Chapter 2.16 City Clerk

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2.16.010 City Clerk—Certified Documents

It is the duty of the City Clerk to furnish on demand to the Council or officers thereof certified copies of papers, records or documents in the clerk’s office, when the same may be necessary to such officer in the discharge of duties. When required, like copies must be furnished to members of the public. Such copies may be subject to fees set by resolution of the council.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.020 City Clerk—Finance Record

The City Clerk must keep records to be known as finance records. Such records must reflect date, amount, in whose favor drawn, and purpose warrants were drawn upon the City Treasurer.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.030 City Clerk—Attendance at Meetings

The City Clerk must attend meetings of the Council and record and sign the proceedings thereof and sign ordinances, bylaws, resolutions, and contracts passed, adopted, or entered into.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.040 City Clerk—Ordinances and Resolutions

The City Clerk must enter ordinances passed and adopted by the Council in the Dillon Municipal Code Book and resolutions passed and adopted by the Council in the resolution book.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.050 City Clerk—Countersigning and Notice

The City Clerk must countersign and cause to be published or posted, as provided by law ordinances, bylaws, or resolutions passed and adopted by the Council.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.060 City Clerk—Duties Generally

The City Clerk must do and perform further duties as required of the Clerk by ordinances of the City, laws of the state and by order of the Council.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

2.16.070 City Clerk—Compensation

The City Clerk’s compensation for services rendered to the City is set annually by the City Council at budget time.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018