

TITLE 2 ADMINISTRATION AND
GOVERNMENTAL ORGANIZATION

JURISDICTION OF GOVERNING BODY

Table of Contents

CHAPTER 2-01.	ADMINISTRATION AND GOVERNMENTAL ORGANIZATION.....	3
2-01-01.	Jurisdiction - General.....	3
2-01-02.	Jurisdiction - Police.....	3
2-01-03.	Territorial Authority of Zoning Regulations.....	3
CHAPTER 2-02.	ELECTIONS.....	3
2-02-01.	Qualification of Electors.....	3
2-02-02.	Elections - When Held - Notice - Polls - Judges and Inspectors.....	4
2-02-03.	Election Precincts.....	4
2-02-04.	Municipal Elections.....	4
2-02-05.	Officers to be Elected.....	4
2-02-06.	Governing Body is Judge of Election and Qualifications of Its Own Members.....	5
CHAPTER 2-03.	GOVERNING BODY.....	5
2-03-01.	Governing Body - Who Constitutes.....	5
2-03-02.	Term of Office.....	5
2-03-03.	Bond and Oath of Commissioner.....	5
2-03-04.	How vacancies in Board Filled.....	5
2-03-05.	President of the Board - Duties - Power.....	5
2-03-06.	Vice-President - Duties - Powers.....	6
2-03-07.	Restrictions on Members of Board.....	6
2-03-08.	Quorum.....	6
2-03-09.	Rules of Procedure.....	6
2-03-10.	Meetings of the Board. Regular - Special Action on Departmental Matters.....	6
2-03-11.	Meetings to be Public - Journal to be Kept.....	7
2-03-12.	Voting.....	7
CHAPTER 2-04.	ORDINANCES AND CONTRACTS.....	7
2-04-01.	How Ordinances Are Passed.....	7
2-04-02.	Publication of Ordinances.....	8
2-04-03.	When Ordinance to Take Effect.....	8
2-04-04.	Effect of Amendments and Additions.....	8
2-04-05.	Revision of Ordinances.....	8
2-04-06.	Repeal.....	8
2-04-07.	New Material.....	8
2-04-08.	Language.....	9
2-04-09.	Initiative and Referendum.....	9
2-04-10.	Contracts - Form.....	9
CHAPTER 2-05.	MUNICIPAL JUDGE.....	9
2-05-01.	Term of Office.....	9
2-05-02.	Duties and Powers.....	9
2-05-03.	Monthly Report.....	10
2-05-04.	Compensation.....	10

2-05-05.	Vacancy in Office - Alternate Judge.....	10
2-05-06.	Office Hours.....	10
CHAPTER 2-06.	CITY ADMINISTRATION.....	10
2-06-01.	Officers of the City.....	10
2-06-02.	Powers of the Board.....	11
2-06-03.	Office Deemed Vacant on Removal From Municipality or Failure to Qualify.....	11
2-06-04.	Departments of Administration of City Divided Among Commissioners - Duties.....	11
2-06-05.	Rules and Regulations Governing Departments and Agencies of City.....	12
CHAPTER 2-07.	APPOINTIVE OFFICES.....	12
2-07-01.	Appointive Offices.....	12
2-07-02.	Additional Appointive Offices.....	12
2-07-03.	Term of Appointive Officers.....	13
2-07-04.	Removal of Appointive Officers.....	13
2-07-05.	Oaths of Appointive Officers.....	13
2-07-06.	Bonds of Officials - Requirements - Approvals - Additional Bonds.....	13
2-07-07.	Duties Generally.....	14
CHAPTER 2-08.	DISASTER AGENCY.....	15
2-08-01.	Establishment.....	15
2-08-02.	Disaster Emergency Plan.....	15
2-08-03.	Disaster Emergency.....	15
2-09-01.	Continuance of Appointive Boards, Authorities and Commissions.....	17
CHAPTER 2-10.	POLICE DEPARTMENT.....	17
2-10-01.	Duties.....	17
2-10-02.	Rules and Regulations.....	17
2-10-03.	Alarm Systems.....	17
2-10-04.	Permit Fees.....	18
CHAPTER 2-11.	BISMARCK HUMAN RELATIONS COMMITTEE.....	19
2-11-01.	Purpose.....	19
2-11-02.	Bismarck Human Relations Committee.....	19
2-11-03.	Membership - Terms - Filling Vacancies.....	19
2-11-04.	Committee President - Meetings - Records to be kept.....	19
2-11-05.	Powers and Duties.....	20
2-11-06.	Bismarck Human Relations Committee Advisory in Nature.....	20

