

Introduced by:	JoAnn Elson
Date:	July 5, 1977
Hearing:	August 2, 1977
Action:	Enacted
Vote:	Unanimous

KENAI PENINSULA BOROUGH

ORDINANCE 77-44

AN ORDINANCE ESTABLISHING THE OFFICE OF THE KENAI PENINSULA  
BOROUGH CLERK

WHEREAS, the Borough Code does not contain specific provisions pertaining to the office of the Borough Clerk; and

WHEREAS, the state statutes have been the source of authority pertaining to the municipal clerk's duties and responsibilities; and

WHEREAS, it is deemed advisable to make provisions in Borough Code pertaining to the office of Borough Clerk;

NOW THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. There is established an office of the Borough Clerk of the Kenai Peninsula Borough in the totally exempt service, performing staff functions of a legislative nature, and such other administrative functions as required by law or ordinance.

Section 2. The Borough Clerk shall be appointed by the Assembly which shall fix the annual compensation to serve until a duly qualified successor is sworn in and assumes the duties of the office.

Section 3. There is established the position of Deputy Borough Clerk in the totally exempt service. The Borough Clerk is authorized to appoint the Deputy Borough Clerk who shall have the duty to execute, attest, and acknowledge all documents required by law or ordinance to be formalized by the Borough Clerk, and to affix the seal of the Borough. In signing any documents, the Deputy Borough Clerk shall affix the name of the Borough Clerk followed by the word, "by" and the Deputy Borough Clerk's own signature and title.

The powers and duties of the Deputy Borough Clerk shall be exercised on behalf of the Borough Clerk only in the absence of the Borough Clerk from the office, or when written direction has been given by the Borough Clerk to exercise particular powers and duties, or when the Assembly determines by resolution that the Borough Clerk is unable to perform the duties of the office.

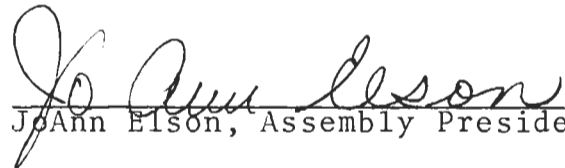
The Deputy Borough Clerk shall perform other functions and duties related to the legislative process under the supervision and direction of the Borough Clerk.

Section 4. The appointments of the present Borough Clerk and Deputy Borough Clerk are hereby acknowledged and reaffirmed subject to the provisions of this ordinance.

Section 5. This ordinance takes effect upon the date of its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH  
THIS 2nd DAY OF August, 1977.

ATTEST:

  
JoAnn Elson, Assembly President

  
Borough Clerk