

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 21st day of June, 2016.



Daniel Blair
MAYOR

ATTEST:



Jennifer Rogers
ACTING CITY CLERK

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