

Gerardo Mayagoitia, City Clerk

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Contact Information:
City of Maywood
4319 E. Slauson Ave.
Maywood, CA 90270
Phone: (323) 562-5700
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Office Hours: Monday-Friday 8 a.m. to 5 p.m.

The Office of the City Clerk is committed to providing courteous and professional customer service. The City Clerk shall attend all meetings of the City Council and serves as the secretary of record for all City Council meetings and is responsible for keeping accurate minutes of such proceedings. The City Clerk position is an elected part-time position.

The following are examples of typical services provided by the Office of the City Clerk.

General Duties: The Office of the City Clerk posts public notices and maintains documents certifying municipal actions such as agendas, minutes, ordinances, and resolutions. The Office of the City Clerk is responsible for the retention and destruction of official records in accordance with applicable laws. The Office of the City Clerk provides copies of public documents in accordance with the Public Records Act (PRA). Please use attached form below for PRA requests.

[Request for Records](#)

Fair Political Practices Commission Statements: The Office of the City Clerk receives filings of campaign reports and statements of economic interest for designated employees, independent contractors, and elected officials.

Municipal Code: The Office of the City Clerk maintains and records all ordinances and resolutions approved by the City Council and is responsible for the codification of ordinances.

Elections: The Office of the City Clerk provides general information regarding voter registration and posts election outcomes on the City's website.

Meeting Agendas: The Office of the City Clerk is responsible for posting all City Council, Housing Authority, and Successor Agency meeting agendas in a timely manner as prescribed by law.

City Council Minutes: The preparation of the minutes of each City Council meeting is the responsibility of the City Clerk. All minutes shall be posted on the City's website following City Council approval.

City Claim for Damages: To file a Claim with the City for an injury or damages to personal property. Please fill out the attached City Claim form and return to the City Clerk's office or City Hall.

[Claim_Form.pdf](#)