

## **Other Responsibilities of the City Secretary**

All city elections are administered by the city secretary, which includes the preparation and publication of all official notices and orders, preparations for election officials and polling places, and the receipt and filing of all candidate forms and reports. The city secretary also serves as early voting clerk.

The licensing and processing of alcoholic beverage licenses and solicitor permits are administered by the City Secretary, and complaints are processed as received.

The city secretary also maintains the history of Missouri City, receives and secures sealed bids, serves as public information officer during emergency events, and organizes special events and recognition ceremonies as directed by mayor and City Council.