

City Recorder

City Recorder

- ▶ Facilitates public relations between the citizens and the City.
- ▶ Responds to Records Request from the public.
- ▶ Maintains record management for all City departments.
- ▶ Serves as Clerk to the City Council.
- ▶ Maintains official records for the City (dating back to 1854).
- ▶ Custodian for City Ordinances, Resolutions, Deeds & Contracts.
- ▶ Issues and records all cemetery deeds.
- ▶ Maintains City Charter and Municipal Code.
- ▶ Facilitates the City's portion of liquor license applications and renewals.
- ▶ Facilitates Lien Searches.

Elections Officer

- ▶ Assists candidates as they run for office.
- ▶ Provides election information to citizens.
- ▶ Works closely with the County during election years.

City Recorder Accomplishments

- ▶ Facilitated a Recall for 3 Parks Commissioners.
- ▶ Facilitated the 2018 General Election.
- ▶ Created Council Outcomes on the City website.
- ▶ Updated the Public Record Request procedure.
- ▶ Trained Staff and Council on Public Meeting Law and Ethics.

City Recorder Goals

- ▶ Scan all Ordinances, Resolutions and Minutes.
- ▶ Scan all backdated documents.
- ▶ Update the Records Request Policy.
- ▶ Implement a conduits program for lien searches.

City Recorder Future Challenges

- ▶ Updating scanning equipment.
- ▶ Updating Laserfiche software.
- ▶ Purchasing Agenda/Minutes software.