

## Title II

### Administration

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#### **Chapter 2.01**

##### **Mayor**

#### Sections:

2.01.010	Duties of mayor as executive
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#### **Section 2.01.010                      Duties of mayor as executive**

- A.     The mayor is the chief executive officer of the city. The mayor shall preside at council meetings. Act as ceremonial head of the city, and sign documents on behalf of the city upon council authorization.
  
- B.     The mayor is the chief administrative officer of the city. The mayor shall perform the administrative duties listed below:

1. appoint city employees and administrative officers, unless otherwise provided in this code or by Alaska Statute 14.14.065; hire necessary administrative assistants, if so desired; and authorize an appointive administrative officer to appoint, suspend, or remove subordinates in his or her departments, if so desired;
2. suspend or remove by written order city employees and administrative officers, unless otherwise provided in this code or by AS 14.14.065;
3. supervise enforcement of city law;
4. prepare annual budget and capitol improvements program as adopted;
5. execute the budget and capitol improvement program as adopted;
6. make monthly financial reports to the council on city finances and operations and make monthly reports to council on any and all city business conducted.
7. report to council at the end of the fiscal year on the finances and administrative activities of the city;
8. prepare and make available for public distribution an annual report on city affairs;
9. serve as city personnel officer unless the council authorizes the mayor by motion to appoint a personnel officer;
10. execute other powers and duties specified in Title 29 or lawfully prescribed by the council.

(Ordinance 89-6)

**Section 2.01.020                      Qualifications**

- A. The mayor shall be a qualified city voter
- B. If the mayor ceases to be eligible to be a city voter, he or she is no longer mayor or council member.
- C. The mayor shall have been a resident of the City of Coffman Cove for thirty (30) days immediately prior to the date of election.  
(Ordinance 06-04)

**Section 2.01.030 Compensation of the mayor**

The mayor of the city shall receive compensation in the amount of fifty (\$50.00) per month.

(Ordinance 89-6)

**Section 2.01.040 Oath of office**

The mayor, as a council member, shall affirm in writing the oath of office required of other council members in Chapter 2.2, Section .050 of this Chapter.

(Ordinance 89-6)

**Section 2.01.050 Mayor's vote**

The mayor is a council member and may vote on all matters. The mayor does not have the veto power.

(Ordinance 89-6)

**Section 2.01.060 Term of office**

The mayor is elected by and from council for a term of one (1) year and until a successor is elected and has qualified. The mayor shall take office immediately after the new council is appointed at the council meeting held on the first Friday after the certification of the regular election.

(Ordinance 06-04)

**Section 2.01.070 Vacancy**

A vacancy in the office of mayor is filled by and from council.

(Ordinance 89-6)

**Section 2.01.080 Vice – Mayor**

The council shall elect a vice – mayor from among its membership to serve in the temporary absence of the mayor.

(Ordinance 89-6)

**Section 2.01.090**

**Mayor is ex – officio officer**

The Mayor is an ex- officio officer member of every committee or department organized under this code.

(Ordinance 89-6)

## **Chapter 2.02**

### **City Council**

Sections:

2.02.010	Composition of council
2.02.020	Qualifications of council members
2.02.030	Election of council members
2.02.040	Terms of council members
2.02.050	Oath of office
2.02.060	Compensation of council members
2.02.070	Salaries of elected officers
2.02.080	Provisions of employment for city council members
2.02.090	Conflicts of interest
2.02.100	Vacancies
2.02.110	Filling a vacancy
2.02.120	Exempt from A.P.O.C

#### **Section 2.02.010                      Composition of council**

The council shall consist of seven members elected by the voters at large.

(Ordinance 89-7)

#### **Section 2.02.020                      Qualifications of Council Members**

- A. Council members shall be qualified city voters.
- B. A council member who ceases to be eligible to be a city voter immediately forfeits his or her office.
- C. In order to serve as a council member, a person must be a resident of the city for one (1) year immediately prior to the date of the election.

(Ordinance 02-04)

#### **Section 2.02.030                      Election of Council Members**

An election will be held annually on the first Tuesday of October to choose council members according to the schedule provided in section 2.02.040 of this chapter.

