

MISSION

Ensure compliance with state and local laws and policies related to official City records and elections in an accurate, timely and courteous manner

through:

- >> Preparing agendas, minutes, and notices, as well as coordinating other aspects of Council meetings according to the law
- >> Maintaining official City records and facilitate the destruction of City-wide records according to the law
- >> Responding to Council, citizen and staff requests for information, records and documents
- >> Maintaining state-required records for Council, Commissions and designated employees
- >> Preparing for and coordinating municipal elections

