

**CITY OF ALBION
ORDINANCE #2017-01**

**AN ORDINANCE TO DESIGNATE THE OFFICE OF THE CITY CLERK AS AN
ADMINISTRATIVE OFFICE OF THE CITY**

Purpose and Finding:

The City recently sought a charter amendment during the November 2016 election to Section 7.1 of the City Charter. That amendment added city departments that have been created since the charter and deleted other departments that have since become obsolete. Additionally, the former charter deleted the language that made the Department of Finance responsible for the Clerk's office. The charter provides in Section 7.1 that the council may establish by ordinance additional departments that may be required. It is recommended that the Office of the City Clerk be designated as an administrative department of the City.

THE CITY OF ALBION ORDAINS:

Section: 2-91 – Office of the City Clerk

- a. Created
 - i. The Office of the City Clerk is hereby created and is designated as an administrative department of the City.
- b. Appointment
 - i. The City Clerk shall be appointed by the City Manager and shall serve at the pleasure of the City Manager. The Office of the City Clerk shall report directly to the City Manager and shall receive such compensation as set forth in the budget.
- c. Duties
 - i. The City Clerk shall have all of the duties set forth in Section 8.3 of the City Charter.
 - ii. The City Clerk shall perform such other duties as the council or City Manager shall direct or which may be required of the City Clerk by law.

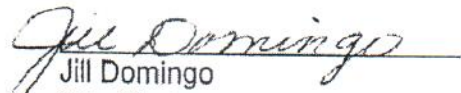
This Ordinance shall take effect after publication on March 6, 2017.


First Reading:
January 17, 2017

Second Reading & Adoption:
February 6, 2017

Ayes 7
Nays 0
Absent 0

Ayes 7
Nays 0
Absent 0


Jill Domingo
City Clerk


Garrett Brown,
Mayor