

**City of Wasilla
Ordinance Serial No. 15-17**

An ordinance of the Wasilla City Council amending Wasilla Municipal Code 2.20 in regard to the Office of the City Clerk.

Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Amendment of section. WMC 2.20.030, City Clerk, Mission, powers and duties is hereby amended to read as follows:

(A) The mission of the clerk's office is to serve as liaison between the public, **administration**, and the council. The city clerk shall:

- (1) Attend meetings of the city council as required and keep the minutes;**
- (2) Have custody of the official city seal;**
- (3) Assure that notice and other requirements for city council and other public meetings are complied with;**
- (4) Assure that public records of the city are available for public inspection as required by law;**
- (5) Manage all city records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary;**
- (6) Maintain all permanent city records, provide for codification of ordinances, and authenticate or certify records as necessary;**
- (7) Prepare agenda and agenda packets for the city council as required;**
- (8) Administer all city elections;**
- (9) Assure the city complies with 42 U.S.C 1971-1974 (Voting Rights Act of 1965, as amended);**
- (10) Administer oaths, affirmations and acknowledges as necessary;**
- (11) Act as the parliamentary advisor to the city;**
- (12) Attest to deeds, contracts and other agreements of the city;**
- (13) Maintain record of commission and board appointments, to include notification of appointment and expiration of terms of office;**
- (14) Administer and maintain operating budgets for the city council, city clerk and records management budgets;**

Underline, added. Strikethrough, deleted

- (15) Act as a depository for financial disclosure and conflict of interest statements as necessary;
- (16) Serve as the contact for appeals and assist the administrative hearing officer as necessary;
- (17) Manage and coordinate website development for the city council and city clerk;
- (18) Maintain qualifications to be a Notary Public;
- (19) Perform other duties as required by law and the city council.

- ~~—A. 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;~~
- ~~—B. Attend meetings of the governing body and its boards and committees as required and keep the journal;~~
- ~~—C. Prepare agendas and agenda packets as required by the governing body;~~
- ~~—D. Maintain and make available for public inspection an indexed file including the municipal ordinances, resolutions, rules, regulations and codes;~~
- ~~—E. Attest deeds and other documents;~~
- ~~—F. Record and certify all actions of the council;~~
- ~~—G. Take oaths, affirmations as necessary;~~
- ~~—H. Be custodian of the city seal and the official records of the city;~~
- ~~—I. Give to the proper officials ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts or agreements; i.e., council, planning, advisory police and park commissions;~~
- ~~—J. Be the registrar of the city and be responsible for the calling and supervision of all city elections unless otherwise provided by law;~~
- ~~—K. Issue necessary licenses and permits to individuals; i.e., taxicabs and animal;~~
- ~~—L. Have major responsibility for the records management of the city. The city clerk is designated as the records manager with city wide responsibility for overall program direction as outlined in Chapter 2.48;~~
- ~~—M. Conduct surveys as directed by the council;~~
- ~~—N. Maintain the necessary qualifications to be a notary;~~
- ~~—O. Assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended);~~
- ~~—P. Act as the parliamentary advisor to the governing body;~~
- ~~—Q. Acts as depository for campaign and financial disclosure and conflict of interest statements;~~
- ~~—R. Perform other duties specified in this title or prescribed by the council.~~

Underline, added. ~~Strikethrough, deleted~~

Section 3. Repeal of section. WMC 2.20.040, City Clerk, Additional, duties is hereby repealed in its entirety:

~~**2.20.040 Additional duties.**~~

~~—Under the direction of the mayor, the city clerk may act as personnel clerk.~~

Section 4. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on May 11, 2015.


BERT L. COTTLE, Mayor

ATTEST:



KRISTIE SMITHERS, MMC, City Clerk




[SEAL]

CITY OF
WASILLA
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CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 15-17: Amending Wasilla Municipal Code 2.20 in regard to the duties of the City Clerk.

Originator: Kristie Smithers, City Clerk
 Date: 4/14/2015 Agenda of: 4/27/2015

Route to:	Department Head	Signature	Date
X	City Attorney		
X	Finance Director		4/14/15
X	Deputy Administrator		4/14/15
X	City Clerk		4.14.15

Reviewed by Mayor Bert L. Cottle:  04:14:15

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number: n/a

Attachments: Ordinance Serial No. 15-17 (3 pages)

Summary Statement: When reviewing the Wasilla Municipal Code, I find that Chapter 2.20, City Clerk, is in need of revision.

Section 2. Ordinance Serial No. 15-17 clarifies the responsibilities of the City Clerk taking into consideration the duties listed in Alaska Statute Title 29.20.380 and updates the additional duties which are assigned to the Office of the City Clerk in the City of Wasilla.

Section 3. Additionally, this ordinance eliminates the additional duties which were once part of the Office of the City Clerk, the responsibility of human resources. Further, the Mayor does not direct the duties of the City Clerk as shown in this section.

Staff Recommendation: Introduce and set for public hearing Ordinance Serial No. 15-17.