

assessment rolls in the manner prescribed by this Charter, the ordinances of the City, and by State law.

Section 8.11 DEPARTMENT OF THE CITY CLERK

The Clerk shall be the Director of the Department of the City Clerk.

The Clerk shall:

- .1 Be the Clerk of the Council and keep a permanent journal of its proceedings in the English language.
- .2 Keep a record of all ordinances, resolutions and actions of the Council.
- .3 Have power to administer all oaths required by State law, this Charter and ordinances of the City.
- .4 Be custodian of the City Seal, and affix it to all documents and instruments requiring the Seal and shall attest the same.
- .5 Be custodian of all papers, documents and records pertaining to the City, the custody of which is not otherwise provided for in this Charter.
- .6 Give the proper officials of the city ample notice of the expiration or termination of any official bonds, franchises, contracts or agreements.
- .7 Issue and sign all licenses granted after the license fee has been paid to the Treasurer, and register the same.
- .8 Certify by signature all ordinances and resolutions enacted or passed by the Council.
- .9 Countersign all warrants issued upon the Treasurer.
- *.10 Be the chief accountant of the City and maintain a system of accounts which conform to such uniform system as may be required by State law.