

## City Recorder

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## City Recorder

As the Clerk of the Council, the City Recorder:

- Prepares and distributes the Council agenda
- Completes Council meeting minutes
- Maintains a calendar of pending issues
- Serves as the Elections Officer and coordinates Mayor and Council elections, as well as city-wide measures
- Maintains the legislative history and documents from other departments for retention

In addition to the City Recorder, staff resources include a Deputy City Recorder.

For information about these programs, contact Anne-Marie Simpson, City Recorder, at 503-534-4225.

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