(Ordinance 89-7)

**Section 2.02.040                      Terms of Council Members**

Council members shall be elected as follows:

- 1.     Seat A. \_\_\_\_\_
- 2.     Seat B. \_\_\_\_\_
- 3.     Seat C. \_\_\_\_\_
- 4.     Seat D. \_\_\_\_\_
- 5.     Seat E. \_\_\_\_\_
- 6.     Seat F. \_\_\_\_\_
- 7.     Seat G. \_\_\_\_\_

(Ordinance 89-7)

**Section 2.02.050                      Oath of Office**

- A.     All council members before entering upon the duties of office shall affirm in writing the following oath and affirmation: “I, \_\_\_\_\_, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and the ordinances of the City of Coffman Cove, Alaska, and that I will honestly, faithfully and impartially perform the duties of the office of council member to the best of my ability.”
  
- B.     Oath is filed by the clerk.

(Ordinance 89-7)

**Section 2.02.060                      Compensation of Council Members**

Each council member shall receive compensation in the amount of twenty five dollars (\$25.00) a month.

(Ordinance 89-7)

**Section 2.02.070                      Salaries of Elected Officials**

The council may change the compensation of council members at any time by ordinance, except that the salary of the mayor may not be reduced during a term of office.

(Ordinance 89-7)

**Section 2.02.080 Provisions of Employment for City Council Members**

City council members may be employed by the City of Coffman Cove but only as provided by ordinance.

- A. Applications for city employment shall be reviewed and employees hired by the City Council solely on the basis of merit. A City Council member shall be hired for City Council employment only if the qualifications of the City Council member are better than the qualifications of all other applicants.
- B. When a City Council member applies for city employment, all applications for the position shall be reviewed by the City Council at a regular or special city council meeting.
- C. The city council meeting authorized under section B above shall be open to comment from the public.
- D. If and when a city council member is hired to work for the city, the city council shall post in the city offices a list of all applicants for the position, together with the reasons why the city council member was hired over the other applicants.

(Ordinance 89-8)

**Section 2.02.090 Conflicts of Interest**

A council member, mayor, or other officer or employee of the city shall disqualify himself or herself from participating in any official action in which he or she has any financial interest.

(Ordinance 06-04)

**Section 2.02.100 Vacancies**

An elected city office is vacated under the following conditions. The council shall declare an office vacant when the person elected:

- 1. fails to qualify or take office within thirty (30) days after election or appointment; or
- 2. is physically absent from the city for a ninety (90) day period, unless excused by the council; or
- 3. resigns and the resignation is accepted; or

4. is physically or mentally unable to perform the duties of office; or
5. misses three (3) consecutive regular meetings unless excused; or
6. is convicted of a felony or of an offence involving a violation of his or her oath of office.

(Ordinance 89-7)

**Section 2.02.110 Filling a Vacancy**

If a vacancy occurs in the council, the council by vote of a majority of its remaining members shall designate a person to fill the vacant council seat. The person appointed serves until the next regular city election and until his or her successor has qualified.

(Ordinance 89-7)

**Section 2.02.120 Exempt from A.P.O.C**

- A. Council Members shall be exempt from completing the Alaska Public Financial Disclosure form.

## **Chapter 2.03**

### **City Council Meetings**

#### Sections:

2.03.010	Meeting public
2.03.020	Regular council meetings
2.03.030	Special meetings, including emergency meetings
2.03.040	Notice
2.03.050	Executive session

#### **Section 2.03.010 Meetings public**

- A. Meetings of the council shall be public. The only exception to this requirement of public council meetings is when an executive session is lawfully justified, as provided in Section 2.03.050 of this chapter.
- B. The council shall provide reasonable opportunity for the public to be heard at the regular and special meetings.

(Ordinance 89-9)

#### **Section 2.03.020 Regular council meetings**

- A. The Council shall meet on the third Thursday of each month.

