

*Welcome
To Redding's*
**Office of the
City Clerk**



**in partnership
with the Community,
the City Council and
the City Organization**

The City Clerk...

Is one of seven officials elected by City of Redding voters, who also vote for five City Council Members and the City Treasurer.

Public Information...

As the custodian of the City's official records, the City Clerk provides information about participation in all levels of City government including:

- ❖ City Council, Housing Authority, Redding Area Bus Authority, and Municipal Library
- ❖ Boards & Commissions

The Office also provides public information about:

- ❖ Agenda Packets
- ❖ City Council and Other Agency Minutes
- ❖ City Clerk's Archives
- ❖ All Official Documents
- ❖ Business and Dog Licenses

This public record provides fundamental integrity to the structure of our democracy.

We welcome you to contact the Mayor or members of the City Council through our office.

Our Commitment...

Our team is committed to innovative processes, information management, and continued preservation of the City's history.



REDDING, CALIFORNIA

Incorporated.....October 4, 1887
Population.....90,000
Elevation.....500 ft.
Land Area.....59.95 sq. miles
Employees.....1,149

Office Hours are
Monday through Friday
8:00 a.m. to 5:00 p.m.

REDDING CITY HALL
777 Cypress Avenue
Redding , CA 96001

Office of the City Clerk.....(530) 225-4055
City Council Offices.....(530) 225-4447
FAX.....(530) 225-4463
City Website.....www.ci.redding.ca.us



*to provide a
courteous,
service-oriented team
of professionals,
in partnership
with the
Redding City Council,
City Departments,
and the Community
to serve its
citizens at the
most optimum level*



Elections Administration

Manages all municipal elections in an impartial manner. Issues candidates information booklets and nomination papers, receives and reviews candidates' statements, processes petitions, ballot measures, certifies election results and prepares legal advertising.



Records Management

Manages the preservation, retention, and disposition of all official and historical documents in compliance with the City's Records Management Program.



City Council Support

Provides staff support to the City Council.



Boards and Commissions

Coordinates administration of and appointments to seven citizens' boards and commissions, which advise Council on many complex issues. Applications for all advisory boards are accepted throughout the year.



Information

As the communication link between the citizens and the City, the City Clerk responds to inquiries for the Mayor and Council Members, and serves as the information center on City functions.



Codification

Maintains and updates the Redding Municipal Code.



Legislative Administration

Administers municipal legislative processes including agenda and minutes preparation and distribution, management of all resolutions, contracts, agreements, and bids, legal advertising, legislative history and the City's archives.



Dog Licensing

Administration of the City's Dog Licensing program. Conducts low cost rabies vaccination clinics for dogs residing within the City. Animal control services are provided through contract by Haven Humane Society.



Business Licensing

Responsible for administration and management of the City's Business Licensing Program, issuance of City business licenses, including maintenance and update of automated business license information.



Political Reform Act

Manages compliance with State Conflict of Interest and Campaign Reporting laws.



Oaths and Filings

Administers oaths, receives and records petitions, claims, lawsuits, and official notices.



Public Relations

Preparation of Mayor's Proclamations, and Certificates of Commendation and Appreciation.