

ORDINANCE NO. 374

CITY OF CRAIG

DELETING DUPLICATE ADMINISTRATOR DUTIES
AND CHANGING SIGNATURE REQUIREMENTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG,
ALASKA.

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

Section 2. Severability. If any provision of this ordinance or its application 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 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Action. This ordinance amends Title 2 - Officers and Council Rules 2.04 by deleting 2.04.280 which is in brackets [] as follows (The powers and duties of the administrator are already covered in 2.04.047):

[2.04.280 POWERS AND DUTIES OF ADMINISTRATOR. THE CITY ADMINISTRATOR SHALL, UNDER THE DIRECTION OF THE MAYOR, PERFORM AND SUPERVISE ADMINISTRATIVE AND STAFF WORK OF THE CITY INCLUDING FISCAL, PERSONNEL, SUPPLY, TRAINING, PUBLIC INFORMATION AND PLANNING SERVICES. THE ADMINISTRATOR SHALL BE A SIGNER ON ALL CHECKS, WARRANTS AND ORDERS ON BANKS FOR THE WITHDRAWAL OF FUNDS AFTER THE SAME HAVE BEEN AUTHORIZED BY THE COUNCIL.] (Ord. 180 S5 (part, 1980).

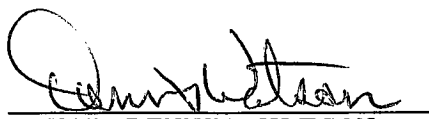
Section 5. Further action. This ordinance further amends Title 2 - Officers and Council Rules by adding the underlined words and deleting that which is in brackets in the following:

2.04.047 Powers and duties of administrator. The city administrator shall, under the direction of the mayor, perform and supervise administrative staff work of the city including fiscal, personnel, supply, training, public information and planning services. To the extent the mayor delegates (in writing) any of the mayor's chief administrative officer functions, the administrator shall perform those delegated functions, and shall make such reports as the mayor may require. [THE ADMINISTRATOR SHALL BE THE SIGNER ON ALL CHECKS, WARRANTS AND ORDERS ON BANKS FOR THE WITHDRAWAL OF FUNDS.]

2.04.060 Duties of treasurer. The treasurer shall have custody of all funds of the city and shall deposit the same as directed by the council. The treasurer and the clerk shall sign all checks, warrants and orders on banks for withdrawal of funds. In the absence of the treasurer or clerk, the administrator, [THE] mayor or acting mayor may sign such warrants, checks and orders in place of the absent treasurer or clerk. In the absence of the treasurer, the clerk shall be the acting treasurer. The treasurer shall keep proper books of accounts showing all receipts and disbursements of the city and all assets and liabilities. The funds kept by the treasurer shall be kept in the general fund except as to funds required by the council to be kept in special funds. the books of the treasurer shall be audited annually by such auditor as is designated by the council and a report shall be rendered to the council.

APPROVED

2-17-94


MAYOR DENNIS WATSON

ATTEST


HELEN GRAY - CITY CLERK