CHAPTER 2-01. ADMINISTRATION AND GOVERNMENTAL ORGANIZATION

2-01-01. Jurisdiction - General. Except as otherwise provided by law or ordinance, the city has jurisdiction:

1. Over any common or public grounds belonging to the city and with the consent of the majority of the owners thereof shall have power to regulate the banks, shores and wharves of that portion of any navigable stream within the corporate limits, and

2. In and over all places within one-half mile (804.67 meters) of the corporate limits for the purpose of enforcing health and quarantine ordinances, and police regulations and ordinances adopted to promote the peace, order, safety and general welfare of the city.

Reference: NDCC Sec. 4-06-01

2-01-02. Jurisdiction - Police. The police officers of the city shall perform the duties and exercise the powers of peace officers as defined and prescribed by the laws of this state:

1. Within the city limits and for a distance of one and one-half miles (2.41 kilometers) in all directions outside the city limits.

2. A police officer in "hot pursuit" may continue beyond the one and one-half mile (2.41 kilometers) limit to make an arrest, in obedience to a warrant or without a warrant under the conditions of section 29-06-15 NDCC whenever obtaining the aid of peace officers having jurisdiction beyond that limit would cause a delay permitting escape. As used in this subsection, "hot pursuit" means the immediate pursuit of a person who is endeavoring to avoid arrest.

Reference: NDCC Sec. 40-20-05

2-01-03. Territorial Authority of Zoning Regulations. The zoning ordinances and subdivision regulations of the City of Bismarck shall apply to all unincorporated territory within four miles of the corporate limits as authorized by the North Dakota Century Code.

Reference: NDCC Sec. 40-47-01.1
(Ord. 5278, 09-23-03)

CHAPTER 2-02. ELECTIONS

2-02-01. Qualification of Electors. Every resident of the city who is qualified to vote therein at general elections may vote at all city elections hold therein.

Reference: NDCC Sec. 40-21-01

2-02-02. Elections - When Held - Notice - Polls - Judges and Inspectors. Biennial municipal elections must be held in the city on the second Tuesday in June in each even-numbered year at such place or places as the board of city commissioners shall designate. Ten days' notice of the time and place of the election and of the offices to be filled at such election must be given by the city auditor or other designated official by publication in the official newspaper of the city. The board of city commissioners may enter into an agreement with the governing body of the county or counties in which the city lies on such terms and conditions as the board of city commissioners shall determine to be in the best interests of the city with respect to but not limited to the use of a single canvassing board, the sharing of election personnel, the printing of election materials, and the apportioning of election expenses. For special city elections the board of city commissioners shall appoint one inspector, and two judges of election for each precinct in the city at least ten days before the election is held and the polls must be opened and closed as provided for the opening and closing of polls at state-wide elections. For a special city election in a precinct in which seventy-five or fewer votes were cast in the last city election, the board may appoint one inspector and one judge. Each precinct election judge in a special city election shall appoint a poll clerk who shall be a qualified elector of the precinct in which he or she is to serve.

*Reference: NDCC Sec. 40-21-02
(Ord. 4582, 03-01-94)*

2-02-03. Election Precincts. The election precincts for the city shall be established pursuant to Section 40-21-03.1, NDCC, and must be noted on the official city map, which must be on file in the office of the city auditor.
(Ord. 4583, 02-15-94)

2-02-04. Municipal Elections. The municipal elections must be held and conducted in accordance with state law which relates to elections in cities with a commission form of government.
(Source: NDCC Sec 40-21-13)

2-02-05. Officers to be Elected. The following officers shall be elected:

1. A president for the board of city commissioners;
2. Four city commissioners;
3. A municipal Judge.

2-02-06. Governing Body is Judge of Election and

Qualifications of Its Own Members. The board of city commissioners is the Judge of the election and qualifications of its own members.

Ref: NDCC Sec. 40-09-02

CHAPTER 2-03. GOVERNING BODY

2-03-01. Governing Body - Who Constitutes. The governing body of this city is the board of city commissioners which is composed of the president of the board and four city commissioners.

Reference: NDCC Sec. 40-09-01

2-03-02. Term of Office. The term of office for the president of the board of city commissioners and each commissioner is as provided in Chapter 40-09 NDCC.

