



# Resolution 2026-04

## STATE OF ALABAMA JEFFERSON COUNTY CITY OF CLAY

---

### A RESOLUTION TO APPOINT A CITY CLERK FOR THE CITY OF CLAY

**WHEREAS** the City Council of the City of Clay deems it necessary to appoint a City Clerk for the proper administration of municipal affairs; and

**WHEREAS**, [Ala. Code §11-43-100](#) and other relevant sections of the Code of Alabama (1975), as amended, authorize the City Council to appoint a City Clerk to perform all duties required by law; and

**WHEREAS**, the City Council has carefully considered the qualifications and suitability of Toushi Arbitelle for the position.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Clay Alabama, as follows:

**Section 1.** Toushi Arbitelle is hereby appointed to the office of City Clerk for the City of Clay

**Section 2.** That said appointment shall be effective 01.14.2026 and shall continue until their successor is duly appointed and qualified, or as otherwise determined by the City Council. (Not to exceed the term of the Mayor and Council).

**Section 3.** That the City Clerk shall be responsible for all duties as prescribed by the Code of Alabama, including but not limited to, maintaining official records, preparing meeting agendas and minutes, managing municipal elections, and fulfilling other statutory responsibilities.

**Section 4.** That the City Clerk shall be entitled to such compensation and benefits as determined by the City Council and shall be required to provide a municipal bond, if deemed necessary.

**Section 5.** That the Mayor and City Clerk are authorized and directed to take all necessary actions to effectuate this resolution, including the administration of any required oaths of office.

ADOPTED AND APPROVED, this the 13<sup>th</sup> day of January 2026.

Jane Anderton  
Mayor

Attest:

Special Clerk



Resolution 2026-04

I, the undersigned Mayor of the City of Clay, Alabama, do hereby certify that the above and foregoing is a true copy of one Resolution lawfully passed and adopted by the City Council named therein, at a regular meeting of such Council, and that such resolution is on file in the City Clerk's Office.

I further certify that said Resolution was posted as required by State Law at the following locations: Clay City Hall; Clay Post Office; Clay Public Library and the Clay Seniors Center all being in the City of Clay.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this 18 Day of January 2026.

Jane E. Anderton

Jane Anderton  
City Mayor