

**CITY OF WHITTIER, ALASKA  
ORDINANCE #05-2016**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER,  
ALASKA AMENDING WHITTIER MUNICIPAL CODE SECTION 2.26.050  
ENTITLED "DUTIES OF THE CITY CLERK."**

**THE WHITTIER CITY COUNCIL HEREBY ORDAINS:**

**Section 1. Classification.** This Ordinance is permanent in nature and upon approval of the City Council shall be codified in the Whittier Municipal Code.

**Section 3. Amendment of Section 2.26.050.** Section 2.26.050 is hereby amended to read as follows: [deletions in strikethrough, additions underlined]

Under the supervision of the ~~Assistant~~ City Manager, the City Clerk shall have the duties specified in AS 29.20.380(a), and such other duties as may be specified in the City Clerk Job Description. ~~following duties:~~

- ~~A. Assure that notice requirements of the time and place of City Council meetings and other requirements pertaining to public meetings are complied with;~~
- ~~B. Attend City Council meetings and be responsible for keeping in a journal the minutes of such meetings;~~
- ~~C. Arrange publication of notices, ordinances, and resolutions;~~
- ~~D. Maintain and make available for public inspection an indexed file containing City ordinances, resolutions, rules, regulations, and codes;~~
- ~~E. Attest deeds and other documents;~~
- ~~F. Administer all oaths, affirmations and acknowledgments as necessary;~~
- ~~G. Be the custodian of the City seal and the official records of the City;~~
- ~~H. Maintain records and files of all official documents, deeds, contracts, and agreements;~~
- ~~I. Be the registrar of the City and be responsible for the calling and supervision of all City elections, unless otherwise provided by law;~~

J. Arrange the tax calendar, compile and be responsible for the tax rolls and all tax billings and collections by the City;

K. Assure that public records are available for public inspection as required by law;

L. Manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary;

M. Prepare agendas and agenda packets as required by the City Council;

N. Administer all municipal elections;


O. Assure that the municipality complies with 42 U.S.C. 1971 through 1974 (Voting Rights Act of 1965, as amended);

P. Act as the parliamentary advisor to the governing body; and

Q. Perform other duties required by law or prescribed by the City Council or City Manager.

**Section 5. Effective Date.** This ordinance shall be effective upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 21<sup>st</sup> day of June, 2016.

  
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Daniel Blair  
MAYOR

ATTEST:

  
\_\_\_\_\_  
Jennifer Rogers  
ACTING CITY CLERK

Ayes: 7  
Nays: 0  
Absent: 0  
Abstain: 0