Reference: NDCC Sec. 40-09-04

2-03-03. Bond and Oath of Commissioner. Each commissioner, before entering upon the duties of the office, shall furnish a bond in the penal sum of three thousand dollars conforming to the provisions of law applicable to the bonds of state officers. In addition to the oath prescribed by the Constitution of the State of North Dakota, each commissioner shall take an oath that he or she is not under any direct or indirect obligation to appoint or elect any person to the office of policeman, fireman, or any other office, position, or employment under the city government. Each commissioner elected shall qualify under the provisions of this section within ten days after the receipt of the certificate of election.

Reference: NDCC Sec. 40-09-07

2-03-04. How vacancies in Board Filled. If a vacancy occurs in the office of a city commissioner or president of the board of city commissioners, the board may call a special city election to fill such vacancy for the unexpired term, or shall, after fifteen days from the date of such vacancy appoint a person to fill such vacancy until the next city election, at which election the unexpired term shall be filled. Upon petition of five percent of the electors, as determined by the total number of votes cast in the city in the last general election, the commission shall call a special city election to fill a vacancy occurring more than six months prior to the next city election, provided such petition has been submitted within fifteen days of the date of such vacancy.

Reference: NDCC Sec. 40-09-10

2-03-05. President of the Board - Duties - Power. The president of the board of city commissioners shall:

1. When present, preside at all meetings of the board of city commissioners;

2. Have the right to vote as a member of the board, but shall have no veto power; and

3. Be the executive officer of the city and shall see that all the laws of the city are enforced.

Reference: NDCC Sec. 40-09-08

2-03-06. Vice-President - Duties - Powers. At the first meeting of the board after each biennial election, one of its own members shall be elected vice president. The vice president shall perform all the duties of the office of the president in the absence or inability of the president to act. In the absence or inability to act of both the president and vice president, the board shall elect one of its members as acting president, who shall have all the powers and perform all the duties of the president during the president's absence or disability.

Reference: NDCC Sec. 40-09-09

2-03-07. Restrictions on Members of Board. A member of the board of city commissioners may not:

1. Be eligible to any other office the salary of which is payable out of the city treasury;

2. Hold any other office under the city government; and

3. Hold a position of remuneration in the employment of the city.

Reference: NDCC Sec. 40-09-17

2-03-08. Quorum. A majority of the member of the board shall constitute a quorum to do business but a smaller number may adjourn from time to time.

Reference: NDCC Sec. 40-06-03

2-03-09. Rules of Procedure. The rules and order of business for the parliamentary government of the board are governed by Roberts Rules of Order.

Reference: NDCC Sec. 40-06-05

2-03-10. Meetings of the Board. Regular - Special Action on Departmental Matters. The board of city commissioners shall meet at the city hall on the 2nd and 4th Tuesday of each month at 5:15 p.m. unless otherwise specified by the board. The president or any two commissioners may call a special meeting at any time to consider matters mentioned in the written notice given to each member of the board. Final action may not be taken in any matter concerning the special department of an absent commissioner unless that matter has been made special order of the day or is taken up at a regular meeting. Action of the board

is not effective unless upon a vote of a majority of a quorum of the board.

*Reference: NDCC Sec. 40-09-11
(Ord. 4654, 11-22-94)*

2-03-11. Meetings to be Public - Journal to be Kept. All meetings of the board shall be open to the public, and a journal must be kept of all its proceedings.

Reference: NDCC Sec. 40-06-02

2-03-12. Voting. Unless otherwise provided by law or ordinance:

1. The yeas and nays must be taken and recorded on the journal of the board's proceedings upon the passage of all ordinances, upon all propositions creating liability against the city, or providing for the expenditure or appropriation of money, and in all other cases at the request of any board member.

2. The concurrence of a majority of all board members is necessary for final passage of any ordinance and in the creation of any liability against the city and in expending or appropriating money, and in the sale of any real property.

3. Any member of the board who passes his vote or who remains silent when the roll call on a vote is taken, is deemed to have voted yea and the journal shall so indicate.

4. A vote of the board may not be reconsidered or rescinded at a special meeting unless the number of board members present is the same or greater as when the vote was originally taken.

Reference: NDCC Sec. 40-11-02; NDCC Sec. 40-11-03; NDCC Sec. 40-11-04.1

CHAPTER 2-04. ORDINANCES AND CONTRACTS

2-04-01. How Ordinances Are Passed. All ordinances must be read twice, and the second reading may not be had less than ten days after publication. After the first reading and before its final passage, any ordinance may be amended. The Board shall file the proposed ordinance with the City Auditor, or other official designated by ordinance, who shall publish a summary of the proposed ordinance in the official newspaper of the city at least 10 days before the second reading. If the board substantially amends the proposed ordinance at the second reading (public hearing), it shall re-publish a summary of the proposed ordinance at least 10 days before reconsideration at a public hearing.

