

ORDINANCE NO. 356

CITY OF CRAIG

ADDING TO THE RESPONSIBILITIES OF THE MUNICIPAL CLERK

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG, ALASKA.

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective immediately upon adoption.

Section 4. Repeal. This ordinance repeals 2.04.050 ~~{DUTIES OF CLERK.} [THE CLERK SHALL ATTEND ALL MEETINGS OF THE COUNCIL, KEEP THE MINUTES, HAVE CUSTODY OF THE CORPORATE SEAL, AND SHALL PERFORM SUCH DUTIES AS DESIGNATED BY LAW AND THE COUNCIL. THE CLERK SHALL ATTEST AND CERTIFY ALL RESOLUTIONS, ORDINANCES, AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF THE CITY. IN THE ABSENCE OF THE CLERK THE COUNCIL MAY APPOINT A CLERK PRO TEM.]~~

Section 5. Action. This ordinance reenacts 2.04.050 as Duties of Municipal Clerk as follows.

(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;

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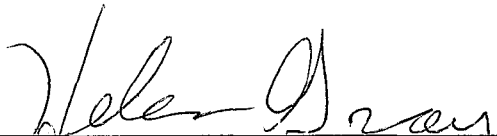
- (7) administer all municipal elections;
  - (8) assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1976, as amended);
  - (9) take oaths, affirmations, and acknowledgements as necessary;
  - (10) act as the parliamentary advisor to the governing body;
  - (11) perform other duties required by law, the governing body, or the chief administrator.
- (b) In the absence of the clerk the council may appoint a clerk pro tem.

APPROVED

4-1-93

  
MAYOR DENNIS WATSON

ATTEST

  
HELEN GRAY - CITY CLERK