

5/13/19

ORDINANCE NO. 2019- 13

AN ORDINANCE AMENDING SECTION 1-504 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED, "CITY CLERK -- BOND AND DUTIES."

WHEREAS, Wyoming Statutes § 16-4-201 et. seq. has been amended to require all governmental entities to designate an official public records person for the purpose of responding to public records requests; and,

WHEREAS, the City Clerk of the City of Rock Springs is the keeper of the City's records; and,

WHEREAS, the Governing Body of the City of Rock Springs finds it appropriate to designate the City Clerk as the official public records person for the City of Rock Springs.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Section 1-504 of the Ordinances of the City of Rock Springs, Wyoming, entitled "City Clerk – Bond and duties" is hereby amended to read as follows:

1-504 City Clerk--Bond and Duties.

Before entering upon the duties of ~~his~~their office, ~~he~~they shall execute to City a bond in the sum of One Thousand Dollars.

~~He~~They shall have the custody of all laws and ordinances, shall attend the sittings of the City Council, and shall keep a correct journal of the proceedings of the Council, which journal, after the approval of each sitting of the City Council, shall be signed by the Mayor and attested by the Clerk. ~~He~~They shall keep a record of all outstanding bonds against the city, showing the number and amount of each, for and to whom said bonds were issued, and when any bonds are purchased, or paid, or cancelled, said record shall show the fact, and in his annual report, ~~he~~they shall describe particularly the bonds issued and sold during the year, and the terms of sale, with each and every item of expense thereof. ~~He~~They shall attest all orders and drafts upon the Treasurer and affix thereto the seal of the City, and keep an accurate record thereof in a book provided for that purpose. ~~He~~They shall make at the end of each month a report showing the amount appropriated to each fund, and the whole amount of warrants drawn thereon, which shall be spread at large upon the records, and at the end of each year, a report embracing a summary of such monthly reports. ~~He~~They shall keep the Corporate Seal, papers and books belonging to said City. ~~He~~They shall attest and affix the Corporate Seal to all bonds and licenses, issued in pursuance of the orders of the City Council and the ordinances of the City. ~~He~~They shall issue requisitions to the various officers and employees of the City, authorizing the purchase of supplies, repairs and equipment incidental and necessary in the ordinary course of City business, provided, however, that

~~he~~they shall issue no requisition for supplies, repairs, and equipment not incidental and necessary in the ordinary course of City business without first having obtained express authorization from the Mayor and City Council. They shall keep and care for all public records and shall act as the designated public records person for responding to requests for such records. ~~He~~They shall also perform such other duties as may be required by the ordinances of the City. (Ord. 4, 8-4-04; 4-4, Rev. Ord. 1938; Rev. Ord. 1963).

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
President of the Council

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

1<sup>st</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading \_\_\_\_\_

3<sup>rd</sup> Reading \_\_\_\_\_