

# Mission Statement

The mission of the City Secretary's Office is to preserve the history of the City of Crowley and serve the residents of Crowley in accordance with federal, state, and local law; fulfilling the responsibilities of this office in a fair, impartial, and efficient manner.

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The City Secretary's Office is primarily responsible for complying and publishing the City Council agenda, attending each meeting of the City Council, and maintaining a record of accurate minutes of the proceedings.

## City Records

The City Secretary is the designated records manager of the City of Crowley and is the custodian of all official city records, including:

- Contracts
- Deeds of city-owned properties
- Easements
- Ordinances
- Resolutions

## Duties for Boards & Commissions

This office oversees publications and postings of legal notices and agendas of all boards and commissions of the city as well as monitoring and managing the terms and attendance of all board and commission members, and acts as elections coordinator for the municipal elections and overseeing special event permits.

## Municipal Code Duties

The City Secretary's Office also oversees the publication and codification of the City of Crowley Municipal Code of Ordinances and provides information maintained by and for the city in accordance with requirements established by law in the Texas Public Information Act.



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City Secretary

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