(Ordinance 04-05)

- B. The usual place of council meetings shall be the City Hall. In the event of any condition which renders the meeting place unfit to conduct meetings of the council, the meeting may be moved to such other place as the council may choose, provided reasonable notice is given.

(Ordinance 89-9)

- C. Notice of a regular council meeting shall be posted in three (3) public places for no less than five (5) days before the scheduled meeting. Amendments may be made to the agenda right up to the

time of the Council Meeting provided it does not impact the finances of the City, if unanimously approved by the council.

(Ordinance 06-04)

**Section 2.03.030 Special meetings, including emergency meetings**

- A. Special meetings of the council are those meetings which are called by the mayor or any two members of the council for a time different than that fixed for regular council meetings. The location of all special council meetings shall be the same as that authorized for regular meetings.
- B. Advance notice of at least 24 hours shall be given to each council member before a special meeting is held. The notice given shall specify the time, place, and the business of the meeting. No business shall be transacted at the meeting which is not mentioned in the notice. Such notice shall be given personally to each member of the council or left at his or her usual place of business or residence by the clerk or the clerk's designee.
- C. In an emergency, a special meeting called on less than 24 hours notice is a legal meeting if all members are present or if there is a quorum and all absent members have waived (excused) in writing the required notice. Waivers shall be attached and made a part of the minutes of the meeting.

(Ordinance 89-9)

**Section 2.03.040 Notice**

For the purpose of giving notice of meeting, reasonable public notice is given if a statement containing the date, time, and place of the meeting is posted in three (3) public places not less than 24 hours before the time of the meeting. The Section does not alter or supersede any other notice requirement which may be provided in State law.

(Ordinance 89-9)

**Section 2.03.050 Executive session**

- A. Only the following subjects may be discussed in an executive session:
  - 1. matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the city;

2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- B. The following subjects shall be discussed in executive session when the best interests of the city so require:
1. negotiations with labor organizations representing city employees;
  2. discussion of pending or threatened lawsuits in which the city has an interest;
  3. matters required by federal or state law or by city ordinance to be confidential.
- C. If any of the above subjects are to be discussed in executive session, the session must first be convened as a public meeting. During the public meeting, the council shall vote on a motion whether to hold an executive session. No subjects may be considered at the executive session except those mentioned in the adopted motion calling for the executive session and which concern subsections “a” and “b”, above unless relating to the main question. No action may be taken in executive session. Only after the executive session is over and the meeting is once again before the public may the council take action on what was discussed in the executive session.

(Ordinance 89-9)

## **Chapter 2.04**

### **City Council Procedures**

#### Sections:

2.04.010	Mayor presides at council meetings
2.04.020	Order of business
2.04.030	Minutes
2.04.040	Speaking – rules of conduct
2.04.050	Second required for motions
2.04.060	Disposition of records
2.04.070	Reducing motions to writing
2.04.080	Changing vote on motion
2.04.090	Additional procedures
2.04.100	Voting requirements

#### **Section 2.04.010 Mayor presides at council meetings**

- A. The mayor shall preside at all meetings of the council. He or she shall preserve order among council members and is responsible for the efficient conduct of all meetings according to the rules of the council. The mayor may at any time make such other rules as are considered reasonable and proper to preserve order among the attending public during sessions of the council.
- B. The council shall select a vice-mayor from among the council who will preside in the mayor's absence or disability.
- C. In temporary absence or disability of the mayor or vice-mayor, any member of the council may call the meeting to order at any properly-called meeting to elect an acting mayor from among its members. The acting mayor shall exercise all the powers of mayor only during such a temporary absence or disability of the mayor or vice- mayor.

(Ordinance 89-10)

#### **Section 2.04.020 Order of business**

The order of business at every regular meeting of the council shall be as follows:

- 1. Call to order.

2. Roll call.
3. Pledge of Allegiance.
4. Public comment.
5. Approval of Agenda
6. Persons to be heard.
7. Consent agenda.
8. Correspondence/Issues
9. Resolutions and Ordinances.
10. Unfinished Business.
11. New business.
12. Public / council comment.
13. Adjourn.

