

ORDINANCE NO. 3864

AN ORDINANCE OF THE CITY OF SCOTTSDALE,
ARIZONA, AMENDING SECTION 2-101, DIVISION 4,
ARTICLE III, CHAPTER 2, OF THE SCOTTSDALE REVISED
CODE.

WHEREAS, pursuant to Article 4, Section 1 of the Scottsdale City Charter, the Council may, by ordinance, "assign additional functions or duties to offices, departments or agencies;" and

WHEREAS, pursuant to Article 4, Section 2 of the Scottsdale City Charter, the City Clerk "shall perform such...duties as shall be required by this charter or by ordinances;" now, therefore

BE IT ORDAINED by the Council of the City of Scottsdale as follows:

Section 1. Section 2-101 of the Scottsdale Revised Code is hereby amended to read as follows, with new language shown in shaded format:

Sec. 2-101. General duties.

- (a) The city clerk shall keep a true and correct record of all the business transacted by the council. The city clerk shall give notice of all council meetings; keep a permanent record of the council's proceedings; authenticate by his or her signature and maintain, as permanent records of the city, all ordinances and resolutions passed by the council; compile and maintain the Scottsdale City Code; and perform such other duties as shall be required by the city charter or by ordinance.
- (b) The city clerk shall countersign all contracts approved by the city council and executed by the mayor, numbering and registering the same, and maintain them in accordance with state records retention laws.
- (c) The city clerk shall serve as the elections official for the city, and shall conduct all municipal elections to ensure conformity with the city charter, city ordinances, Arizona Revised Statutes, and the Voter's Rights Act.
- (d) The city clerk shall administer the city's records management program to ensure consistency and compliance with state law, and to protect and preserve the permanent records of the city.

(e) The city clerk shall supervise the mayor and city council's staff, including the mayor's chief of staff, executive assistant and administrative assistant, the council's executive assistant and secretarial staff, and any other employee whose primary duty is to directly serve and interact with the mayor or city council members.

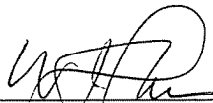
2nd PASSED AND ADOPTED by the Council of the City of Scottsdale, Arizona, this day of July, 2009.

ATTEST:



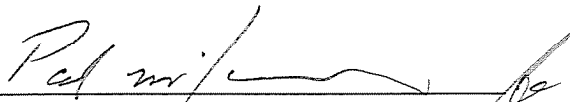
Carolyn Jagger, City Clerk

CITY OF SCOTTSDALE, an
Arizona municipal corporation



W.J. "Jim" Lane, Mayor

APPROVED AS TO FORM:



Deborah W. Robberson, City Attorney