

## **Nomination for Team of the Qtr – City Secretary Department**

I would like to nominate the City Secretary Department for going above and beyond regular duties in recent months. The support the City Secretary Dept. provides has a meaningful impact across multiple departments, showcasing exceptional dedication, flexibility, and teamwork.

The City Secretary Dept. assisted in notarizing the final contracts for the AMI Project, ensuring they were completed and in full compliance along with properly entering those contracts into the city's records repository, maintaining our commitment to transparency, legal compliance, and long-term accessibility.

During the construction of the new DAC facility, the City Secretary Dept. provided much needed assistance in managing the large quantity of incoming Parks and Recreation packages. This involved having to separate and distribute the packages for each division of the Parks and Recreation Department no matter how big or small. The City Secretary Dept. took extra measures to safeguard all of those packages in a designated secure area to ensure that each division received their packages. The City Secretary Dept. is always demonstrating a true team-player attitude and a willingness to support areas outside of the usual scope.

Additionally, the City Secretary Dept. is the first responders to step in and translate important information for other departments helping bridge the communication gap for Spanish speaking citizens/customers to make sure everyone has access to clear and accurate information.

The actions of the City Secretary Dept. reflect a commitment to the success of the entire city organization. This level of cross-departmental support is not only commendable—it sets a strong example of leadership, service, and collaboration.