(Ordinance 06-04)

**Section 2.04.030 Minutes**

Minutes of all regular and special meetings shall be taken. All minutes shall be kept in the council meeting journal. The minutes are available to the public for inspection and copies may be sold at cost.

(Ordinance 89-10)

**Section 2.04.040 Speaking – rules of conduct**

- A. Before speaking, a council member must first respectfully address the mayor or other presiding officer for permission to speak. A council member must then be recognized by the mayor or presiding officer before speaking. When two (2) or more members request to speak at the same time, the mayor or other presiding officer shall determine which one is recognized.
- B. When speaking the council member shall discuss only the subject under discussion. A council member shall not refer to any other council members except in a respectful manner.

(Ordinance 89-10)

**Section 2.04.050 Second required for motions**

All motions require a second, unless otherwise provided by special rule.

(Ordinance 89-10)

**Section 2.04.060 Disposition of motions**

After a motion is seconded and stated or read by the mayor or other presiding officer, it shall be considered to be in the possession of the

council and shall be disposed of by vote. However, the council member making the motion may withdraw it at any time before the vote is taken, if the member who made the second agrees.

(Ordinance -89-10)

**Section 2.04.070 Reducing motions to writing**

A motion must be made in writing if any council member demands.

(Ordinance 89-10)

**Section 2.04.080 Changing a vote on a motion**

Any previous vote on a motion may be changed by a majority vote of the council.

(Ordinance 89-10)

**Section 2.04.085 Reconsideration**

- A. There shall be a vote on whether or not to reconsider before any action is taken.
- B. What May be Reconsidered: Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.
- C. Who May Reconsider: Any council member who voted on the prevailing side may move for reconsideration.
- D. When Notice May be Given: Notice of reconsideration may be given until 6pm the working day following the meeting in which the action was taken.
- E. Effect of Notice: The effect of giving notice of reconsideration is to suspend all action on the subject of notice until the motion to reconsider is acted upon or until the time within which the motion may be taken up has expired.
- F. Time in Which Notice Must be Taken Up: A notice of reconsideration must be acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.
- G. Successive Reconsiderations: There may be but one reconsideration even though the action of the council after reconsideration is opposite from the action of the council before reconsideration.
- H. Vote Required: A reconsideration requires only a majority vote regardless of the vote necessary to adopt the motion reconsidered.

- I. Effect: The adoption of the motion for reconsideration cancels the previous vote on the question to be reconsidered as completely as though it had never been taken.

**Section 2.04.090 Additional procedures**

Roberts's Rule of Order Revised governs the conduct of council meetings to the extent this chapter does not provide otherwise.

(Ordinance 89-10)

**Section 2.04.100 Voting requirements**

- A. Four council members constitute a quorum. A quorum is necessary for the council to conduct any business. Meeting may be conducted by teleconference.
- B. At least four (4) affirmative votes or "yes" votes are required for passage of an ordinance, resolution or motion.
- C. The final vote on each ordinance, resolution or substantive motion is a recorded roll call vote. Except when a conflict of interest requires that person not vote, all council members present shall vote unless the council, for special reason, permits a member to abstain. To allow a person to abstain, the council must decide the question without discussion and before a final vote is taken.
- D. The mayor or presiding officer shall declare all votes and the result.

(Ordinance 89-10)

## **Chapter 2.05**

### **City Clerk**

Sections:

2.05.010	Appointment and term
2.05.020	Duties of clerk
2.05.030	Acting clerk

#### **Section 2.05.010 Appointment and term**

- A. The clerk shall be appointed by the council
- B. The clerk shall hold office at the pleasure of the council.

(Ordinance 89-11)

#### **Section 2.05.020 Duties of the clerk**

- A. The clerk shall:
  - 1. Give and post notice of the time and place of council meetings both to the council and the public.
  - 2. Attend council meetings and keep the minutes in the journal.
  - 3. Arrange publication and the posting of notices, ordinances and resolutions.
  - 4. Maintain and make available for public inspection city ordinances, resolutions, rules, regulations and codes.
  - 5. Attest deeds, ordinances, resolutions and other documents.
  - 6. Record and certify actions of the council.
  - 7. Have the power to administer oaths.

