



## CITY OF WASILLA

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### COUNCIL MEMORANDUM NO. 92-105

**FROM:** City Clerk

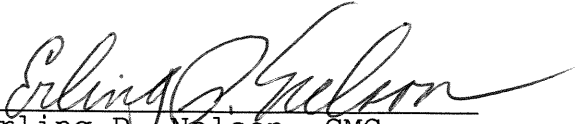
**DATE:** September 16, 1992

**SUBJECT:** A.S. 29 Revisions to Clerks Duties

Thru SCS CSHB 128 (CRA) the 1992 legislature made some revisions to the duties of the municipal clerk.

I have drafted Ordinance Serial No. 92-34 to incorporate these changes and some of my own into the Wasilla Municipal Code.

Attached to this memo are copies of the existing Code and 1992 SLA Ch.1 which is the new A.S. 29.20.380(a) re: the Municipal Clerk

  
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Erling P. Nelson, CMC  
City Clerk

CHAPTER 2.28MUNICIPAL SERVICESSECTIONS:

- 2.28.005 Department Established.
- 2.28.010 Appointment - Term.
- 2.28.020 Powers - Duties.
- 2.28.025 Additional Duties.
- 2.28.030 Deputy Clerk.

2.28.005 Department Established. There is established, the Department of Municipal Services. Executive and administrative duties are vested in the City Clerk. (Ord. 86-6 1986)

2.28.010 Appointment - Term. The City Clerk shall be appointed by the Council. (Ord. 82-11 1982)

2.28.020 Powers - Duties. The City Clerk shall:

- A. Give notice of the time and place of Council meetings to the Council and to the public;
- B. Attend Council meetings and keep the journal;
- C. Arrange publications of notices, ordinances, and resolutions;
- 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. Have the power to administer all oaths required by law;
- 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 businesses and individuals; i.e. businesses, 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;

M. Conduct surveys as directed by the Council;

N. Maintain the necessary qualifications to be a notary;

O. Perform other duties specified in this title or prescribed by the Council. (Ord. 82-11 1982; Ord. 86-6 1986)

2.28.025 Additional Duties. Under the direction of the Mayor, the City Clerk acts as Special Projects Coordinator for projects assigned by the Mayor and as Personnel Clerk. (Ord. 86-6 1986)

2.28.030 Deputy Clerk.

A. In case of the temporary absence of the City Clerk, the Council may appoint a Deputy City Clerk, with all the powers and obligations of the City Clerk. The Deputy City Clerk shall be duly qualified.

B. The Deputy City Clerk shall in all cases sign all documents in the name of the City Clerk, subscribing his personal signature as Deputy City Clerk. (Ord. 82-11 1982)

## AN ACT

Relating to the office of municipal clerk.

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\* **Section 1.** AS 29.20.380(a) is repealed and reenacted to read:

(a) The municipal clerk shall

- (1) attend meetings of the governing body and its boards and committees as required and keep the journal;
- (2) have custody of the official municipal 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 municipal 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 governing body;
- (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 governing body;
- (11) perform other duties required by law, the governing body, or the chief administrator.

Eff. 7/28/92