Source: Art. 4, Home Rule Charter for the City of Bismarck.

Reference: NDCC Sec. 40-11-02 (Ord. 4571, 01-04-94)

2-04-02. Publication of Ordinances. The title and penalty clause of every ordinance imposing any penalty, fine, imprisonment, or forfeiture for a violation of its provisions, after the final adoption of the ordinance, must be published in one issue of the official newspaper of the city.

Reference: NDCC Sec. 40-11-06

2-04-03. When Ordinance to Take Effect. All ordinances passed by the board of city commissioners, except when otherwise specifically provided, shall take effect and be in force from and after their publication where publication is required. Where publication is not required the ordinance is effective immediately.

Reference: NDCC Sec. 40-11-07

2-04-04. Effect of Amendments and Additions. Any and all additions and amendments to this code, when passed in such form as to indicate the intention of the board of the city commissioners to make the same a part hereof, are deemed to be incorporated in this code so that reference to the "Code of the City of Bismarck, North Dakota" is understood and intended to include such additions and amendments.

2-04-05. Revision of Ordinances. The executive officer of the city may appoint, by and with the consent of the board, one or more competent persons to prepare and submit to the board for its consideration an ordinance revising or amending existing ordinances or enacting new ordinances. The city attorney must be appointed as one of the persons to prepare and submit such ordinance. The compensation of the reviser or revisers, including that of the attorney, shall be determined by the governing body and shall be paid out of the municipal treasury. Such revision, including any additional ordinances and amendments to existing ordinances contained therein, may be passed as a single ordinance and may be published in pamphlet or book form, by and under the authority of the board and shall be valid and effective without publication in a newspaper or posting.

Reference: NDCC Sec. 40-11-09

2-04-06. Repeal. All sections, articles, chapters or other provisions of this code desired to be repealed should be specifically repealed by section number, article number, chapter or other number, as the case may be.

2-04-07. New Material.

1. In the event a new section not heretofore existing in the Code is to be added, the following language may be used:

"That the Code of the City of Bismarck, North Dakota, is hereby amended by adding a section (or article, chapter or other designation as the case may be), to be numbered, _____, which reads as follows: (Set out new provisions in full)..."

2. In lieu of subsection 1 hereof, when the board of city commissioners desires to enact an ordinance of a general and permanent nature embracing a subject not previously existing in the Code, which the board desires to incorporate into the Code, a provision in substantially the following language may be made part of such ordinance:

"It is the intention of the board of city commissioners, and it is hereby ordained, that the provisions of this ordinance shall become and be made part of the Code of the City of Bismarck, North Dakota, and the sections of this ordinance may be renumbered to accomplish such intention."

2-04-08. Language. Amendments to any of the provisions of this Code should be made by amending such provisions by specific reference to the section of this Code in substantially the following language:

"That section of the Code of the City of Bismarck, North Dakota, is hereby amended to read as follows: ...(Set out new provisions in full..."

2-04-09. Initiative and Referendum. Ordinances may be initiated or referred pursuant to Article 5 of the Home Rule Charter for the City of Bismarck.
(Ord. 4824, 02-25-97)

2-04-10. Contracts - Form. Except as otherwise provided by law or by the City Commission, all bonds, contracts and conveyances of the city must be signed by the president of the board of city commissioners and countersigned by the city administrator, who shall affix the seal of the municipality thereto. The city attorney shall approve all documents as to form.

Reference: NDCC Sec. 40-01-06, Article 3, Home Rule Charter for the City of Bismarck.
(Ord. 4823, 02-25-97)

CHAPTER 2-05. MUNICIPAL JUDGE

2-05-01. Term of Office. The municipal judge shall hold office for a term of four years from and after his election, and until a successor is elected and qualified.

2-05-02. Duties and Powers. The judge has the power to

perform all duties prescribed by state law, specifically Chapter 40-18, NDCC, and the ordinances of the city.