8. Be a custodian of the city seal and the official records of the city.
9. Be the city election registrar and be responsible for calling and supervising all city elections.
10. Perform other duties specified by the code, state law or the council.

(Ordinance 89-11)

11. Serve as platting board official.

(Ordinance 06-04)

**Section 2.05.030                      Acting clerk**

The council may appoint an acting clerk in case of temporary absence of the clerk. The acting clerk has all the powers, duties and obligations of the clerk.

(Ordinance 89-11)

## **Chapter 2.06**

### **Responsibility of officers and employees**

Sections:

2.06.010	Conduct in office
2.06.020	Oath of office
2.06.030	Records open

#### **Section 2.06.010            Conduct in office**

The council or the mayor shall have power to inquire into the conduct of any office, department, officer or employee of the city, make investigations into city affairs, and compel the production of books, papers and other evidence. Failure to obey such orders to produce books or evidence shall constitute grounds for immediate discharge of any officer or employee of the city.

(Ordinance 89-12)

#### **Section 2.06.020            Oath of office**

Every officer of the city shall, before entering upon the duties of office, take an oath in writing to honestly, faithfully and impartially perform and discharge the duties of his or her office. This oath is provided in chapter 2.02.050 of this code.

(Ordinance 89-12)

#### **Section 2.06.030            Records - open**

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 required by state law or ordinance to be kept confidential are not open to inspection. Each department head shall be held responsible for the safe keeping of all public records under his or her responsibility. 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 clerk.

(Ordinance 89-12)

## **Chapter 2.07**

### **Documents and records**

Sections:

2.07.010	Document approval
2.07.020	Documents to file with the state
2.07.030	Records Management Program

#### **Section 2.07.010 Document approval**

All legal documents requiring the assent of the city seal shall be:

1. approved by the council;
2. signed by the mayor on behalf of the city;
3. attested by the clerk.

(Ordinance 89-13)

#### **Section 2.07.020 Documents to file with the State**

The city shall file the following documents with the Alaska Department of Community and Regional Affairs:

1. maps and descriptions of all annexed or excluded territory;
2. a copy of an audit or statement of annual income and expenditures;
3. tax assessment and tax levy figures as requested;
4. reports relating to long-term debt as provided by AS 44.19.205;

5. a summary of the optional property tax exemptions authorized in the city, together with the city's estimate of the revenues lost to it by operation of each of the exemptions.

(Ordinance 89-13)

### **Section 2.07.030 Records Management Program**

Records management program standards will be established for the maintenance and security of City records. The records management program shall provide for the orderly and efficient management, retention, preservation and disposal of records. This program will establish standards for the preparation of record retention schedules providing for the retention of municipal records of permanent value and for the prompt and orderly disposition of municipal records no longer possessing administrative, legal or historic value to warrant their retention.

An integral part of records management shall be the designation of proper storage and archival of various records.

The municipal clerk will develop the rules and procedures for the municipal records management program, to be approved by The City Council.

The records management program will periodically review the fee schedule for duplicating public records and for providing electronic services and products.

(Ordinance 07-09)

### **Section 2.07.040 Records management coordinator.**

The municipal clerk is the records management coordinator and is custodian of the official records relating to the City.

(Ordinance 07-09)

### **Section 2.07.050 Records retention schedule.**

1. The City of Coffman Cove adopts (with permission) the State of Alaska Local Government Retention Schedule Number 300, and edited to include records specific to the City of Coffman Cove.
  - a. The clerk will provide each department with a copy of the State of Alaska Local Government Retention Schedule.

2. The retention schedule states the duration for which the departments will retain each record type typically held by them. Should the schedule fail to address certain records, the department designee shall advise the clerk who will determine how those records shall be retained. These records will be incorporated as needed. Prior to destruction of any records a “certificate of records destruction” form shall be completed.

