

MUNICIPAL CLERKS WEEK

MAY 2-8

celebrate

**CITY
SECRETARIES**

RESPONSIBILITIES MAY INCLUDE BUT NOT LIMITED TO: PUBLIC INFORMATION
NS RECORDS MANAGEMENT PREPARING AGENDA PACKETS LICENSES & PERMIT
ON POSTING AGENDAS ELECTIONS HUMAN RESOURCES UTILITY BILLING WAT
ICS BOARD APPOINTMENTS PURCHASING PLANNING & ZONING PUBLIC NOTI
EVENTS BUDGET PREPARATION CITY COUNCIL SUPPORT EMERGENCY MANAGEN