

Denali Borough, Alaska
Ordinance 06-03

INTRODUCED BY: Assembly Member Sid Michaels

AN ORDINANCE AMENDING THE DENALI BOROUGH CODE OF ORDINANCES,
CHAPTER 2.25 TITLED BOROUGH CLERK/TREASURER AND CREATE CHAPTER
2.26 TITLED BOROUGH TREASURER

BE IT ENACTED by the Assembly of the Denali Borough, Alaska that:

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

Section 2. Purpose. The purpose of this ordinance is to amend the Denali Borough Code Chapter 2.25 by deleting the current wording in Chapter 2.25 and substituting the following wording and by adding Chapter 2.26 as follows:

Chapter 2.25

BOROUGH CLERK

Sections:

- 2.25.010 Appointment-Term.
- 2.25.020 Duties.
- 2.25.030 Acting clerk.
- 2.25.040 Supervisor.
- 2.25.050 Clerk's pay.

2.25.010 Appointment-Term.

The borough clerk shall be appointed by the mayor and confirmed by the assembly. The clerk shall hold office at the pleasure of the assembly.

2.25.020 Duties.

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;
- 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 timesheets for borough employees and supervise other office staff and the running of other borough departments.

2.25.030 Acting Clerk.

The assembly may appoint an acting clerk in case of the temporary absence of the clerk. The treasurer will be the acting clerk until and if such action is taken by the assembly. The acting clerk has all the powers, duties and obligations of the clerk.

2.25.040 Supervisor.

The borough clerk is supervised by the mayor.

2.25.050 Clerk's pay.

The assembly shall determine the pay of the clerk or acting clerk.

Chapter 2.26

BOROUGH TREASURER

Sections:

- 2.26.010 Appointment-term.
- 2.26.020 Duties.
- 2.26.030 Acting treasurer.
- 2.26.040 Supervisor.
- 2.26.050 Treasurer's pay.

2.26.010 Appointment-Term.

The borough treasurer shall be appointed by the mayor and confirmed by the assembly. The treasurer shall hold office at the pleasure of the assembly.

2.26.020 Duties.

The borough treasurer shall:

- A. Keep custody of all borough funds;
- B. Keep an itemized account of money received and disbursed;
- C. Maintain care of all property used by the borough;
- D. Assist the mayor to compile the annual budget of the borough;

- E. Prepare and submit to the mayor such financial reports and other data as may be required;
- F. Prepare a copy of all check registers showing all checks written within the 60 days and publicly display it at all regular assembly meetings;
- G. Prescribe and control such procedures as are necessary to protect borough funds and property;
- H. Be responsible for filing state and federal applications for shared revenue programs;
- I. Perform such other duties as the mayor, assembly, or state law may lawfully require.

2.26.030 Acting Treasurer.

The assembly may appoint an acting treasurer in case of the temporary absence of the treasurer. The clerk will be the acting treasurer until and if such action is taken by the assembly. The acting treasurer has all the powers, duties and obligations of the treasurer.

2.26.040 Supervisor.

The borough treasurer is supervised by the mayor.

2.26.050 Treasurer's pay.

The assembly shall determine the pay of the treasurer or acting treasurer.

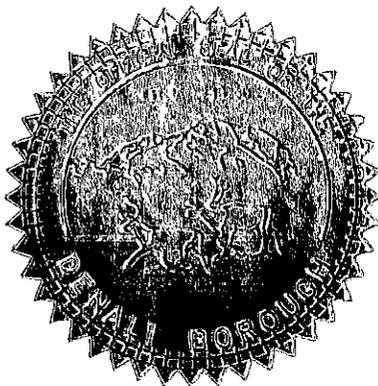
Section 3. Effective Date. This ordinance becomes effective upon adoption by the Denali Borough Assembly and signature of the Mayor.

DATE INTRODUCED: January 11, 2006

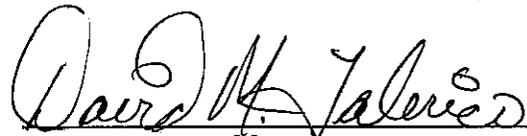
FIRST READING: February 8, 2006

PUBLIC HEARING: February 8, 2006

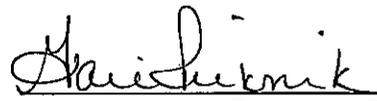
PASSED and APPROVED by the DENALI BOROUGH ASSEMBLY this 8th day of February, 2006.



ATTEST:



Mayor



Borough Clerk