



**CITY OF KOTZEBUE, ALASKA
ORDINANCE NO. 24-04**

ENTITLED: “A CODE ORDINANCE DELETING THE PRESENT SECTION 2.12.010, APPOINTMENT-TERM [FOR CITY CLERK], OF THE KOTZEBUE MUNICIPAL CODE (“KMC”) IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION 2.12.010, APPOINTMENT-TERM FOR CITY CLERK, OF THE KMC AS SET FOR HEREIN.”

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:

Section 1. This is a Code Ordinance pursuant to KMC 1.12.010 and KMC 1.12.040.

Section 2. The City Council has determined that the present KMC 2.12.010, *Appointment-Term [for City Clerk]*, needs to be replaced with a entirely new KMC 2.12.010 with the same section title.

Section 3. The City Council believes this new KMC 2.12.010, *Appointment-Term for City Clerk*, will better serve the interests of the City Council and the City Clerk.

Section 4. The present section KMC 2.12.010, *Appointment-Term [for City Clerk]*, which is repealed and replaced by this Ordinance currently reads as follows:

The city clerk shall be appointed by the city manager with the approval of the city council and shall serve at the pleasure of the city manager and the city council. The city clerk shall report directly to the city council and city manager. The city clerk may be removed from office by the city manager, with consent of the city council, upon due process of an established grievance procedure. The city council shall act as the grievance committee for the purposes of permitting the city clerk an opportunity to present any potential adverse actions brought before the city council. Any grievance procedure shall occur with the city council taking action within thirty days to permit at least two regularly scheduled meetings to present the issues brought about because of a grievance procedure.

(Ord. 03-8 § 3 (part), 2003; Ord. 83-8 (part), 1983; Ord. 82-13 (part), 1982).

Section 5. The new KMC 2.12.010 enacted by this Ordinance 24-04 shall be entitled and reads as follows:

2.12.010 Appointment – Term.

The city manager shall submit recommendations to the mayor and the city council on candidates for the position of city clerk. The mayor, with the approval of the city council, shall appoint a city clerk who shall serve at the pleasure of the city council. However, the city clerk shall report to and be under the direct supervision and control of the city manager who shall direct and supervise the day-to-day activities of the city clerk. The city manager will provide the city clerk with an annual evaluation after consultation with the city council. The city clerk may be removed by the city council at any time, to wit: the city clerk serves at-will and at the pleasure of the city council. The city clerk may also be removed by the city manager but such a removal shall not become effective without the approval of the city council.

(Ord. 24-04, § 5 (part), 2024: Ord. 03-8 § 3 (part), 2003: Ord. 83-8 (part), 1983: Ord. 82-13 (part), 1982).

Section 6. This new section KMC 2.12.010 shall become effective immediately upon passage of this Ordinance 24-04 pursuant to 1.12.030(B).

ENACTED this 19th day of September, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

ATTESTATION: I, Paeton Schaeffer, City Clerk of Kotzebue, hereby attest that the above Code Ordinance, No. 24-04 was duly presented to the Kotzebue City Council, duly published and that a valid public hearing was held and that it was duly enacted on September 19, 2024.

Introduction: September 5, 2024

Published/Posted: August 30, 2024

Republished/Reposted: September 13, 2024

Public Hearing: September 19, 2024

Passage: September 19, 2024