

TITLE I - POLICY AND ADMINISTRATION
CHAPTER 1 - GENERAL PROVISIONS

ARTICLE 1
CITY CODE

1-1.0101 TITLE.

This code of ordinance shall be known and may be cited as the City Code of the City of Buffalo, Iowa, 1975.

1-1.0102 DEFINITIONS.

Terms used in this city code, unless specifically defined otherwise in another section shall have the meanings prescribed as follow:

1. "City": shall mean the City of Buffalo, Iowa.
2. "County": shall mean Scott County, Iowa.
3. "State": shall mean the State of Iowa.
4. "Council": shall mean the city council of Buffalo, Iowa.
5. "Clerk": shall mean the city clerk of Buffalo, Iowa.
6. "Person": shall mean an individual, firm, partnership, domestic or foreign corporation, company, association or joint stock association, trust, or other legal entity, and includes a trustee, receiver, assignee, or similar representative thereof, but does not include a governmental body.
7. "Ordinances": shall mean the ordinances of the city of Buffalo as embodied in the city code, ordinances not repealed by ordinance adopting the city code, and enacted hereafter.
8. "City Code": shall mean the City Code of the City of Buffalo, Iowa, 1975.
9. "Code": shall mean the specific chapter in which specific subject is covered and bears a descriptive title

word (such as the Building Code and/or a standard code adopted by reference).

10. "Measure": shall mean an ordinance, amendment, resolution or motion.

11. "Statutes, Laws": shall mean the latest edition of the Code of Iowa, as amended.

12. "Preceding, Following": shall mean next before and next after, respectively.

13. "Property": shall include real property, and tangible and intangible personal property unless clearly indicated otherwise.

14. "Property Owner": shall mean a person owning private property in the city as shown by the county auditor's plats of the city.

15. "Occupant, Tenant": applied to a building or land, shall include any person who occupies the whole area of such building or land, whether alone or with others.

16. "Year": shall mean a calendar year.

17. "Month": shall mean a calendar month.

18. "Writing, Written": shall include printing, typing, lithographing, or other mode of representing words and letters.

19. "Oath": shall be construed to include an affirmation in all cases in which by law an affirmation may be substituted for an oath, and in such cases the words "affirm" and "affirmed" shall be equivalent to the words "swear" and "sworn".

20. "Public Property": shall mean any and all property owned by the city or held in the name of the city by any of the departments, commissions or agencies within the city government.

21. "Public Place": shall include in its meaning, but is not restricted to, any city-owned open place, such as parks and squares.

22. "Public Way": shall include any street, alley, boulevard, parkway, highway, sidewalk, or other public thoroughfare.

23. "Street": shall mean and include any public way, highway, street, avenue, boulevard, parkway, or other public thoroughfare, and each of such words shall include every other of them, and unless otherwise indicated in the text, shall include the entire width between property lines.

24. "Alley": shall mean a public right-of-way, other than a street, affording secondary means of access to abutting property.

25. "Sidewalk": shall mean that portion of the street between the edge of the traveled way, surfacing, or curb line and the adjacent property line.

1-1.0103 RULES OF CONSTRUCTION.

In the construction of the city code the following rules shall be observed, unless such construction would be inconsistent with the manifest intent of the council or repugnant to the context of the provisions.

1. Tense: words used in the present tense include the future.

2. May: confers a power.

3. Must: states a requirement.

4. Shall: imposes a duty.

5. Gender: the masculine gender shall include the feminine and neuter genders.

6. Interpretation: all general provisions, terms, phrases, and expressions contained in the city code shall be liberally construed in order that the true intent and meaning of the council may be fully carried out.

1-1.0104 AMENDMENTS.

All ordinances which amend, repeal or in any manner affect the city code shall include proper reference to title, division, chapter, article, section and subsection to maintain an orderly codification of ordinances of the city.

(Code of Iowa, 1975, Sec. 380.2)

1-1.0105 CATCHLINES AND NOTES.

The catchlines of the several sections of the city code, titles, headings (chapter, division, article, section and subsection), editor's notes, cross references and state law references, unless set out in the body of the section itself, contained in the city code, do not constitute any part of the law, and are intended merely to indicate, explain, supplement or clarify the contents of a section.

