



Office of the City Clerk



Wanda Winkelmann
City Clerk

What is a
City Clerk?

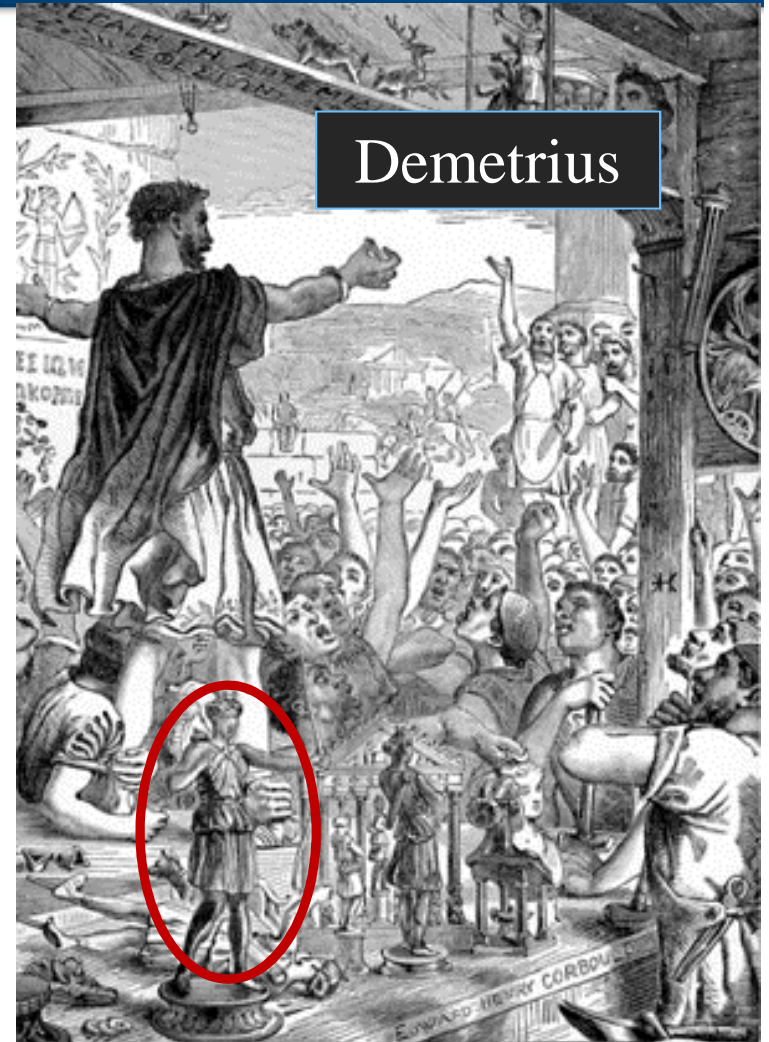


Office of the City Clerk



- AKA “Secretary,”
“Recorder”
- Certifications through
Professional
Organizations
- Ongoing Professional
Development Training
Opportunities

- Oldest position in local government
- The Riot in Ephesus





Clerk to the City Council

- Keeper of the City Seal
- Record and prepare official minutes
- Prepare Council meeting notices & agendas



- Gives Council “all the facts necessary” to make its decision
- Is a public record (historical document saved in City files permanently)
- Produced weekly
- Available on the City’s website



- Passports
- Liquor Licensing
- Medical & Retail
Marijuana
Licensing



- Recruitment & training of volunteers for Boards & Commissions
- Alignment with Outcome Areas
- Annual Boards & Commissions Recognition Dinner



Chief Election Official



- City Elections held in odd years i.e. 2015, 2017, etc.
- Special Elections held in November

Questions?

