

CHAPTER 9 (Revised 9/7/04)

CITY CLERK

Sections:

1. Appointment; term.
2. Duties of the city clerk.
3. Additional duties of the clerk.
4. Acting clerk.
5. Supervisor
6. Clerk's pay.

**Section 1. Appointment; term.**

The city clerk shall be appointed by the mayor and confirmed by the council. He/she shall hold office at the pleasure of the council, unless this authority is delegated to the chief administrative officer.

**Section 2. City Clerk. The city clerk shall:**

- A. Assure that notice and other requirements for public meetings are complied with;
- B. Give notice to the council and public of the time and place of council meetings and meetings of boards and committees as required;
- C. Attend meetings of the council and its boards and committees as required and keep the journal;
- D. Act as parliamentary advisor;
- E. Prepare agendas and agenda packets as required by the governing body;
- F. Assure that public records are available for public inspection as required by law;
- G. Have custody of the municipal seal;
- C. Arrange publication of notices, ordinances, and resolutions;
- H. Maintain and make available for public inspection an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate and certify records as necessary;
- I. Manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary;
- E. Attest deeds and other documents;
- F. Administer all municipal elections and assure compliance with the Federal Voting Rights Act;
- G. Take oaths, affirmations, and acknowledgements as necessary;
- H. Provide to the proper officials notice of the expiration or termination of any terms of office, and when necessary the conditions or requirements of all bonds, franchises, contracts, or agreements
- I. Perform other duties specified in the Alaska Statutes or prescribed in this Code or by the mayor or governing body.

**Section 3. Additional duties of the city clerk.**

In addition to other assigned duties, the city clerk shall perform the duties of city treasurer.

**Section 4. Acting clerk.**

The mayor, or chief administrative officer may appoint an acting clerk in case of the temporary absence of the clerk. The acting clerk has all the powers, duties, and obligations of the clerk.

**Section 5. Supervisor.**

The city clerk is supervised by the chief administrative officer.

**Section 6. Clerk's pay.**

The council shall determine the pay of the clerk or acting clerk.