2-05-03. Monthly Report. The judge shall submit to the board a monthly report of all proceedings or matters held before the court. The report shall include:

1. The names of the parties and the nature of the proceedings.
2. The disposition of the proceedings.
3. The total amount of costs and fines assessed and paid.
4. An itemized account of all fees and a list of all officers and witnesses.
5. A duplicate receipt from the city auditor for the total amount of fees and money collected by the judge on behalf of the city.

Until the report has been filed with the city auditor, a salary may not be paid to the judge.

Reference: NDCC Sec. 40-13-11

2-05-04. Compensation. The municipal judge shall receive an annual salary set by the board as full compensation.

2-05-05. Vacancy in Office - Alternate Judge. If a vacancy exists in the office of municipal judge by death, resignation, or otherwise, it shall be filled by appointment by the executive officer, subject to confirmation by the board. An appointee shall qualify, and hold office until the next city election, and until a successor is elected and qualified. The governing body of a city may appoint an alternate municipal judge to serve when the municipal judge is unable to serve due to temporary absence, interest, disqualification or disability. The alternate shall be compensated on a per diem basis at the rate set by the board and shall possess, as nearly as is practicable, the qualifications of the regular municipal judge.

Reference: NDCC Sec. 40-18-03

2-05-06. Office Hours. The municipal court shall be open for business as provided by Rule 56, N.D.R.Crim.P.

Reference: NDCC Sec. 40-18-04

CHAPTER 2-06. CITY ADMINISTRATION

2-06-01. Officers of the City. The officers of the City of Bismarck shall consist of the board of city commissioners and such appointive officers, boards and commissions as the board of

city commissioners deem necessary and as provided by law.

2-06-02. Powers of the Board. Whenever it is necessary for the more effective discharge of its duties, the board of city commissioners may summon and compel the attendance of witnesses and the production of books and papers before it. The board may punish for contempt of the board with the same fines and penalties as the county judge may inflict for contempt of the county court. All process necessary to enforce the powers conferred by this section shall be signed by the president of the board, attested by the city auditor, and served by any member of the police force of the city.

Reference: NDCC Sec. 40-09-16

2-06-03. Office Deemed Vacant on Removal From Municipality or Failure to Qualify. When any officer removes from a municipality or refuses or neglects for ten days after official notification of his appointment to qualify and enter upon the discharge of the duties of the office, the office shall be deemed vacant.

Reference: NDCC Sec. 40-13-07

2-06-04. Departments of Administration of City Divided Among Commissioners - Duties. The board of city commissioners, by a majority vote of all the members thereof, shall designate from among its members:

1. A police and fire commissioner who shall have under his special charge the enforcement of all police regulations of the city and the general supervision of the fire and inspections department of the city.

2. A commissioner of streets and improvements who shall have under his special charge the supervision of the streets and alleys of the city and who shall be charged with responsibility for the lighting, cleaning, and sanitary condition of the streets and alleys and with the enforcement of all rules and regulations relating thereto, and with the preservation of the health of the inhabitants of the city, and the supervision of all public improvements, and shall see that all contracts for such improvements and conditions of all grants of franchises or privileges are complied with faithfully and performed.

3. A waterworks and sewerage commissioner who shall have under his special charge the waterworks and sewerage department of the city and who shall see to the enforcement of all regulations with respect to said departments and all revenue pertaining thereto.

4. A commissioner of finance and revenue who shall have under his special charge the enforcement of all laws

for the assessment and collection of taxes of every kind and the collection of all revenues belonging to the city, from whatever source the same may be derived, and who shall examine into and keep informed as to the finances of the city.

The duties assigned by this section may be otherwise distributed by a majority vote of the board.

Reference: NDCC Sec. 40-09-12

2-06-05. Rules and Regulations Governing Departments and Agencies of City. The board of city commissioners has the sole authority to pass and adopt rules and regulations concerning the organization, management, and operation of all the departments of the city and the other agencies created by it for the administration of the city's affairs.

Reference: NDCC Sec. 40-09-14

CHAPTER 2-07. APPOINTIVE OFFICES

2-07-01. Appointive Offices. At the first meeting after the qualifications of its members or as soon thereafter as possible the board shall, subject to the provisions of section 2-07-03, appoint persons to the following offices:

1. City attorney.
2. City health officer.

(Ord. No. 4199, 3-01-88)

2-07-02. Additional Appointive Offices. When vacant, the board shall appoint persons to the following offices, as provided by the provisions of this code:

1. An auditor.
2. An assessor.
3. A Director of public works.
4. A fire chief and building inspector.
5. A chief of police.
6. A city engineer.
7. Such other officers or boards as the board may deem necessary.

