

The City Administrator/Secretary's office handles the general administration of the city and executes the policies and objectives of the City Council. The City Administrator/Secretary reports directly to the Mayor and City Council and oversees the day-to-day operation of the city by coordinating all City Department activities and functions. The City Secretary is the records management officer of the city. The City Administrator/Secretary attends all City Council meetings, maintains all official city records, including ordinances, resolutions, contracts, easements, and deeds; publishes and posts legal notices; monitors the terms and attendance of all Boards and coordinates municipal elections.

## Staff Contacts



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City Administrator/Secretary

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