

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk also manages public inquiries and relationships and arranges for ceremonial and official functions.

The City Clerk serves as and/or is responsible for the following duties:

- Provide support to the Mayor, and the City Council; and maintains a record of all council proceedings, as well as serves as the Secretary to the Hughson Planning Commission and Parks, Recreation & Entertainment Commission;
- Prepares agenda packets and minutes for all Council and Commission meetings, maintains the official records and archives of the City, and all written resolutions and Ordinances adopted by the Council;
- Provides service to the community, City Manager, and City Departments;
- Custodian of City records and the official City seal;
- Administers the City's records management program;
- Handles all Public Records Requests;  
Download the [Public Record Request Fillable PDF](#)
- Planning, supervising, and conducting all City elections;
- Ensures the codification of the [Hughson Municipal Code](#);
- Accepts [Claims against the City](#);
- Processes requests for [Unclaimed Property](#);
- Processes [Donation Acceptance Forms](#)

Standard Professional Services Agreement 71.8 KB

Request for Administrative Citation Review 85.94 KB

Solicitud de Revisión de Citación Administrativa 86.49 KB

Donation and Gift Policy 181.5 KB

Unclaimed Property (Money) Policy 47.03 KB

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