SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

DATE:	July 26, 2007
ITEM NUMBER:	Consent C 3
SUBJECT:	Confirmation of the Appointment of the City Clerk
CONTACT PERSON:	City Administrator Deborah Knight
SUMMARY:	Mayor Tolson appointed Laura Koenig to the position of City Clerk/Deputy Finance Director effective July 1, 2007. In accordance with SMC 2.211.020, the appointment of the City Clerk is subject to confirmation by the City Council.
FISCAL IMPACT:	$5,243 per month salary plus benefits.
RECOMMENDATION;	Confirmation of the appointment of Laura Koenig to the position of City Clerk/Deputy Finance Director

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COUNCIL ACTION:

DATE:

Chapter 2.11

CITY CLERK

Sections:

2.11.010 Position established.
2.11.020 Appointment.
2.11.030 Powers and duties.
2.11.040 Oath of office.
2.11.050 Blanket bond coverage.
2.11.060 Salary.

2.11.010 Position established.

There is established the office of city clerk in and for the city of Sultan. (Ord. 901-06 § 1)

2.11.020 Appointment.

The mayor shall have the power of appointment and removal of the city clerk. Such appointment and removal shall be subject to confirmation by a majority vote of the city council. (Ord. 901-06 § 1)

2.11.030 Powers and duties.

The powers, duties and responsibilities of the city clerk shall be subject to the direction, authority and supervision of the city administrator, and shall include, without limitation, the following:

A. Keep a full and true record of every act and proceeding of the city council and keep such books, accounts and make such reports as may be required by the Office of the State Auditor;

B. Record all ordinances passed by the city council, annexing thereto her/his certificate giving the number and title of the ordinance, stating the ordinance was published and posted according to law and that the record is a true and correct copy thereof;

C. Act as custodian of the seal of the city of Sultan, and exercise the authority to acknowledge the execution of all instruments by the city requiring such acknowledgement;

D. Perform all duties as specified in Chapter 35A.42 RCW for a city clerk, and all duties as imposed by law as an election officer for the city;

E. Assist the city administrator in such other and further duties as may be assigned from time to time;

F. Serve as the public records officer of the city of Sultan and perform all such duties as imposed by law on the public records officer. (Ord. 901-06 § 1)

2.11.040 Oath of office.

The city clerk, before entering upon the discharge of her/his duties, shall take and subscribe an oath of office. (Ord. 901-06 § 1)

2.11.050 Blanket bond coverage.

If available, the city shall subscribe to and maintain blanket bond coverage by and through its insurance authority. Such coverage shall be bound for the city clerk before she/he enters upon the discharge of her/his duties and shall be in the amount of not less than $10,000.

Should blanket bond coverage not be available, the city clerk, before entering upon the discharge of her/his duties, shall enter into an individual faithful performance bond in the amount of not less than $10,000 with a surety approved by the mayor. The premium on such individual performance bond shall be paid by the city. (Ord. 901-06 § 1)

2.11.060 Salary.

The city clerk shall receive a salary in such amount as the city council may from time to time establish by ordinance for a permanent hire, and such amount as the mayor may negotiate and the council approve by resolution for an interim appointment. (Ord. 901-06 § 1)