



**City of Annapolis**  
**Signature Copy**  
**Ordinance: O-23-19**

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

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**File Number: O-23-19**

**Office of Law - City Clerk** - For the purpose of transferring the City Clerk to the Office of Law; changing the appointing authority of the City Clerk; updating the duties of the City Attorney and the City Clerk; and making certain stylistic changes.

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

**Ordinance 23-19**

**Introduced by: Alderwoman Tierney and Alderman Savidge**

**Referred to**

Rules and City Government Committee

**AN ORDINANCE** concerning

**Office of Law - City Clerk**

**FOR** the purpose of transferring the City Clerk to the Office of Law; changing the appointing authority of the City Clerk; updating the duties of the City Attorney and the City Clerk; and making certain stylistic changes.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2019 Edition

2.12.040

2.12.050

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

**TITLE 2 - ADMINISTRATION**

**Chapter 2.12 - MAYOR**

**Section 2.12.040 - ~~City Attorney~~ OFFICE OF LAW.**

- A. THE OFFICE OF LAW SHALL BE SUPERVISED BY THE CITY ATTORNEY, WHO SHALL REPORT DIRECTLY TO THE MAYOR.\_
- B. The City Attorney shall be appointed by the Mayor and confirmed by the CITY eCouncil and shall meet the qualifications set forth in the Charter.
- ~~B.C.~~ The City Attorney'S ~~shall have the following~~ powers and duties IN THE SUPERVISION OF THE OFFICE OF LAW INCLUDE THE POWER OR DUTY TO:
1. ~~To~~ perform legal services for the City;
  2. ~~To~~ perform advisory, documentary, and drafting services for the City;
  3. ~~To~~ issue opinions upon questions affecting the interestS of the City;
  4. ~~To~~ review and approve as to form and legal sufficiency each instrument to be executed BY OR on behalf of the City;
  5. ~~To~~ prepare and approve the title papers whenever the City purchases any real estate and no contract shall be made or money paid on account of the purchase of real property until the City Attorney certifies to the title of the property and legal sufficiency of the deeds or other instruments intended to convey the property to the City;
  6. ~~To~~ assist the Mayor, Aldermen, AND ALDERWOMEN ~~and City Clerk~~ in the preparation of legislation, AND
  7. SUPERVISE THE DUTIES OF THE CITY CLERK.

**2.12.050 - City Clerk.**

- A. The ~~Mayor~~ CITY ATTORNEY shall appoint a person to serve as City Clerk and a person to serve as deputy City Clerk. The City Clerk and deputy City Clerk shall take the oath prescribed by Article IX, Section 1 of the Charter.
- B. The City Clerk shall certify and attest to the actions of the City and its officials.
- C. The City Clerk shall keep permanent records of the proceedings of the City Council as well as of all the laws, ordinances, resolutions, and orders of the City Council.
- ~~D. The City Clerk shall advertise all elections which are to be held under the Charter, and make A return of the same in the manner now provided for by the laws regulating elections.-~~
- ~~E. The City Clerk shall prepare legislation at the request of the Mayor or any of the Aldermen, for consideration by the City Council.-~~
- FD. The City Clerk shall be the custodian of the seal and of the permanent records and instruments of the City.
- GE. The Deputy City Clerk shall have the same powers and obligations and shall perform the duties performed by the City Clerk, in the absence of the clerk, as authorized by law.

**SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from the date of its passage.

**EXPLANATION**

UPPERCASE indicates matter added to existing law.  
~~Strikethrough~~ indicates matter stricken from existing law.  
Underlining indicates amendments.

ADOPTED this 22nd day of July, 2019.

**Aye:** 8 Mayor Buckley, Alderwoman Tierney, Alderman Paone,  
Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman  
Savidge, Alderman Arnett and Alderman Gay

**Absent:** 1 Alderman Rodriguez

THE ANNAPOLIS  
CITY COUNCIL

  
\_\_\_\_\_  
Gavin Buckley

Date 7/26/19

ATTEST

  
\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC

Date 7/26/19

