

Introduced by: Councilmember
Thor Williams
Introduction Date: 1-13-04
Public Hearing: 2-24-04
Action: Passed

CITY OF BETHEL, ALASKA

ORDINANCE #03-22

AN ORDINANCE AMENDING SECTIONS 2.04.050 AND 2.12.010 OF THE BETHEL MUNICIPAL CODE REGARDING THE DEADLINE FOR SUBMISSION OF MATERIALS FOR THE COUNCIL PACKETS

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

SECTION 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Bethel Municipal Code.

SECTION 2. Amendment. Section 2.04.050 of the Bethel Municipal Code is amended as follows (new language is underlined and old language is stricken out):

2.04.050 Order of business.

- A. The business of the council at regular meetings shall be conducted in the following order.

Call to order;

Roll call;

Persons to be heard:

1. ~~Agenda items not scheduled for public hearing.~~

2. ~~Items other than those appearing on the agenda;~~

Approval of minutes;

Approval of agenda and consent agenda;

Mayor's report;

Manager's report;

Reports of standing committees;

Old business;

New business;

Councilmember comments;

Executive session;

Adjournment.

- B. The clerk shall prepare an agenda for each regular and special meeting. The

clerk shall place on the agenda items requested by the council, the mayor, a councilmember, or the manager. The agenda for regular meetings shall include all items from the preceding regular meeting that were not reached for action. All materials for the council members' agenda packets should be submitted by 5:00 p.m. to the clerk one week before the next regular meeting. The agenda packets shall be given to the council members five days before the next regular meeting by 8:00 p.m. The clerk may establish deadlines for receipts of items to be placed on the agenda and of other materials to be distributed to the council. The clerk will place late items on the next City Council agenda. Additional information on an item already placed on the Agenda may be given to Council.

- C. The council may add items to or delete items from the agenda, change the order of any items on the agenda, and may establish a time certain that specified items will be taken up. The mayor or the council may place limits on the amount of time persons will be given to address the council under any kind of business.

SECTION 3. Amendment. Section 2.12.010 of the Bethel Municipal Code is amended as follows (new language is underlined and old language is stricken out):

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 and in accordance with the deadlines established in Section

2.04.050B:

7. Administer all municipal elections;
8. Assure that the municipality complies with 42 USC 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 4. Effective Date. This ordinance shall become effective immediately.

PASSED AND APPROVED THIS 24th DAY OF February 2003, by a vote of 7 in favor and 0 opposed.



Hugh Short, Jr., Mayor

ATTEST:



Amanda Roudebysh, City Clerk