

Sec. 5.03. - City clerk.

The city council shall appoint a city clerk who shall serve at the pleasure of the council and be under the direct supervision and control of the city manager who shall direct and supervise the day to day activities of the city clerk. The city clerk shall be responsible for keeping and preserving the city seal and all records of the council; attending meetings of the council and keeping a journal of the proceedings at such meetings, including the names of members present and absent, the vote of each member on each question, each motion considered, and the text of each resolution or ordinance considered; preparing and certifying copies of official records in his office, for which fees may be prescribed by ordinance; and performing such other duties as may be required by the council or the city manager.

(Ord. of 5-4-1992)