(Ordinance 07-09)

**Section 2.07.060 Records management system rules and procedures.**

A. General.

1. The City Clerk shall act as Records Manager. He or she will be custodian of that department’s records, and will offer input as to the management of its department’s records.
2. Each department will have written standards for orderly, efficient records maintenance and security. This shall include the use of space, equipment and supplies.
3. Each department shall complete a records inventory (survey) to assist in determining records for destruction.

B. Access and requests for records.

1. The public records of the city are open to inspection by the public under reasonable rules during regular office hours. Disclosing public records and making copies of them upon payment of the required fees, if any, is a public agency obligation.
2. For other than routine copying, it is suggested that each department shall maintain a log of each public request for records it receives. The log shall contain the date of request, name of requestor and, if longer than one day is taken to fill the request, the date requestor is provided the material. The log of public requests becomes disposable in three years.
3. As soon as practical, but not later than the tenth working day after the date the municipal entity receives a request for public records, the requested entity shall furnish all disclosable records or advise the requestor the reason records are not disclosable, citing the specific legal authority and facts. Under extenuating circumstances, with adequate

notice provided the requestor, the ten-day time period may be extended.

4. If a record contains both disclosable and non-disclosable material, the latter will be withheld. The non-disclosable portions will be masked and the disclosable remainder copied for the requestor.
5. Municipal employees are not required to compile or summarize public records in response to a request for public records.
6. Access to confidential information is protected as provided by law.
7. If a department is unable to locate a requested record, the search will continue until the record is located or until it appears that the record does not exist or is not in the municipality's possession. The requestor shall be kept informed of search status.

C. Exemptions for Particular Records.

1. This section shall not be construed to require disclosure of the following records or information:
  - a. Personnel, payroll or medical files which reveal the financial or medical status of any specific individual, the release of which would constitute an unwarranted invasion of privacy;
  - b. Records of vital statistics and adoption proceedings;
  - c. Records pertaining to juveniles;
  - d. Medical and related public health records;
  - e. Records required to be kept confidential by federal or state law;
  - f. Trade secrets;
  - g. Patented and/or copyrighted material;
  - h. Organized, coordinated, collated, modified, created, interpreted or compiled information. Nothing in this

chapter requires an agency or department to organize, coordinate, collate, modify, create, interpret or compile records requested.

- i. Records of engineering, marketing, accounting or other technical financial data, which, if released, would provide a competitive advantage to other persons or businesses engaged in similar or related activities.
  - j. Proprietary information which a manufacturer, consultant or provider reasonably expects to be kept privileged or confidential to protect the property interests of persons providing the information or data;
  - k. City personnel records, including employment application and examination materials;
  - l. Communications between any agency and the municipal attorney which contain legal questions concerning potential, pending or actual litigation subsection does not protect from disclosure documents which were public records prior to the commencement of the litigation, and public records which are otherwise subject to disclosure may not be protected from disclosure by mere submission to the attorney. Any documents marked "Confidential" which are submitted to the agency from the municipal attorney's office shall only be produced if the city attorney so authorizes.
- E. Appeal of Denial of Request. In the event an individual requests information and is refused, the individual shall be notified in writing within five working days of his or her right to appeal that decision to the Mayor. If not satisfied with the ruling of the Mayor, the individual shall be notified within five working days of that decision of his or her right to appeal to the City Council at its next regularly scheduled meeting. An individual not satisfied with the action taken by the City Council shall have the right to appeal to Supreme Court as long as that appeal is filed no later than thirty days after the action of the City Council.
- F. Fee Schedule.

1. Municipal employees shall duplicate and provide copies of a public record upon request and upon payment of applicable fees.
- 2.. The city clerk shall give, on request and payment of costs, a certified copy of any public record required to be disclosed under this code. A fee is charged for certified copies in accordance with the rate scale outlined by resolution in the document titled Records Request Fees.
3. There shall be one fee schedule established for all municipal departments. The fees do not exceed actual costs for machine usages materials, and employee salary for person completing the request. Fees are charges in accordance with the rate scale outlined by resolution in the document titled Records Request Fees.

