

**CHAPTER 3 - THE CITY CLERK**

**SECTION 101. ESTABLISHMENT.** There shall be an officer of the City who shall have the Title of City Clerk, appointed by the City Council to serve until his or her successor has been appointed and qualified. The City Clerk shall be under the day to day supervision of the City Manager, as agent for the City Council. (#3)

**SECTION 102. DUTIES.** The City Clerk shall:

**102.1.** Serve as Clerk of the Council, and perform such other duties for the Council as may be required. The Clerk shall authenticate by his or her signature and be responsible for the filing, indexing, recording and safekeeping of all proceedings of the City Council, which shall be open to public inspection.

**102.2.** Make all arrangements and supervise all elections held in the City. Keep and maintain all election records and have custody of all property used in connection with elections.

**102.3.** Issue to every person appointed to any office by the City Council or by the City Manager and confirmed by the City Council, a notification of such appointment. Make and keep an oath book to record the qualification of all officers or appointees as qualify before him or her.

**102.4.** Publish all legal notices unless otherwise provided.

**102.5.** File and preserve all contracts, leases, agreements, surety bonds, oaths of office and other documents not required to be filed elsewhere.

**102.6.** Issue permits and all licenses as provided by State Statute or City Ordinance and collect the fees required therefore, except such issuance and fee collection otherwise provided for by State Statute or City Ordinance.

**102.7.** Notify the Chief of Police on or within one week after the expiration date of each license or permit, when a new license or permit to take effect on such expiration date has not been applied for, except when the City Clerk knows that no new license or permit is required.

**102.8.** Be custodian of the official City Seal.

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**102.9.** The City Clerk shall notify the City Council of the pending expiration of the term of any City Council appointed Head, Committee, Commission, or Authority Member at least thirty (30) days prior to the expiration of the term of such member.

**102.10.** Perform all duties and exercise all powers by law incumbent upon or vested in town and city clerks generally under the laws of the State of Maine.

**102.11.** Maintain in his or her office a public information service, to furnish information concerning the city government relative to the public service. Nothing herein shall be constructed to require the City Clerk to supply the type of information which either Maine State Statute or the public interest requires to be kept confidential. Neither shall any information be prepared or supplied when the cost of so doing would result in increased expense to the City, such information, however, shall be supplied at the expense of the applicant.

**102.12.** Account for all public monies received by him or her, in such manner as the City Treasurer may prescribe.

**102.13.** Notify promptly all Department Heads of City Council votes of concern to their departments.

**102.14.** Record upon his or her record books the introduction and disposition of every Law, Act, Ordinance, Resolve, Order, Report, Petition or other paper or document requiring the consent of the City Council, and shall keep and maintain a suitable index to said record books.

**102.15.** Record all Codes and Ordinances in a separate book to be known as the "City of Brewer Charter, Codes & Ordinances " and shall maintain a suitable index to said book.

**102.16.** Perform all such duties as required by the City Charter, the Ordinances of the City or Order or Resolve of the City Council, and any applicable City Council Order or Resolve.

**102.17.** Prepare and publish an annual report for the City as required by Article VI, Section 3 of the Brewer City Charter.

**102.18.** The Deputy Clerk shall supervise the work of any assistant and or clerical staff assigned to him or her.

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**102.19.** Have those duties and responsibilities in relation to the Board of Assessment Review as set forth under Chapter 5, Article 2, Section 208-A of the City of Brewer's Code and Ordinances. (#2)

**SECTION 103. APPOINTMENTS.** The City Clerk may appoint, in writing one or more persons as his or her deputies to serve at the will of the City Clerk. Such deputy or deputies may perform any of the duties of the office prescribed by the City Clerk. The City Clerk may appoint in writing, one or more assistants who shall serve at the will of the City Clerk and who shall perform any duties of the office prescribed by the City Clerk. (#1)

The City Clerk shall nominate a Chairman of the Board of Registration of Voters and shall submit such nomination to the City Council for their appointment.

One Warden and One Ward Clerk for each of the City's wards shall be appointed by the City Clerk subject to confirmation by the City Council.

The salaries of the appointees of the City Clerk shall be fixed by the City Clerk, subject to the approval of the City Council.

**SECTION 104. ANNUAL EVALUATION.** At least once annually the City Manager shall evaluate the City Clerk and issue to the City Clerk a written report of the evaluation. (#4)

**END OF CHAPTER NOTATIONS**

1. Enacted January 9, 2007      Effective January 14, 2007      (2006-C014)
2. Enacted September 13, 2011      Effective September 18, 2011      (2011-C007)
3. Enacted July 8, 2014      Effective July 13, 2014      (2014-C012)
4. Enacted June 6, 2017      Effective June 11, 2017      (2017-C009)