

Initiated by: Councilman David Trantham

Date: August 24, 1993

Public Hearing: September 14, 1993

Action: Passed

Vote: 6-yes; 0-no

ORDINANCE #93-25

AN ORDINANCE OF THE CITY COUNCIL OF BETHEL, ALASKA, AMENDING TITLE 2, CHAPTER 2.12.010 ENTITLED CITY CLERK--BOND, AND DELETING CHAPTER 2.12.020 ENTITLED CITY CLERK--RECEIPT OF MONEYS.

BE IT ENACTED BY THE CITY COUNCIL OF BETHEL, ALASKA, AS FOLLOWS:

Section 1: Title 2, Chapter 2.12.010 of the Bethel Municipal Code is amended.

Section 2: Title 2, Chapter 2.12.020 of the Bethel Municipal Code is deleted as follows:

Section 3: This ordinance shall not be construed as abating any action now pending under, or by virtue of, prior existing laws or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, or as waiving any right of the City under any section or provision existing at the time this ordinance is adopted, or as vacating or annulling any right obtained by any person, firm, or corporation, by lawful action of the City except as shall be expressly provided for in this title.

Section 4: If any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5: Ordinance #93-25 amending Title 2, Chapter 2.12.010 of the Bethel Municipal Code of Ordinances adopted 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 and shall serve at the

pleasure of the city council. The position of city clerk is a professional and confidential position wholly exempt from the classified services.

B. The office of the city clerk shall operate as a separate entity from the Department of Administration and other city departments.

C. 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 agendas and agenda packets as required by the city council;

(7) administer all 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.

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

as the council shall from time to time determine.

Section 6. This ordinance shall take effect upon the date the ordinance is adopted.

PASSED AND APPROVED THIS 14<sup>th</sup> DAY OF September, 1993.

James H. Feaster III  
James H. Feaster III, Mayor

ATTEST:

Jane Elam  
Jane Elam, City Clerk