

The City Clerk's Office is located on the first floor of City Hall and is comprised of the City Clerk and Deputy Clerk. The City Clerk's Office is responsible for all official records of the city; preparation of the council agenda, preserving the actions and official minutes of the Common Council; legal publications, licenses and various permits; and responds to informational requests from other departments, officials and general public. The City Clerk is also responsible for the preparation and implementation of the election process.

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