#### **Section 2.07.070 Council meeting recordings**

Records not otherwise required by law to be preserved in original form, more specifically, Council Meeting recordings, are produced for the sole purpose of providing the City Clerk with a guide to refer to when producing meeting minutes. Which are then approved and become a permanent record of the City. When such a copy is retained in accordance with this chapter, the original may be destroyed. The copy shall be considered as the original record for all purposes.

(Ordinance 07-09)

#### **Section 2.07.080 Disposal of records and other material.**

- A. Upon council approval of a master retention schedule, departments shall dispose of records in accordance with that schedule.
- B. A department may dispose of reference files, transitory files and records disposable upon the occurrence of an event at the department's discretion when they no longer are required for the transaction of municipal business.
- C. Records of a confidential nature shall be disposed of by shredding or burning. All other records shall be disposed of in an appropriate manner.

(Ordinance 07-09)

## **Chapter 2.09**

### **Treasurer**

Sections:

2.09.010	Appointment and term
2.09.020	Duties of treasurer
2.09.030	Internal control
2.09.040	Acting treasurer

#### **Section 2.09.010 Appointment and term**

- A. The treasurer shall be appointed by the council.
- B. The treasurer shall hold office at the pleasure of the council.

#### **Section 2.09.020 Duties of the treasurer**

- A. The treasurer shall:
  - 1. Keep custody of all city funds.
  - 2. Keep an itemized account of money received and disbursed.
  - 3. Maintain care of all property used by the city.
  - 4. Assist the mayor to compile the annual budget of the city.
  - 5. Prepare and submit to the mayor such financial reports and other data as may be required. This shall include monthly expenditure report and a monthly revenue report, to be submitted to the council on a monthly basis.
  - 6. Prescribe and control such procedures as are necessary to protect city funds and property.

7. Be responsible for filing state and federal applications for shared revenue programs.
8. Perform such other duties as the mayor, council or state law may lawfully require.

**Section 2.09.030 Internal control**

- A. The following internal controls are procedures used in financial transactions and record keeping that protect the city's assets and ensure the accuracy of its record keeping and the integrity of the treasurer.
1. The city clerk shall have the authority to pick up or receive city mail. The treasurer or city clerk shall receive all cash and checks, either by mail or in person.

(Ordinance 06-04)

2. Any and all purchases the treasurer needs to make for the city, must be authorized by the city clerk or mayor. A purchase order is required for all purchases.
3. Checks written by the treasurer must have two signatures. Those authorized to sign are all city council members and the mayor, who have a current signature on the bank's signature card.

**Section 2.09.040 Acting treasurer**

The council may appoint an acting treasurer in case of temporary absence of the treasurer. The acting treasurer has all the powers, duties and obligations as the treasurer. The acting treasurer should possess knowledge, skills and abilities to perform duties as are required for this position.

**Chapter 2.10**

**Coffman Cove Community Library**

Sections:

2.10.010	Coffman Cove community library
2.10.020	Library commission
2.10.030	Librarian
2.10.040	Failure to return library property

**Section 2.10.010                      Coffman Cove community library**

There shall be a public library in the city called the Coffman Cove community library, operated and owned by the City of Coffman Cove and Southeast Island School District as a cooperative project.

**Section 2.10.020                      Library commission**

- A.     There is created the library commission, consisting of three members appointed by the mayor with the consent of the city council. Members may be members of the city council and need not be residents of the city.
  
- B.     Members shall serve for a term of three years, except that the mayor shall provide that no more than one term shall expire in one year. Each member's term shall continue, in any event, until a successor is appointed and qualified.
  
- C.     Members of the library commission shall receive no compensation for their services on the commission.
  
- D.     In addition to such other duties as the mayor may assign to them, the library commission shall:

1. Make recommendations to the mayor on appointment of the library staff.
2. Provide for the acceptance of gifts, endowments, grants and donations to the library.
3. Advise the librarian on protection and preservation of historical documents and donations.
4. Submit with the assistance of the librarian, an annual report and;
5. Assist the librarian in making library acquisitions.

**Section 2.10.030 Librarian**

The librarian, under the supervision of the mayor, shall direct the services and perform all administrative tasks necessary for efficient and economical operation of the library.

