

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-17

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27, CITY CLERK, OF THE DILLINGHAM MUNICIPAL CODE TO ADD RECORDS MANAGER UNDER POWER-DUTIES CONSISTENT WITH ESSENTIAL JOB DUTIES**

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WHEREAS, Section 2.01.030, Records Retention and Disposal Schedule, directs that the city clerk shall prepare a records retention schedule specifying the records to be retained permanently, destroyed or disposed of routinely in the regular course of public business; and

WHEREAS, the job description for the City Clerk includes supervising the City’s official records file maintenance, ensure that documents are recorded and filed properly and oversee the monitoring, archiving and destruction of documents per approved retention schedule.

WHEREAS, the City would be best served by adopting a city-wide records management program and creating a standardized set of rules for records management practices for all departments; and

WHEREAS, it would be in order to designate the City Clerk as Records Manager responsible for developing, implementing, and administering a city-wide records management program;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

**Section 2. Amendment of Section 2.27.020, Powers – Duties.** Section 2.27.020 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened**.

2.27.020 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 publication 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. **Manage all municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.**

- I. J. 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;
  - J. K. Be the registrar of the city and be responsible for the calling and supervision of all city elections unless otherwise provided by law;
  - K. L. Under supervision of the city manager, be responsible for the preparation, publication, maintenance and distribution of the Dillingham Municipal Code and be responsible for keeping the code current by regular supplementation;
  - L. M. Prepare agendas and agenda packets as required by the governing body;
  - M. N. Assure that the municipality complies with 42 USC 1971 through 1974 (Voting Rights Act of 1965, as amended);
  - N. O. Act as the parliamentary advisor to the city council; and
  - O. P. Perform other duties specified in this title or prescribed by the city manager. (Ord. 77-7 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986; Ord. 09-05 § 2, 2009.)
- Sections:

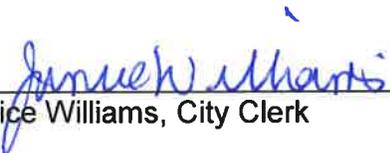
**Section 3. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on Oct. 15, 2015.

  
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 Alice Ruby, Mayor

[SEAL]

ATTEST:

  
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 Janice Williams, City Clerk

**City of Dillingham Information Memorandum**

Agenda of: October 15, 2015

Attachment to:

Ordinance No. 2015-17 / Resolution No. \_\_\_\_\_

**Subject:**

Amend DMC Chapter 2.27, City Clerk, to add records manager under power-duties consistent with essential job duties

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

-An advertisement for a Public Hearing on Ordinance No. 2015-17 was scheduled to be placed in the October 8, 2015 , 2015 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for October 15, 2015.

**Summary Statement:**

This ordinance was introduced at the October 1, 2015 Council meeting.

**Municipal Records Management**

In most municipalities, it is usually the clerk's responsibility to develop a records management program designating the city clerk as the records manager with city-wide responsible for the overall program. Amending this duty to the City's code would be consistent with other municipalities and the current job description for the city clerk.

This code change was vetted through the Code Review Committee and is being recommended to the Council for adoption.

Attachment to:  
Ordinance No. 2015-17 / Resolution No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



## **NOTICE OF A PUBLIC HEARING**

*Public Hearing on Ordinance Nos. 2015-15, 2015-16,  
and 2015-17*

The City Of Dillingham will hold a **Public Hearing** on Thursday, October 15, 2015, at 7:00 P.M. in the City Council Chambers for the purpose of taking comment from the public on the following ordinance:

- Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits
- Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process
- Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.27, City Clerk, to Add Records Manager Under Power-Duties Consistent with Essential Job Duties

If you have any questions, please contact the City Clerk's office at 842-5212 or email [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us).