

1 **..Title**

2 **Offices of Law and City Clerk** – For the purpose of amending the Code of the City of
3 Annapolis to be consistent with the proposed Charter Resolution CA-2-17 establishing an
4 Office of Law and an Office of City Clerk and clarifying operational lines of report.

5 **..Body**

6 **CITY COUNCIL OF THE**
7 **City of Annapolis**

8
9 **Ordinance 47-17**

10
11 **Introduced by: Alderman Budge, Alderman Arnett, Alderwoman Finlayson,**
12 **Alderman Kirby, Alderman Pfeiffer, Alderman Littmann**
13 **and Alderwoman Pindell Charles**

14
15 **Referred to**
16 **Rules and City Government Committee**

17
18 **AN ORDINANCE** concerning

19
20 **Offices of Law and City Clerk**

21
22 **FOR** the purpose of amending the Code of the City of Annapolis to be consistent with
23 the proposed Charter Resolution CA-2-17 establishing an Office of Law and an
24 Office of City Clerk and clarifying operational lines of report.

25
26 **BY** repealing the following portions of the Code of the City of Annapolis, 2017
27 Edition:

28
29 Section 2.12.040
30 Section 2.12.050

31
32 **BY** adding the following portions to the Code of the City of Annapolis, 2017 Edition:

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34 Chapter 2.24
35 Section 2.24.010
36 Section 2.24.020
37 Chapter 2.26
38 Section 2.26.010
39 Section 2.26.020

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41 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**
42 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as
43 follows:

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45 **TITLE 2 - ADMINISTRATION**
46 **CHAPTER 2.12 – MAYOR**

1 **2.12.040 City attorney.**

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- 3 A. ~~The City Attorney shall be appointed by the Mayor and confirmed by the council and~~
4 ~~shall meet the qualifications set forth in the Charter.~~
- 5 B. ~~The City Attorney shall have the following powers and duties:~~
- 6 1. ~~To perform legal services for the City;~~
7 2. ~~To perform advisory, documentary and drafting services for the City;~~ 3. ~~To issue~~
8 ~~opinions upon questions affecting the interest of the City;~~
9 4. ~~To review and approve as to form and legal sufficiency each instrument to be~~
10 ~~executed on behalf of the City;~~
11 5. ~~To prepare and approve the title papers whenever the City purchases any real~~
12 ~~estate and no contract shall be made or money paid on account of the purchase~~
13 ~~of real property until the City Attorney certifies to the title of the property and~~
14 ~~legal sufficiency of the deeds or other instruments intended to convey the~~
15 ~~property to the City;~~
16 6. ~~To assist the Mayor, Aldermen and City Clerk in the preparation of legislation.~~
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18 **2.12.050 – City Clerk.**

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- 20 A. ~~The Mayor shall appoint a person to serve as City Clerk and a person to serve as~~
21 ~~deputy City Clerk. The City Clerk and deputy City Clerk shall take the oath prescribed~~
22 ~~by Article IX, Section 1 of the Charter.~~
- 23 B. ~~The City Clerk shall certify and attest to the actions of the City and its officials.~~
- 24 C. ~~The City Clerk shall keep permanent records of the proceedings of the City Council as~~
25 ~~well as of all the laws, ordinances, resolutions and orders of the City Council.~~
- 26 D. ~~The City Clerk shall advertise all elections which are to be held under the Charter, and~~
27 ~~make return of the same in the manner now provided for by the laws regulating~~
28 ~~elections.~~
- 29 E. ~~The City Clerk shall prepare legislation at the request of the Mayor or any of the~~
30 ~~Aldermen, for consideration by the City Council.~~
- 31 F. ~~The City Clerk shall be the custodian of the seal and of the permanent records and~~
32 ~~instruments of the City.~~
- 33 G. ~~The Deputy City Clerk shall have the same powers and obligations and shall perform~~
34 ~~the duties performed by the City Clerk, in the absence of the clerk, as authorized by~~
35 ~~law.~~
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37 **CHAPTER 2.24 – OFFICE OF LAW**

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39 **SECTION 2.24.010 – COMPOSITION.**

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- 41 A. THE OFFICE OF LAW SHALL CONSIST OF THE CITY ATTORNEY AND
42 OTHER EMPLOYEES AS ARE PROVIDED FOR BY THE CITY COUNCIL.
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- 44 B. THE CITY ATTORNEY SHALL TAKE THE OATH PRESCRIBED BY ARTICLE
45 IX, SECTION 1 OF THE CHARTER.
- 46

1 **SECTION 2.24.020 – DUTIES OF CITY ATTORNEY**

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3 THE CITY ATTORNEY SHALL CARRY OUT ALL THE DUTIES SET FORTH IN
4 THE CHARTER AND THIS CODE RELATING TO THE OFFICE OF LAW.

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6 **CHAPTER 2.26 – OFFICE OF THE CITY CLERK**

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8 **SECTION 2.26.010 – COMPOSITION**

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10 A. THE OFFICE OF THE CITY CLERK SHALL CONSIST OF THE CITY CLERK
11 AND THE DEPUTY CITY CLERK AND OTHER EMPLOYEES AS ARE
12 PROVIDED FOR BY THE CITY COUNCIL.

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14 B. THE CITY CLERK AND DEPUTY CITY CLERK SHALL TAKE THE OATH
15 PRESCRIBED BY ARTICLE IX, SECTION 1 OF THE CHARTER.

16
17 **SECTION 2.26.020 – DUTIES OF CITY CLERK**

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19 THE CITY CLERK SHALL CARRY OUT ALL THE DUTIES SET FORTH IN THE
20 CHARTER AND THIS CODE RELATING TO THE OFFICE OF THE CITY CLERK.

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23 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
24 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect on the effective
25 date of CA-2-17.

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29 **EXPLANATION**

30 CAPITAL LETTERS indicate matter added to existing law.

31 ~~Strikethrough~~ indicates matter stricken from existing law.

32 Underlining indicates amendments.