**Section 2.10.040 Failure to return library property**

- A. No person shall willfully keep any library materials for more than thirty days after being notified that it is overdue.
- B. Violation of this section is punishable by:
  1. Assessing against the borrower the replacement cost of borrowed materials.
  2. Revocation of the borrower's privilege to remove materials from the library for a period of time not to exceed one year.
  3. Prosecution as a criminal violation punishable by a fine of not more than \$300.00.
  4. Any combination of the above.

(Ordinance 02-01)

## **Chapter 2.11**

### **Platting Authority**

#### Sections:

2.11.010	Platting board – creation and membership
2.11.012	Terms of office
2.11.014	Vacancies
2.11.016	Filling a vacancy
2.11.018	Compensation
2.11.020	Rules and regulations
2.11.030	Platting review
2.11.040	Appeals

#### **Section 2.11.010                      Platting board – creation and membership**

There is hereby created the municipal platting board for the City of Coffman Cove. Platting authority shall be vested in the platting board. The platting board shall be made up of five (5) members. One shall be the mayor and one shall be from the city council. There shall be three members from the community appointed by the city council. The platting board chairperson shall be appointed from one of the three members at large. The board shall review and approve plats within the corporate boundaries of the city.

(Ordinance 02-05)

#### **Section 2.11.012                      Terms of office**

The term of the four persons to be appointed by the city council shall be three years. Except the term of one of the members appointed to the first board shall be for only one year, the term of two members of the first board shall be for two years, and the fourth members terms shall be for three years. In the event that a vacancy shall occur during the term of any

member, his successor shall be appointed for the unexpired portion of his term.

**Section 2.11.014                      Vacancies**

The platting board seat is vacated under the following conditions. The council shall declare the seat vacant when a board member:

1.     Fails to qualify or take the board seat within thirty (30) days after being appointed; or
2.     Is physically absent from the platting board for three (3) consecutive meetings unless excused by the other board members; or
3.     Resigns and the resignation is accepted; or
4.     Is physically or mentally unable to perform the duties of office; or
5.     Is convicted of a felony.

**Section 2.11.016                      Filling a vacancy**

If a vacancy occurs in the platting board, the city council by vote of a majority of its members shall designate a person to fill the vacant seat at the next regular city council meeting until the original term expires.

**Section 2.11.018                      Compensation**

Members of this board shall serve without compensation.

**Section 2.11.020                      Rules and regulations**

The following rules shall apply to the platting board:

- A.     The platting board except when a quorum of its members is present shall take no action. No plat may be approved by the platting board without the affirmation vote of a simple majority vote of those who are present.
- B.     The platting board shall meet as necessary to fulfill duties and shall provide notice of all its meetings in the manner provided for the city council.

- C. The platting board shall complete and retain records of its meetings and decisions. The minutes of the platting board shall constitute a public record.
- D. The platting board may make such rules and other provisions as may be necessary to efficiently and lawfully discharge its duties.

**Section 2.11.030                      Platting review**

The platting board shall, by ordinance, create standards and procedures for the content, submittal, review, approval or denial, and recording the plats.

**Section 2.11.040                      Appeals**

Appeals of the platting board decisions must be made in writing to the city clerk within thirty (30) days of the date of the platting board decision. All appeals must be in writing and specify in detail all objections to the decision being appealed. The city council sitting as the board of adjustments will hear the appeal at the next regularly scheduled city council meeting.

The board of adjustments shall follow these procedures for its meetings:

1. Mayor or the mayor's designee shall preside over the meetings of the board of adjustments.
2. The board shall consider the written appeal, together with pertinent transcriptions, minutes, motions and other records of the platting board's approval or denial.
3. The board of adjustments shall make its decision based on the record. If the record is inadequate to make a decision, the board of adjustments shall hold a public hearing to hear additional evidence before making a decision.
4. Notice of the board of adjustment meeting must be posted for fifteen (15) days before the hearing in the manner provided for the city council meetings. Written notice must be given to the appellant and the applicant.

(Ordinance 99-2)