



Legislation Text

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File #: O-47-17, Version: 1

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

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 47-17**

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

**Referred to  
Rules and City Government Committee**

**AN ORDINANCE** concerning

**Offices of Law and City Clerk**

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

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

Section 2.12.040  
Section 2.12.050

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

Chapter 2.24  
Section 2.24.010  
Section 2.24.020  
Chapter 2.26  
Section 2.26.010  
Section 2.26.020

**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

### ~~2.12.040 City attorney.~~

- A. ~~The City Attorney shall be appointed by the Mayor and confirmed by the council and shall meet the qualifications set forth in the Charter.~~
- B. ~~The City Attorney shall have the following powers and duties:~~
  - 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 interest of the City;~~
  - 4. ~~To review and approve as to form and legal sufficiency each instrument to be executed 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 City Clerk in the preparation of legislation.~~

### ~~2.12.050 – City Clerk.~~

- A. ~~The Mayor 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 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.~~
- F. ~~The City Clerk shall be the custodian of the seal and of the permanent records and instruments of the City.~~
- G. ~~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.~~

## CHAPTER 2.24 - OFFICE OF LAW

### SECTION 2.24.010 - COMPOSITION.

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

### SECTION 2.24.020 - DUTIES OF CITY ATTORNEY

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

## CHAPTER 2.26 - OFFICE OF THE CITY CLERK

**SECTION 2.26.010 - COMPOSITION**

- A. THE OFFICE OF THE CITY CLERK SHALL CONSIST OF THE CITY CLERK AND THE DEPUTY CITY CLERK AND OTHER EMPLOYEES AS ARE PROVIDED FOR BY THE CITY COUNCIL.
- B. THE CITY CLERK AND DEPUTY CITY CLERK SHALL TAKE THE OATH PRESCRIBED BY ARTICLE IX, SECTION 1 OF THE CHARTER.

**SECTION 2.26.020 - DUTIES OF CITY CLERK**

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

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

**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.

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

Underlining indicates amendments.