

# CITY CLERK

The City Clerk's Office is the custodian of all City records. This office shall give notice of all meetings of the City Commission and appointed Boards and keep minutes of the proceedings. The City Clerk prepares agendas. The City Clerk shall authenticate by signature and be the custodian of resolutions, ordinances, and other official documents. This Office records the sale of cemetery spaces and maintains records of burial. The City Clerk serves as supervisor of elections for the City's elections. This Office also serves as the Personnel Office for the City to include the responsibilities of employee recruitment, workers compensation, and employee benefits administration.

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