

CITY OF VALDEZ, ALASKA

ORDINANCE NO. 22-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VALDEZ,
ALASKA, AMENDING CHAPTER 2.12, TITLED CITY CLERK

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA,
THAT, the following amendments are made to Chapter 2.12, of the Valdez Municipal
Code.

Section 1. Chapter 2.12 is hereby amended to read as follows:

Sections:

2.12.010 Appointment.

2.12.020 Duties.

2.12.030 Deputy city clerk—Appointment.

2.12.040 Deputy city clerk—Duties.

2.12.010 Appointment.

The council shall appoint by a majority vote of its members a city clerk. The city clerk He shall be chosen solely on the basis of their his qualifications and He shall receive such compensation as the council shall determine. The city clerk shall hold office at the pleasure of the council. (Prior code § 2-10)

2.12.020 Duties.

Duties of the city clerk are detailed in the City Charter, Section 5.4. In addition, the city clerk shall:

A. Be responsible for the recording, filing, indexing and safekeeping of all proceedings of the council which shall include a file containing original or confirmed documentation of all material presented for council action;

B. Be responsible for recording and attest to documents and codifying of ordinances. Record in full, uniformly and permanently, all ordinances, resolutions, contracts and agreements and shall attest the same; and be responsible in conjunction with the city attorney for the codification of all ordinances of general application;

C. Publish all ordinances of the council upon adoption and all legal notices required by law or ordinance; and

D. Be the custodian of all documents belonging to the city. No documents in the custody of the city clerk are to be destroyed without council authorization. (Prior code § 2-11)

2.12.030 Deputy city clerk—Appointment.

The city clerk shall have the authority is authorized to appoint the deputy city clerk, ~~who shall be confirmed~~ subject to confirmation by the city council. The city clerk shall

~~determine compensation and terms of employment for the deputy city clerk. The deputy city clerk is a nonexempt employee. Any disciplinary or dismissal actions must be in accordance with due process protections and procedures~~ Employment of the deputy city clerk shall be subject to the City Personnel Regulations to the extent they are consistent with this section. The city clerk shall serve as the supervisor for the deputy city clerk and conduct performance evaluations, travel authorizations, and other supervisory functions related to employment of the deputy city clerk. ~~The city clerk shall recommend and the city council shall determine compensation and terms of employment.~~ (Ord. 07-05 § 1: Ord. 04-07 § 1: prior code § 2-12)

2.12.040 Deputy city clerk—Duties.

The deputy city clerk shall act as city clerk when the city clerk is absent, unavailable or otherwise unable to act for any reason. In the absence of the city clerk, the deputy city clerk shall have the duty to execute, attest and acknowledge all documents required by law or ordinance to be formalized by the city clerk and to affix the seal of the city. In signing any documents, the deputy clerk shall affix the name of the city clerk followed by the word “by” and the deputy clerk’s own signature and title. The deputy clerk shall perform other functions and duties under the supervision and direction of the city clerk. (Ord. 04-07 § 2: prior code § 2-13)

Section 2. This ordinance shall take effect immediately upon adoption by the Valdez City Council.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this _____ day of _____, 2022.

CITY OF VALDEZ, ALASKA

Sharon Scheidt, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk

APPROVED AS TO FORM:

Jake Staser, City Attorney
Brena, Bell, & Walker, P.C

First Reading:
Second Reading:
Adoption:
Ayes:
Noes:
Absent:
Abstain: