

#### **ARTICLE XIV. APPOINTMENT AND DUTIES OF CITY CLERK**

The Council shall appoint an officer of the City who shall have the title of the City Clerk who shall serve at the will of the Council. The City Clerk shall give notice as required by law or ordinance of the meetings of the Council, shall keep a journal of its proceedings and shall be custodian of all of the City's Council meeting minutes, ordinances, resolutions, contracts, deeds and easements. He or she shall authenticate by signature and record, in full, all ordinances or resolutions and shall perform such other duties as shall be required by this amended Charter, by ordinance, resolution of Council or by law. The director of each City department shall be the custodian of such department's records, but the City Clerk shall establish policies, which shall be in effect for all departments, for the retention or destruction of all City records.

(Res. No. 858-87 Ex. C, 07-15-96; Ord. No. 1169-96 <sec> 1, 11-20-96; Ord. No. 1399-04 <sec> 2, 12-15-04)