The board by a majority vote may dispense with any appointive office and provide that the duties shall be performed by other officers or boards. The board may fill a

vacancy in any office with an "acting" officer.

Reference: NDCC Sec. 40-15-05

2-07-03. Term of Appointive Officers. The term of office for appointive officers is as follows:

1. The city health officer shall hold office for two years from May 1 after the regular election of city commissioners and until his or her successor has been appointed and qualified. The city attorney shall hold office for four years from May 1 after the regular election of city commissioners and until his or her successor has been appointed and qualified.

2. Officers appointed under Section 2-07-02 shall hold office at the will of the city commission subject to the provisions of this code.

Reference: NDCC Sec. 40-15-06 (Ord. 4199, 3-01-88)

2-07-04. Removal of Appointive Officers. Any person appointed to any office who is a member of the civil service may be removed as provided by civil service regulations. Part-time employees, not included in the civil service, may be terminated at will by the appointing authority, as provided by Title 9. Officers appointed under section 2-07-01 may be removed by a majority vote of all the members of the board of city commissioners as provided by section 40-15-07, N.D.C.C.

Reference: NDCC Sec. 40-15-07; NDCC Ch. 40-44.

2-07-05. Oaths of Appointive Officers. Every person appointed to an appointive office, before entering upon the discharge of the duties thereof, shall take and subscribe the oath of office prescribed for civil officers, and, except in the case of the auditor, shall file the same with the city auditor within ten days after notice of the election or appointment has been given. The oath of the city auditor shall be filed in the office of the auditor of the county in which the municipality is located.

Reference: NDCC Sec. 40-13-03.

2-07-06. Bonds of Officials - Requirements - Approvals - Additional Bonds. The auditor, municipal judge and assessor, and such other officers as the governing body may direct, before entering upon the discharge of the duties of their respective offices, shall execute and deliver to the city their separate bonds payable to the city conditioned for the honest and faithful performance of their official duties. Such bond shall be in an amount fixed by the governing body. The bond of the auditor shall be set by resolution at a regular meeting in April of each year in the amount at least equal to twenty-five percent of the average amount of money that has been subject to the auditor's control during the preceding fiscal year, as

determined by the total of the daily balances of the auditor for the calendar year divided by the figure three hundred or the sum of two hundred fifty thousand dollars, whichever is less. All official bonds shall be approved by the executive officer and filed in the office of the city auditor. Such bonds shall conform to the provisions of law applicable to the bonds of state officers and employees except that no personal surety shall be accepted on any bond. The bonds shall be written in the state bonding fund or a bond procured to replace a bond cancelled by the state bonding fund. The governing body at any time may require new and additional bonds of any officer. All premiums for required bonds shall be paid by the city.

Reference: NDCC Sec. 40-13-02.

2-07-07. Duties Generally. All appointive officers of this city shall:

1. Perform all duties required of the office by law or ordinance and such other duties not in conflict as may be required by the governing body.

2. Be immediately responsible to the governing body for the effective administration of their departments and all activities assigned thereto.

3. Keep informed as to latest practices in their particular field and shall inaugurate with approval of the governing body such new practices as appear to be of benefit to the service and to the public.

4. Submit such reports of activities of the department as the governing board may request.

5. Be responsible for the proper maintenance of all city property and equipment used in the department.

6. Establish and maintain records in sufficient detail to furnish all information needed for proper control of department activities and to form a basis for reports to the governing board.

7. Cooperate with other officers, departments and employees.

8. Have power to direct and supervise all subordinates.

9. Establish regular office hours determined by the board or as set by ordinance.

10. Make a daily deposit with the city finance officer of any moneys received from the public.

11. Pay out moneys belonging to the city only in the manner prescribed by law and ordinance.

12. Turn over and deliver at the expiration of their term of service all books, accounts, records and property in their possession to their successor in office.

Reference: NDCC Sec. 40-13-11.

CHAPTER 2-08. DISASTER AGENCY

2-08-01. Establishment. The board of city commissioners shall, pursuant to Chapter 37-17.1, N.D.C.C., establish and maintain a disaster agency, or participate in a countywide or an interjurisdictional disaster agency. The disaster agency established and existing as of the effective date of this ordinance shall continue and have those powers and duties heretofore granted until changed or abolished by the board.

Reference: NDCC Sec. 37-17.1-08

2-08-02. Disaster Emergency Plan. A local or interjurisdictional disaster emergency plan shall be maintained and kept current for the city or interjurisdictional area.

