



The City Recorder is responsible for coordinating the meeting documents, and monitoring compliance with laws governing public meetings for the City Council.

Meeting documents include agendas, staff reports, minutes, ordinances, resolutions and audio recordings.

The City Recorder is the official records officer of the City. The Recorder's Office maintains all official records of the City including but not limited to: Ordinances, Resolutions, Minutes, Legal Documents, and Historical Documents. The Recorder is responsible for the management, classification, and retention of City records, as well as tasks related to the formal dissemination of public information, Government Records Access Management Act (GRAMA) requests, and all legal notifications.

The City Recorder serves as the City's Election Officer and is responsible for the coordination and proper execution of Municipal Elections, which are held during odd-numbered years according to State law.

The City Recorder is also responsible for the codification, maintenance and distribution of the City Code, facilitating annexations and boundary adjustments, conducting bid openings, custodian of the City Seal, countersigning contracts, administering oaths, and notary services.

The Recorder's Office also assists the public with concerns and provides support services to the Mayor, Council, and Administration.

[View PDF](#)