

CITY OF LUNA PIER  
ORDINANCE 213

ORDINANCE TO CREATE AN APPOINTIVE ADMINISTRATIVE OFFICE OF THE CITY OF LUNA PIER AND ESTABLISH THE RESPONSIBILITIES OF THE OFFICE, AND TO PROTECT MUNICIPAL ACCOUNTS AND FUND BALANCES

**THE CITY OF LUNA PIER ORDAINS:**

Section 1 Administrative Office.

The City of Luna Pier hereby creates the Office of Executive Secretary and Deputy Clerk, as an appointive administrative office of the City.

Section 2 Selection, Qualification and Compensation.

The Executive Secretary and Deputy Clerk shall be nominated by the Mayor and shall be appointed by the City Council. Provided, however, that in the event the office is vacant for more than 60 days the Council may nominate the officer.

Before assuming the office the Executive Secretary and Deputy Clerk shall take and subscribe to the constitutional oath and furnish a bond.

The Executive Secretary and Deputy Clerk shall have, or shall promptly acquire, the following certifications: election accreditation or equivalent as a necessary qualification for the office and to meet state requirements.

The Executive Secretary and Deputy Clerk shall and serve at the pleasure of the City Council. The City Council shall fix the compensation of the Executive Secretary and Deputy Clerk.

Section 3. Responsibilities.

The Executive Secretary and Deputy Clerk shall prepare, review, account and report directly to the Mayor and City Council on all books, accounts, funds and expenditures of the City, and shall keep the Mayor and Council informed on all the financial affairs of the City.

The Executive Secretary and Deputy Clerk shall independently review all monies, accounts, deposits and funds held by, in the custody of, or accessible to the City Treasurer, and shall promptly report any deficiency, inconsistency or security risk directly to the Mayor and Council.

The Executive Secretary and Deputy Clerk shall perform such other duties as are prescribed by the Mayor and Council and such other duties as are delegated by the City Clerk. As to these duties, the ESDC shall report to the City Administrator.

Section 4 Repeal

Ordinances, resolutions and parts thereof in conflict with this Ordinance are hereby repealed.

Section 5 Severability.

If any section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court, such portion shall be deemed a separate distinct and independent part of this ordinance and such holding shall not affect the validity of the remaining parts of this ordinance.

Section 5 Effective Date.

This ordinance shall become effective twenty (20) days after final passage and publication.

I hereby certify that this ordinance was passed at a regular meeting of the City Council of the City of Luna Pier, Luna Pier, Michigan held on the 12th day of July, 2012

---

Crystal Manley, City Clerk

Published: July 16, 2012

Effective Date: August 5, 2012