Reference: NDCC Sec. 37-17.1-08

2-08-03. Disaster Emergency. The President of the Board of City Commissioners shall have the power to declare a local disaster emergency pursuant to N.D.C.C. Section 37-17.1-10. Under this section:

- A. The president of the city commission or a commissioner acting as the president, is authorized, if he/she finds that the city or any part thereof is suffering or is in imminent danger of suffering civil disturbance, disorder, riot or other occurrence which will seriously and substantially endanger the health, safety and property of the citizens, to declare a LOCAL DISASTER OR EMERGENCY and take the following specified measures throughout the city or any part thereof, the declaration shall be made in a proclamation which shall be made known to department heads and delivered to the chief of police, who may use any method available to inform the news media within the city of the proclamation. The news media, where required, shall immediately notify the public of said proclamation and warn the public that any violation shall be deemed a misdemeanor and violators may be arrested. Pursuant to the local disaster or emergency declaration, the president of the city commission or a commissioner acting as the president or an official designated in this section, in order to address the disaster or emergency, may exercise any or all of the following special powers;

1. Require evacuation of all or any portion of the city.
2. Prohibit or limit the number of persons who may gather or congregate upon the public highways or public sidewalks, or in any outdoor place, or cancel any public or private event involving a gathering of a number of persons;
3. Halt access or exit upon public highways to or from the city or any part thereof;
4. Suspend operations at the municipal airport;
5. Halt the movement of trains, or other vehicles into, within, or from the city;
6. Establish a curfew limiting the hours when persons may go upon or travel the public streets.
7. Require the closing of licensed liquor premises or prohibit or limit the sale or service of alcoholic beverages in the city;
8. Prohibit or limit the sale of gasoline or other flammable liquids;
9. Prohibit or limit the sale, carrying or possession on the public sidewalk or public streets, or any public park, of weapons including, but not limited to, firearms, bows and arrows, air rifles, slingshots, knives, razors, or missiles of any kind;
10. The chief of police shall have the authority to close any and all streets, alleys and other public ways in the City of Bismarck to the public whenever, in the opinion of the chief of police it is necessary in order to maintain the peace of the community.
11. Every person remaining present at the place of any riot or unlawful assembly after the same has been ordered to disperse by the police or any other lawful authority, except the public officers and persons assisting them in the dispersing of same, shall be guilty of a misdemeanor.
12. Suspend the bidding requirements contained in City Ordinance Chapter 7-01 for the purchase of goods or services necessary to address the local disaster emergency.
13. During a declared disaster emergency, the employees of the City shall be considered "on call" subject to the

call of their departments.

B. Duration. The LOCAL DISASTER OR EMERGENCY declared by the president of the city commission shall exist for the period set forth in the proclamation but not in excess of seven days. However, the LOCAL DISASTER OR EMERGENCY may be extended for additional periods of seven days.

Reference: NDCC Sec. 37-17.1-10.

(Ord. 4436, 5-12-92; Ord. 4570, 01-04-94; Ord. 4748, 02-27-96)

CHAPTER 2-09. BOARDS AND COMMISSIONS

2-09-01. Continuance of Appointive Boards, Authorities and Commissions. All appointive boards, authorities and commissions, heretofore existing shall continue and shall exercise such powers and duties as were granted them until such boards, authorities and commissions and their powers shall be changed or abolished by the governing body.

CHAPTER 2-10. POLICE DEPARTMENT

2-10-01. Duties. The chief of police and all police officers employed by the city shall have those duties and authority as provided by state law and this Code.

(Ord. 4115, Sec. 1, 12-02-86)

2-10-02. Rules and Regulations. The chief of police shall be in charge of the department, subject to the orders of the board of city commissioners. The chief of police is authorized to promulgate such rules and regulations for the government of the department, not inconsistent with any law or this code, as may be necessary, subject to approval of the board of city commissioners.

(Ord. 4115, Sec. 1, 12-02-86; Ord. 5716, 5-12-09)

2-10-03. Alarm Systems.

1. The department may respond to alarm signals received from only those alarm systems approved by the chief of police or his/her representative. Upon application, payment of the required fee and approval of the alarm system by the department, the department may respond to alarm signals received from approved systems.

2. Definitions.

a. The term alarm user is defined as any person, firm, partnership, association, corporation, or organization on whose premises an approved alarm system is maintained.

b. The term alarm system is defined as one

intended for use in detection of unauthorized intrusion into a premises or commission of a crime and is specifically not intended to include fire alarms.

c. The term department is defined as the police department.

