

**CITY OF WHITTIER, ALASKA
ORDINANCE 2025-003**

AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA, AMENDING WMC 2.10.038 “DEFINITIONS” AND 2.16.010 “CITY MANAGER” AND ADDING WMC 2.26.060 “FINANCE DIRECTOR” AND WMC 2.26.070 “DUTIES OF THE FINANCE DIRECTOR” TO UPDATE POSITION TITLES AND ALIGN THE CODE WITH TITLE 29 OF THE ALASKA STATUTES AND CURRENT ORGANIZATIONAL PRACTICES AND REPEALING WMC 2.26.080 “EXECUTIVE ASSISTANT”, 2.26.090 “DUTIES OF EXECUTIVE ASSISTANT” AND WMC CHAPTER 2.15 “DIRECTOR OF ADMINISTRATION” TO REMOVE THE EXECUTIVE ASSISTANT AND DIRECTOR OF ADMINISTRATION POSITIONS FROM THE CODE

WHEREAS, the Whittier Municipal Code currently contains references to outdated or redundant administrative positions that no longer reflect the City’s operational structure; and

WHEREAS, the Code does not contain provisions regarding the Finance Director and City Manager that are imposed by Title 29 of the Alaska Statute; and

WHEREAS, City Council desires to clarify the roles and responsibilities of City of Whittier personnel without prescribing specific staffing models or titles that may shift over time; and

WHEREAS, removing codified references to positions such as “Director of Administration” and “Executive Assistant,” and updating titles such as “Finance Officer” to “Finance Director” eliminates inconsistencies and better support the City Manager’s authority to manage administrative staff; and

WHEREAS, restoring language regarding the Finance Director’s duties, appointment, and bonding requirements supports transparency, accountability, and sound financial governance; and

WHEREAS, City Council finds these amendments to be in the best interest of the City and necessary to ensure the Code remains accurate, flexible, and aligned with current practice,

NOW, THEREFORE, THE WHITTIER CITY COUNCIL ORDAINS:

[ADDED LANGUAGE BOLD AND UNDERLINED; DELETED LANGUAGE STRICKEN THROUGH]

Section 1. Whittier Municipal Code Section 2.10.038 entitled “Definitions” is amended to read as follows:

2.10.038 Definitions.

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As used in this chapter and unless otherwise provided or the context otherwise requires, the following terms shall have the meanings set forth in this section:

City Manager means the person who is hired by the City Council to manage the City of Whittier **or a person designated by the City Manager to serve as acting city manager during the City Manager's absence.** ~~the assistant City Manager when serving as the acting City Manager~~

***[All other definitions and portions of this section remain unchanged]

Section 2. Whittier Municipal Code Chapter 2.15 entitled "Director of Administration" is repealed.

Section 3. Whittier Municipal Code Section 2.16.010 entitled "City Manager" is amended to read as follows:

2.16.010 City Manager.

A. There shall be a Manager of the City. The City Council shall appoint the City Manager **by a majority vote of its membership.** The City Manager shall receive such compensation as the City Council may determine.

B. **A city manager shall be chosen on the basis of administrative qualifications and receives the compensation set by City Council. A member of the governing body may not be appointed manager of the City sooner than one year after leaving office, except by a vote of three-fourths of the authorized membership of City Council.**

C. The following ~~employees~~ **positions** shall be appointed by the City Manager and shall serve at the ~~pleasure discretion~~ of the City Manager:

- 1.** ~~A.~~ Assistant City Manager;
- 2.** ~~B.~~ Director of the Department of Public Safety;
- 3.** ~~C.~~ Director of the Department of Public Works;
- 4.** ~~D.~~ Harbormaster;
- 5.** ~~E.~~ City Clerk;
- 6.** ~~F.~~ Finance Officer **Director**; and
- 7.** ~~G.~~ Such other employees ~~as may be~~ authorized by the City Council **via ordinance.**

Section 4. Whittier Municipal Code Chapter 2.26 entitled "Department of Administration" is amended to add Section 2.26.060 entitled "Finance Director" to read as follows:

2.26.060 Finance Director.

A. **The Finance Director is the custodian of all municipal funds. The Finance Director shall be appointed and supervised by the City Manager and serves at the pleasure of the City Manager. The Finance Director may also be referred to as the Finance Officer.**

B. **The Finance Director shall give bond to the City in a sum that the City Council directs.**

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Section 5. Whittier Municipal Code Chapter 2.26 entitled “Department of Administration” is amended to add Section 2.26.070 entitled “Duties of the Finance Director” to read as follows:

2.26.070 Duties of the Finance Director.

A. Under the supervision of the City Manager, the Finance Director shall:

- 1. Function as the Chief Financial Officer of the City, and hold the office and perform the duties of City Treasurer;**
- 2. Supervise all accounting activity of the City, including periodic and annual financial reporting, budget preparation and monitoring, and billing and collections for the City's enterprise funds;**
- 3. Keep an itemized account of funds received and disbursed;**
- 4. Pay money on vouchers drawn on appropriations;**
- 5. Before paying a person any amount that the City owes to that person, the Finance Director shall, to the greatest extent permitted by law, deduct from the amount paid to that person any amount that the person owes to the City; and**
- 6. Perform other such duties as may be specified in this code or by the City Manager.**

Section 6. Whittier Municipal Code Section 2.26.080 entitled “Executive assistant” is hereby repealed.

Section 7. Whittier Municipal Code Section 2.26.090 entitled “Duties of the executive assistant” is hereby repealed.

Section 8. Whittier Municipal Code Section 2.70.010 entitled “Applicability” is amended to read as follows:

2.70.010 Applicability.

All offices and positions of the City shall be allocated to either the classified service or the exempt service.

- A. The exempt service shall include all elected officials, the City Manager, ~~the director of administration,~~ the City Clerk, the Finance ~~Director~~**Officer**, the City Attorney, the Director of Public Safety, the Public Works Director, the Harbormaster, members of ~~citizens~~**City** boards and commissions, other employees who enter into employment contracts, individuals and firms covered by contracts and **all** other employees classified as exempt under the Fair Labor Standards Act.
- B. The classified service shall include all permanent full time and permanent part time positions which are not placed in the exempt category. Unless specifically designated otherwise, personnel policies apply only to employees of the classified service.
- C. The City Council may authorize the hiring of an independent contractor to perform the functions of any position in the exempt service.

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Section 9. Classification. This ordinance is a permanent code ordinance.

Section 10. Severability. If any provision of this ordinance or any application of this ordinance to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 11. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council
on this ____ day of _____, 2025.

Daniel Blair
Mayor

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Shelby Carlson
City Clerk

(City Seal)