
ARTICLE 127
City Clerk

127.01 Responsibilities of City Clerk

CROSS REFERENCES

Appeal for Sewer Rates: Sect. 917.15
Council Records: Home Rule Charter, Sect. 4.08
Initiative and Referendum: Home Rule Charter, Sects. 8.08-.04; 8.06
Licenses for Hauling: Sect. 927.03
Mercantile Licenses: Art. 301
Finances: Home Rule Charter, Sect. 4.14
Payroll Deductions: Sect. 143.03
Peddlers: Art. 305
Per Capita Tax: Sect. 315.04
Sidewalks: Sect. 903.04
Transient Merchants: Art. 303

127.01 RESPONSIBILITIES OF CITY CLERK

The functions of the City Clerk shall be to attend Council meetings and to be responsible for the preparation of the minutes of Council, to do everything pertaining to the recording, filing, publishing and attesting to the City ordinances, to execute all documents required by law to be executed on behalf of the City, to have custody of all official documents of the City and to be responsible for their filing, safekeeping and storage, to have custody of the City seal and to apply it to all official documents of the city, and to perform such other duties as Council shall direct. (Ord. 1 of 1976, Art. IV, Sect. 1.00, Passed 1-5-76)