3. The use of auto-dialers on alarm systems to dial the police department direct is prohibited except that the police department may utilize auto-dialers or alarms for investigatory purposes.

4. The department may not install alarm systems, nor shall the department assume any responsibility for maintenance or care of such systems, nor shall the department make any guarantees or representations to suggest it has a duty to monitor or respond to any alarm system.

5. A fee of \$15.00 is established for the application and approval of an alarm system. In addition, a fee is established for each response when an alarm signal is received due to any reason other than an actual unauthorized entry or intrusion into the premises or commission of a crime. The fee must be assessed to the alarm user for every response to the alarm system by the department, other than in those instances excepted. The alarm response fee, based upon a calendar year starting January 1 and ending December 31, is as follows:

a. For 1 through 3 responses per year, a fee of \$15 for each response.

b. For 4 through 6 responses per year, a fee of \$25 for each response.

c. For 7 through 12 responses per year, a fee of \$50 for each response.

d. For each response more than 12 per year, a fee of \$75 for each response.

(Ord. 4115, Sec. 1, 12-02-86; Ord. 4727, 09-26-95; Ord. 5030, 04-11-00)

2-10-04. Permit Fees. The fee for any permit or license issued by the police department or for any service provided by the police department shall be as approved by the board of city commissioners unless otherwise set by ordinance.

(Ord. 5716, 5-12-09)

CHAPTER 2-11. BISMARCK HUMAN RELATIONS COMMITTEE

2-11-01. Purpose. The purpose of the Bismarck Human Relations Committee is to protect and promote the personal dignity of all Bismarck citizens and eliminate any discriminatory barriers that prevent them from reaching their full human potential. The Bismarck Human Relations Committee seeks to make education and compliance a meaningful and visible strategy to recognize the value of a diverse community.
(Ord. 5208, 10-08-02)

2-11-02. Bismarck Human Relations Committee. There is hereby created and established a body to be known as the Bismarck Human Relations Committee, whose purpose is to promote acceptance and respect for diversity through educational programs and activities and to discourage all forms of discrimination including protected class discrimination, ADA violations or other statutory or constitutional violations.
(Ord. 5208, 10-08-02)

2-11-03. Membership - Terms - Filling Vacancies. The Bismarck Human Relations Committee shall consist of nine members, who will serve without pay. Members shall be appointed by the President of the Board of City Commissioners, subject to confirmation by the Board of City Commissioners. The President of the Board of City Commissioners shall consider the recommendations of the Bismarck Human Relations Coalition for appointment to the Bismarck Human Relations Committee. Of the initial appointees, three shall serve for three years, three shall serve for two years and three shall serve for one year. Thereafter, all terms shall run for three years.

After the initial appointment, no Committee Member may serve more than six consecutive years on the Bismarck Human Relations Committee. Appointees to the Committee should promote diversity pursuant to Section 1 of this ordinance and represent the citizens of the City of Bismarck.
(Ord. 5208, 10-08-02)

2-11-04. Committee President - Meetings - Records to be kept The Bismarck Human Relations Committee shall elect its President for a term of one year from among its members and shall hold regular meetings. The Bismarck Human Relations Committee shall keep a record of its resolutions, findings and determinations and all records shall be public records unless otherwise provided by North Dakota law. The Bismarck Human Relations Committee may appoint such subcommittees from among the appointed members as may be necessary for its work.
(Ord. 5208, 10-08-02)

2-11-05. Powers and Duties. The Bismarck Human Relations Committee shall:

1. Report to the Board of City Commissioners regarding the activities of the Bismarck Human Relations Committee.

2. Recommend to the Board of City Commissioners action and programs within the authority of the City in furtherance of the purpose of the Bismarck Human Relations Committee as described in this Chapter.

3. Consult and advise with public officials and agencies and with private individuals and organizations to provide education regarding civil and human rights.

4. The Bismarck Human Relations Committee may assist aggrieved individuals by offering information and referral, guidance and services as a forum for discussion.

(Ord. 5208 10-08-02)

2-11-06. Bismarck Human Relations Committee Advisory in Nature. The Bismarck Human Relations Committee shall be advisory in nature and shall submit all reports and recommendations to the Board of City Commissioners of the City of Bismarck. Final authority shall be in the Board of City Commissioners.

(Ord. 5208, 10-08-02)