

CITY OF KAKE CODE

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TITLE 03. ADMINISTRATION.

Chapter 05. Form of Government

Sec. 03.05.010. Mayor-Council Form of Government. The form of government of the City of Kake shall be and remain the Mayor-Council form of government.

Chapter 06. Official Seal

Sec. 03.06.010. Corporate Seal.

Sec. 03.06.020. Custody of Seal. The official corporate seal of the City of Kake shall be and remain in the sole custody and keeping of the City Clerk and shall never be affixed to or upon any document or other paper of any kind or character except under the express authority and direction given by the City Council.

Chapter 07. Conflicts of Interest

Sec. 03.07.010. Conflicts of Interest. An officer or employee shall disqualify himself from participating in any official action in which he has a substantial financial interest.

Chapter 8.

Responsibility of Officers and Employees

Sec. 03.08.010. Conduct in Office, Investigations, Oath, Records and Reports. (a) The council, the mayor, or any person or committee authorized by either of them, shall have power to inquire into the conduct of any office, department, or officer of the City and to make investigations in municipal affairs and compel of the production of books, papers and other evidence. Failure to obey such orders to produce or evidence shall constitute grounds for immediate discharge of any officer or employee of the City.

(b) All officers of the city, including mayor and councilmen, shall before entering upon the duties of his office, severally take an oath in writing to honestly, faithfully and impartially perform and discharge the duties of his office and trust, which oath shall be filed with the City Clerk.

(c) All records and accounts of every office and department of the city shall be open to inspection by any person. Except, that records and documents the disclosure of which would tend to defeat the lawful purpose for which they were intended, may be withheld from inspection. Such records as are required by state law or city ordinance to be kept confidential are not open to inspection. Each department head shall be held responsible for the preservation of all public records under his jurisdiction and shall provide a system of filing. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files without the knowledge and approval of the City Clerk.

Chapter 9. Documents, Reports and Records

Sec. 03.09.010. Documents, Assent, Approval, Attestation. All legal documents requiring the assent of the city shall be:

- (a) Approved by the City Council;
- (b) Signed by the mayor on behalf of the City;
- (c) Attested to thereon by the City Clerk.

Sec. 03.09.020. Documents to File With the State. The City shall file with the State Department of Community and Regional Affairs:

- (a) Maps and descriptions of all annexed or excluded territory.
- (b) A copy of an audit or statement of annual income and expenditures.
- (c) Tax assessment figures as requested.

Sec. 03.09.030. Retention and Disposal of Public Records. Record Retention Program - the mayor shall prepare a schedule of records specifying the records to be:

- (1) Retained permanently;
- (2) Destroyed;
- (3) Disposed of routinely in the regular course of public business.

The records retention schedule shall list with sufficient detail for identification records without legal or administrative value or historical interest to be destroyed, and periodically disposed of by the City. Records to be destroyed shall be certified by the City Clerk as having no legal or administrative value or historical interest.

Chapter 13. Mayor

Sec. 03.13.0.0. Office of Mayor. (a) The mayor shall preside at meetings of the Council, and shall sign all ordinances and resolutions passed by it. He shall be recognized as the head of the City government for purposes of military law. He shall not vote except in case of a tie. He shall have the power to veto any ordinance, resolution or motion on items in appropriation ordinances, thereafter submitting to the Council at its next regular meeting a written statement advising of his veto and stating the reasons. Two-thirds of the Council's authorized membership may override a veto.

(b) A vacancy in the office of mayor occurring within six months of a regular election shall be filled by the Council. The person designated shall serve until the next regular election and until the successor is elected and qualified. If a Council member is chosen he shall resign his council seat. If a vacancy occurs more than six months before a regular election the Council shall call a special election to fill the unexpired term.

(c) At the first meeting after the time prescribed for the beginning of the terms of newly elected councilmen or as soon thereafter as practicable, the Council shall elect one of its members acting mayor, who shall serve as such until the next such meeting. The acting mayor shall act as mayor during the absence or disability of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is elected by the Council and qualifies. If the office of acting mayor becomes vacant, the Council shall elect from its members another acting mayor for completion of the unexpired term.

Sec. 03.13.020. Powers and Duties. The mayor shall be the chief administrative officer of the City, having all powers and duties hereinafter prescribed and all powers inherently conferred upon the office. The mayor shall sign such written obligations of the City as the Council may authorize, and shall be responsible to the Council for the administration of all City affairs placed in his charge by statute or delegated by ordinance. Not by way of limitation, he shall have the following powers and duties:

(1) He shall appoint city employees and administrative officers, except as provided otherwise in the personnel policies recited in Chapter 60 of this Title; he may hire necessary administrative assistants and may authorize an appointive administrative officer to appoint, suspend, or remove subordinates in his department;

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(2) He may suspend or remove by written order City employees and administrative officers, except as otherwise provided in Chapter 60, personnel policies;

(3) He shall supervise enforcement of city law;

(4) He shall prepare the annual budget and capital improvement program for the council;

(5) He shall execute the budget and capital program as adopted;

(6) He shall make monthly financial reports to the council on city finances and operations;

(7) He shall report to the council at the end of each fiscal year on the finances and administrative activities of the city;

(8) He shall prepare and make available for public distribution an annual report on city affairs;

(9) He shall serve as city personnel officer unless the council authorizes him to appoint a personnel officer.

(10) He shall execute other powers and duties specified in this ordinance or lawfully prescribed by the council.

Chapter 15. City Clerk

Sec. 03.15.010. Duties of Clerk. The Clerk shall attend all meetings of the Council, keep the minutes of the meetings, have custody of the corporate seal, and shall perform such duties as are designated by law and the Council. The Clerk shall attest and certify all resolutions, ordinances, and other official documents on behalf of the City. In the absence of the Clerk the Council may appoint a Clerk pro tem.

Sec. 03.15.020. Books and Records. The books and records of the city shall be kept by the Clerk who shall deliver the same to his successor; except that other officers of the City may keep such records as are necessary for the performance of their duties, and the Treasurer shall keep the financial books and records. When such records are no longer needed in the possession of such other officer the same shall be delivered to the Clerk for safekeeping. Books and records of a permanent nature shall be destroyed only with approval of the Council.

Chapter 17. Treasurer

Sec. 03.17.010. Office Established; Duties. 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 after the same shall have been authorized by the Council. In the absence of the Treasurer or Clerk, 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.