

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 31, 2023
RE: Revision to Municipal Code Title 2.04.050

Council Member Bennett has asked that the council have a discussion on changes to how the city clerk is hired, how they are managed, and how they may be terminated.

A copy of language submitted by Josh is attached.

The council should discuss the language submitted and give direction to staff regarding a change to the municipal code. If the council has some language that they would like changed in the municipal code, staff will prepare an ordinance to be considered at a future meeting.

No formal action is required, but the council should give staff clear direction on the language they would like to see adopted so that staff can draft an ordinance.

City Clerk:

There is established an exempt position titled “city clerk” who shall serve as director of the office of the city clerk, under the supervision of the city council. The city clerk performs those duties as set forth in Alaska statutes 29.20.380, city ordinances and city policy, municipal code 2.04.050.

Appointment-Term:

The city clerk shall be appointed by a majority vote of the entire council for a indefinite term and shall serve at will and pleasure of the council. The city clerk may be removed from the position by a majority vote of the entire council.

Qualifications:

The council shall appoint a city clerk without regard to race, color, creed, religious affiliations, age, sex, or handicap, based on executive and administrative qualifications, with particular reference to education, training and experience as a municipal clerk.