

# **THE CITY CLERK'S OFFICE IS CHARGED WITH A VARIETY OF DUTIES INCLUDING:**

- Custodian of the legislative and administrative records of the City
- Attend City Council meetings and work sessions, and transcribe minutes of meetings
- Prepares resolutions, proclamations and other documents as required
- Maintains records and files of contracts, ordinances, resolutions, Inter-local agreements, minutes, deeds, easements, grants and other official records
- Responsible for codification and distribution of supplemental updates of City ordinances
- Prepares and maintains the City Council and City Clerk budgets
- Serves as the Supervisor of City Elections
- Custodian of the City Seal and administers oaths
- Prepare and publish legal notices in accordance with requirements and maintain proof of publication
- Prepare and maintain liens and ensure that satisfaction of liens are processed and recorded
- Coordinates the various City boards and committees
- Responsible for maintenance of City personnel files, training/development programs and familiarization with recent local, state and federal labor and employment laws in conjunction with City Clerk Department
- Responsible for website/communications

Other questions may be answered by the City Clerk which are not listed. Feel free to contact with any concern through email.

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