

## ORDINANCE SERIAL NO. 18-02

### AN ORDINANCE AMENDING TITLE 2, CHAPTER 2.16.010 OF THE ALEUTIANS EAST BOROUGH CODE OF ORDINANCES AND ADDING NEW CHAPTER 2.18.010 TO PROVIDE FOR BOROUGH ADMINISTRATOR.

- WHEREAS**, the legislative power of the Aleutians East Borough ("Borough") is vested in its Borough Assembly under Alaska State Statute Sec. 29.20.050; and
- WHEREAS**, the Borough's Code of Ordinances, Title 2, Section 2.16.010 provides that the Mayor may authorize an appointive administrative officer; and
- WHEREAS**, the Borough's Code of Ordinances does not presently specifically provide for the role and authority of the Borough Administrator; and
- WHEREAS**, in order to clarify and provide for the appointment and authority of a Borough Administrator, it is necessary to amend the Borough's Code of Ordinances at Chapter 2.16.010 at Title 2 and add new Chapter 2.18.; and
- WHEREAS**, the Assembly believes such revision to be in the Borough's best interests.

### NOW, THEREFORE, LET IT BE ORDAINED BY THE ASSEMBLY OF THE ALEUTIANS EAST BOROUGH AS FOLLOWS:

**Section 1.** Amendment of Borough Code. Amendment of the Aleutians East Borough Code of Ordinances, revising Chapter 2.16 and adding new Chapter 2.18 is hereby enacted as follows:

## TITLE 2

### ADMINISTRATION

#### Chapter 2.18 - Borough Administrator

##### Sections:

- 1.18.010 Appointment
- 1.18.020 Term of office
- 1.18.025 Powers and duties

##### 2.18.010 **Appointment**

The Borough Administrator shall be appointed by the Mayor to serve at his direction to oversee and supervise all departments of the Borough.

##### 2.18.020 **Term of Office**

Subject to the contract of employment, the Borough Administrator holds office at the pleasure of the Mayor.

##### 2.18.030 **Powers and duties**

The Borough Administrator, as the appointee of the Mayor, is responsible to carry out the duties and administrative functions of the Borough as delegated by the Mayor. Such duties may include, but are not limited to, those enumerated as duties of the Mayor in Chapter 2.16, Section .010 and such other duties as the Mayor may assign.

**Section 2.** Classification. This Ordinance shall be of a permanent nature and shall become a part of the Aleutians East Borough Code of Ordinances.

**Section 3.** Severability. If any provision of this Ordinance, or any application thereof to any person or circumstance is held invalid, the remainder of this Ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 4.** Effective Date. This Ordinance shall become effective upon adoption, and shall be included in the Aleutians East Borough Code at the time of its next regular supplementation and printing or ratification by the qualified voters of the Aleutians East Borough.

Passed and adopted by the Aleutians East Borough Assembly this 11 day of January, 2018.



## TITLE 2

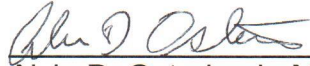
### ADMINISTRATION

#### Chapter 2.16 - Mayor

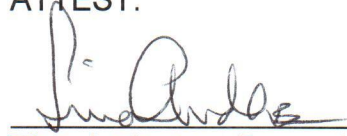
##### 2.16.010 **Mayor as Executive**

- A. The Mayor is the chief executive officer of the Borough. He shall act as ceremonial head of the borough, and sign documents on the Borough's behalf upon Assembly authorization.
- B. The Mayor shall:
  - 1. Appoint an Administrator who shall serve at his direction to oversee and supervise all departments of the Borough.
  - 2. Suspend or remove by written order Borough employees and administrative officers, except as otherwise provided.
  - 3. Supervise enforcement of Borough law;
  - 4. Prepare the annual budget and capital improvement program for the Assembly;
  - 5. Execute the budget and capital program as adopted;
  - 6. Make monthly financial reports to the Assembly on Borough finances and operations.
  - 7. Report to the Assembly at the end of each fiscal year on the finances and administrative activities of the Borough;
  - 8. Prepare and make available for public distribution an annual report on Borough affairs;
  - 9. Serve as Borough personnel officer unless delegated to the Borough Administrator or the Assembly authorizes him to appoint a personnel officer other than the Borough Administrator; and
  - 10. Execute other powers and duties specified in AS Title 29 or lawfully prescribed by the Assembly.

(Ord. 14-04 (Amended Ord. 88-1), Sec. 2.16.010, part, 1987)

  
Alvin D. Osterback, Mayor

ATTEST:

  
Tina Anderson, Borough Clerk

(SEAL)

