

City Clerk's Other Responsibilities Include:

- Strives constantly to improve the administration of the affairs of the office consistent with applicable laws and through sound management practices to produce continued progress and fulfill the responsibility to the community and others.
- Coordinates legal publications and notices of ordinances, resolutions, and public hearings.
- Provides administrative support to the City Council and department staff
- Disseminate information relative to City Council actions as requested
- Custodian of the City's vital records from 1888-1964 and is the keeper of the Official Seal
- Administers oaths and affirmations, including the Oath of Office for the Mayor and City Council.
- Acts as Financial Disclosure Officer for Conflict of Interest filings for the City Council, City Manager, Planning Commissioners, City Attorney, City Treasurer, and designated City employees and consultants
- Advertises, receives and opens bids for public works projects
- Processes annexations, improvement district proceedings, street vacations, and records documents as needed
- Acts as City archivist and historian relating to official acts
- Maintains an open, diplomatic and neutral relationship with news media
- Prepares and administers Clerk's Office budget
- Manages "boutique" of City memorabilia