

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.~~
- .140 Conduct elections in accordance with this Charter and State election law.
- .121 Report and be responsible to the Mayor for the official functions and activities of Clerk's position and for the day-to-day operations of the Department, except as otherwise provided by State law.
- .132 Publish and post notices of the City as required by this Charter, State law and ordinances of the City.