting minutes. Draft minutes and various cancellations for the following committees:
 - Airport Advisory Board
 - Cemetery Commission on Aging
 - Commission of Aging
 - Drought Contingency Task Force
 - Keep Roswell Beautiful
 - Occupancy Tax Board
 - Parks and Recreation
 - Pecos Valley Regional Communication Center
 - Planning & Zoning
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 - Roswell Museum BOT
 - Roswell Public Library

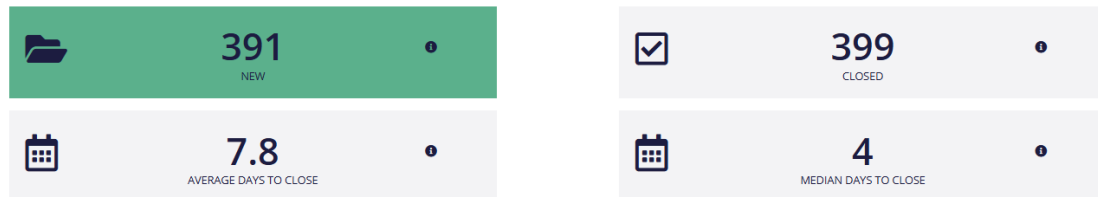
City Council: prepare, publish, and post meeting agendas, notices, workshops, and special sessions. Proofread and revise abstracts and attachments. Collect data from standing committees. Review and revise City Council meeting and workshop PowerPoints.

NextRequest – November 15, 2024 – January 15, 2025

ADMIN DASHBOARD



Nov 15, 2024 - Jan 15, 2025



Department

	<u>New</u>	<u>Closed</u>
City Clerk	82	86
Municipal Court	1	0
PVRCC (Chaves County Sheriff's Office)	13	15
Roswell PD	305	299

Cost Recovery: Payments received from requesters via NextRequest

	<u>Requests</u>	<u>Amount</u>
Total Invoices	224	\$2,175.00
YTD	544	\$6,958.00

Cost Recovery for 2024

	<u>Requests</u>	<u>Amount</u>
Total Invoices	1028	\$11,843.00