

Introduced by: Mayor Phillips  
Date August 24, 1999  
Public Hearing: September 21, 1999  
Action: Failed to be set for hearing  
Vote: 1 Yes, 5 Noes

## *CITY OF BETHEL, ALASKA*

### ORDINANCE #99-17

#### A ORDINANCE CHANGING SUPERVISION OF CITY CLERK FROM COUNCIL TO CITY MANAGER

BE IT ORDAINED by the City Council of Bethel, Alaska, that:

**SECTION 1. Classification.** This ordinance is permanent in nature and shall be a part of the Bethel Municipal Code.

**SECTION 2. Amendment of Section.** Section 2.12.010 of the Bethel Municipal Code is amended to read as follows:

#### 2.12.010 City Clerk.

- A. The city clerk shall be appointed by, report to and be supervised by the [MAYOR/CITY COUNCIL] city manager, shall serve at the pleasure of the [CITY COUNCIL] city manager, and may be removed from his or her appointment by the city manager. The position of city clerk is a professional and confidential position wholly exempt from the classified services. The city clerk is an at will employee who may be disciplined, up to and including termination, for any reason or no reason. Just cause is not required for discipline, up to and including termination, of the city clerk.
- B. [THE OFFICE OF THE CITY CLERK SHALL OPERATE AS A SEPARATE ENTITY FROM THE DEPARTMENT OF ADMINISTRATION AND OTHER CITY DEPARTMENTS.
- C.] Under the supervision of the city manager. [T]the city clerk shall:
1. attend meetings of the city council and its boards, commissions and committees as required and keep the journal of the city;
  2. have custody of the official city seal;
  3. assure that notice and other requirements for public meetings are complied with and assure that public records are available for public inspection as required by law;
  4. manage city records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary;
  5. maintain an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary;
  6. prepare city council agendas and agenda packets [AS REQUIRED BY THE CITY COUNCIL];
  7. administer municipal elections;

8. assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended);
9. take oaths, affirmations, and acknowledgements as necessary;
10. act as the parliamentary advisor to the city council;
11. [DEVELOP, PREPARE AND DEFEND THE CITY CLERK'S OFFICE BUDGET AS REQUIRED BY THE CITY COUNCIL;
- 12]. perform other duties required by law, and by the city [COUNCIL] manager.

D. The city clerk shall be put under bond conditioned on the honest, faithful, and lawful performance of duties in such amount as the city council shall from time to time determine.

E. To the extent that this section conflicts with any other sections of the Bethel Municipal Code, this section prevails.

**SECTION 3. Effective Date.** This ordinance shall become effective for all city clerks appointed by the city manager on or after September 1, 1999.

**ENACTED THIS \* DAY OF \* 1999, by a vote of \* in favor and \* opposed.**

\_\_\_\_\_  
Agnes L. Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Gaye J. Vaughan, City Clerk