

DENALI BOROUGH, ALASKA  
ORDINANCE NO. 05-14  
INTRODUCED BY: Teresa Hall

AN ORDINANCE AMENDING TITLE II, CHAPTER 9 TITLED BOROUGH  
CLERK/ TREASURER

BE IT ENACTED BY the Assembly of the Denali Borough:

Section 1. Classification. This ordinance is of a general and permanent nature

Section 2. Title II of the Municipal Code is amended.

Title II, Chapter 9, Section 2, titled Borough Clerk/Treasurer shall be amended to include:

**CHAPTER 9**  
**BOROUGH CLERK/TREASURER**

Sections:

1. Appointment; term.
2. Borough Clerk/Treasurer.
3. Acting Clerk.
4. Treasurer.
5. Supervisor.
6. Clerk's pay.

Section 1. Appointment; term. The Borough Clerk/Treasurer shall be appointed by the Mayor and confirmed by the Assembly. The Clerk/Treasurer shall hold office at the pleasure of the Assembly.

Section 2. Borough Clerk. The Borough Clerk shall:

- A. give notice of the time and place of assembly meetings to the Assembly and to the public;
- B. attend assembly meetings and keep the journal;
- C. arrange publication of notices, ordinances and resolutions;
- D. maintain and make available for public inspection an indexed file containing Borough ordinances, resolutions, rules, regulations and codes;
- E. attest deeds and other documents; and,
- F. record and certify all actions of the Assembly;

- G. administer oaths required by law or Borough ordinance;
- H. be custodian of the Borough seal and the official records of the Borough;
- I. be the Borough election supervisor and shall be responsible for the calling and supervision of all Borough elections;
- J. perform other duties specified in the Alaska Statutes or prescribed in this Code or by the Mayor or by the Assembly;
- K. perform general duties including managing the Borough office, maintaining Borough files and handling all incoming and outgoing mail;
- L. issue all bills for services and miscellaneous charges;
- M. administer payroll and balance the accounting books;
- N. order office supplies;
- O. file monthly financial reports;
- P. provide to the proper officials notice of the expiration or termination of any terms of office, and when necessary the conditions or requirements of all bonds, franchises, contracts or agreements.
- Q. The Borough Clerk shall verify time sheets for Borough employees and supervise other office staff and the running of other Borough departments.
- R. The Borough clerk shall act as the parliamentary advisor to the governing body of the Denali Borough. [and as such will be included in Executive sessions.]

Section 3. Acting Clerk. The assembly may appoint an acting Clerk in case of the temporary absence of the Clerk. The acting Clerk has all the powers, duties and obligations of the Clerk.

Section 4. Treasurer.

- A. The Clerk is the Borough Treasurer.
- B. As Treasurer, the Clerk shall:
  1. keep custody of all Borough funds;
  2. keep an itemized account of money received and disbursed;
  3. maintain care of all property used by the Borough;
  4. assist the mayor to compile the annual budget of the Borough;
  5. prepare and submit to the mayor such financial reports and other data

- as may be required;
6. prepare a copy of all check registers showing all checks written within the last sixty (60) days and publicly display it at all regular assembly meetings;
  7. prescribe and control such procedures as are necessary to protect Borough funds and property;
  8. be responsible for filing state and federal applications for shared revenue programs;
  9. perform such other duties as the mayor, assembly, or state law may lawfully require.

Section 5. Supervisor. The Borough Clerk/Treasurer is supervised by the mayor.

Section 6. Clerk's pay. The Assembly shall determine the pay of the Clerk or acting Clerk.

Section 3. Effective Date. This ordinance becomes effective upon adoption by the Denali Borough assembly and signature of Denali Borough mayor

DATE INTRODUCED: August 10, 2005  
FIRST READING: September 14, 2005  
PUBLIC HEARING: September 14, 2005

PASSED and APPROVED by the DENALI BOROUGH ASSEMBLY this 16<sup>th</sup> day of November, 2005.

SIGNATURE ON FILE  
BOROUGH MAYOR

ATTEST:

SIGNATURE ON FILE  
BOROUGH CLERK