

WHAT DOES A CITY CLERK DO?

The Homer City Clerk is appointed by the City Manager and confirmed by the City Council as provided by Alaska State Law. The Homer City Clerk is overtime exempt, in other words does not receive monetary compensation for overtime.

The Clerk's job description and duties are set in part by Alaska Statute Title 29 and the Homer City Code.

Information you may obtain from the City Clerk's Office

- Public Disclosure of Records Unless Restricted or Confidential
- City Council & Commission Agendas & Minutes
- Council & Commission Meeting Packet Information
- Information Regarding City Policies & Procedures
- City Code Ordinance Information
- City Ordinances, Resolutions, Legislative Memorandum & History Thereof
- Public Hearing Information
- Liquor License Approval
- Games of Chance & Contests of Skill Permit Approval
- Contract, Leases, Licenses, Agreement Information
- Easement & Right of Way Information
- Standard Construction Specs for the City of Homer, 2000 Edition
- Cemetery Maps, Plots & Deeds
- City Projects
- Notary Services
- Election Information
 - Voter Registration, Absentee Voting
 - City Candidacy Declaration Papers
 - Initiative and Referendum
- Legislative Directory Assistance
- Historical Homer Information
- Special Assessment (Local Improvement) District Process & Procedures
- Homer Accelerated Roads & Trails (HART)
- Homer Accelerated Water & Sewer Program(HAWSP)
- Capital Improvement Program
- Legislative Requests
- Bid and RFP (Request for Proposal) Information
- Fee Schedule
- Lease Policy
- Records Retention Schedule
- City Directory - Names of City Employees & Legislative & Advisory Body Information
- Basic and general parcel numbers, maps, owner of record and legal descriptions as listed in the Borough Tax Rolls

CITY CLERK OFFICE
CODE OF ETHICS

Believing in Freedom throughout the World,
Allowing increased cooperation between Municipal Clerks and other officials,
Locally, Nationally and Internationally,
I do hereby subscribe to the following principles and ethics which
I affirm will govern my personal conduct as Municipal Clerk:

- * To uphold constitutional government and the laws of my community;
- * To so conduct my public and private life as to be an example to my fellow-citizens;
- * To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;
- * To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- * To record that which is true and preserve that which is entrusted to me as if it were my own; and
- * To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things, I, as Municipal Clerk, do pledge to do in the interest and purposes
for which our government has been established.