

City Clerk's Office



Who are we?

The City Clerk's office exists to carry out regulatory and statutory duties of the city:

- Provide a great voting experience
- Administer online licensing and renewal
- Facilitate access to local government

Where are we now?

- Focus on improved communication of renewal licensing process
- Facilitate data practices and record retention processes
- Preparing for review of city code titles 10-11

Where are we now?

- Promote transparency with elections through community engagement
- Expanded early voting from 6 to 18 days
- Partnered with Dakota County to provide absentee voting

Where are we going?

- Successful execution of 2024 elections
- Improvement to business licensing
- Revise standards and improve records management



Successful 2024 elections

We promote transparency and understanding, engaging the community to inform and educate voters.



Improve Business Licensing

We will continue to utilize technology to improve services and alleviate paper or resource-intensive processes including on-line licensing and appeals.



Records management

We will update workflow processes for on-line data request and record retention and continue to facilitate organization training.

Current challenges

- Difficulty recruiting election judges
- Changes in election laws and new requirements
- Helping employees understand the records management process



How will we use our resources?

- We deliver projects and experiences to the organization in ways that utilize our individual strengths while providing great service.
- We realigned our team to support the needs of the organization and community.