

2.06.140 – Deputy clerk - Appointment - Powers and duties

- A. There is created the office of deputy clerk. The city clerk is authorized to appoint a deputy clerk, by and with the advice and consent of the city council, who shall have the power and duty to execute all documents required by any law or ordinance to be executed by the clerk, and affix the seal of the city thereto whenever required.
- B. When signing any document, the deputy clerk shall sign the name of the city clerk followed by the word "by" and the deputy clerk's own name and the word "Deputy Clerk."
- C. The powers and duties described in this section shall be exercised by such deputy clerk only in the absence of the city clerk from his office in the city hall, and only when either written consent has been given by the city clerk to exercise such power, or the city council has determined by resolution that the city clerk is temporarily or permanently incapacitated to perform such function.
- D. Such deputy clerk shall have the authority and power described in this section, and such further power and authority as may be provided by statute.
- E. In the event of the temporary or permanent incapacity of both the City Clerk and Deputy Clerk, the staff officer designated as acting City Administrator shall have that authority and power described in this section and such further power and authority as may be provided by statute.

(2004-M-70 : § 1; Prior code : § 4.012)