

Responsibilities

The City Clerk is responsible for the following:

- Maintaining and codifying the Beatrice City Code
- Preparation and distribution of City Council agenda and minutes
- Maintaining accurate records and history of City Council actions
- Providing safekeeping and storage of the City's official records and archives which include minutes, ordinances, resolutions, contracts, agreements, liquor licenses, tobacco licenses, deeds, and easements
- Administering Oaths of Office
- Oversees the bid opening and Requests for Proposals
- Publishing and posting of all legal notices
- Oversees the issuance of licenses and permits (liquor, tobacco, peddler)