

The City Clerk's Office is a division of the Administrative Services Department. The City Clerk's Office serves internal and external customers in the capacity of legal keeper of all City records. Duties include City Council meeting documentation, public information, occupational licenses, and the provision of information research.

If you have an information request please contact Susan Barnes, you may reach her by email or phone at the information listed below.

The City Clerk's Office is open 8:00 a.m. to 4:30 p.m. Monday through Friday excluding holidays.

Susan Barnes
Clerical Assistant
712-279-6109

Click here to email sbarnes@sioux-city.org

Sarah Swearingen
Administrative Secretary/Deputy City Clerk
712-279-6313

Click here to email sswearingen@sioux-city.org

Lisa McCardle
Customer Service Division Manager/City Clerk
712-279-6310

Click here to email lmccardle@sioux-city.org

City Hall is closed on the following holidays: New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day.