1-1.0106 ALTERING CODE.

It is unlawful for any person to change or amend by additions or deletions, any part or portion of the city code, or to insert or delete pages, or portions thereof, or to alter or tamper with the city code in any manner whatsoever which will cause the law of the city to be misrepresented thereby.

1-1.0107 STANDARD PENALTY.

Unless another penalty is expressly provided by the city code for any particular provision, section or chapter, any person failing to perform a duty, or obtain a license required by, or violating any provision of the city code, or any rule or regulation adopted herein by reference shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than one hundred dollars (\$100) or imprisonment not to exceed thirty (30) days.

(Code of Iowa, 1975, Sec. 364.3 [2])

1-1.0108 SEVERABILITY.

If any section, provision or part of the city code is adjudged invalid or unconstitutional, such adjudication will not affect the validity of the city code as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

ARTICLE 2
OFFICERS AND EMPLOYEES

1-1.0201 OATHS.

1. Qualify for Office. All elected officers and the following appointed officers shall qualify for office by taking the prescribed oath:

(Code of Iowa, 1975, Sec. 63.1)

A. County Clerk

B. Peace Officer

2. Prescribed Oath. The prescribed oath is: "I, (name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all duties of the office of (name of office) in Buffalo as now or hereinafter required by law."

(Code of Iowa, 1975, Sec. 63.10)

3. Officers Empowered to Administer Oaths. The following are empowered to administer oaths and to make affirmations any matter pertaining to the business of their respective office:

A. The Mayor

B. The Clerk/Administrator

C. Members of all boards, commissions or bodies created by law.

(Code of Iowa, 1975, Sec. 78.2)

1-1.0202 BONDS.

1. Bonds Required. Each municipal officer required by law or city code to be bonded shall, before entering upon the duties of his office, execute to the city a good and efficient bond, to be approved by the mayor, conditioned on the faithful performance of his duties and the proper handling and accounting for the money and property of the city in his charge.

(Code of Iowa, 1975, Sec. 64.13)

2. Surety. Any association or corporation which makes a business of insuring the fidelity of others and which has authority to do such business within Iowa shall be accepted as surety on any bonds required herein.

(Code of Iowa, 1975, See. 64.17)

3. Amount of Bonds. Employees, such as city clerk, deputy clerk, building inspector and public works director, and elected officials shall be covered with a blanket bond under the city insurance plan of an amount of twenty-five thousand dollars (\$25,000) each. This is included each year in the city insurance premium.

(Ord. 310, 1996: Code of Iowa, 1975, Sec. 64.13)

4. Bonds Filed. All bonds when duly executed shall be filed with the clerk.

(Code of Iowa, 1975, Sec. 64.23 [6])

1-1.0203 DUTIES: GENERAL.

Each municipal officer shall exercise the powers and perform the duties prescribed by law and city code, or as otherwise directed by the council unless contrary to state law or City Charter.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-1.0204 BOOKS AND RECORDS.

All books and records required to be kept by law or ordinance shall be open to inspection by the public upon request.

(Code of Iowa, 1975, Sec. 68A.2)

1-1.0205 TRANSFER TO SUCCESSOR.

Each officer shall transfer to his successor in office all books, papers, records, documents and property in his custody and appertaining to his office.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-1.0206 OPEN MEETINGS.

All meetings of the council, any board or commission, or any committee of the foregoing bodies, shall comply with the following:

1. Open to Public. Meetings shall be open to the public at all times, and any meetings which are not open to the public are prohibited, unless closed meetings are expressly permitted by law.

(Code of Iowa, 1975, Sec. 28A.1 [2])

2. Exception. Any meeting may be closed by affirmative vote of two thirds of its members present, when necessary:

A. to prevent irreparable and needless injury to the reputation of an individual whose employment or discharge is under consideration.

B. to prevent premature disclosure of information on real estate proposed to be purchased, or

C. for some other exceptional reason so compelling as to override the general public policy in favor of public meetings.

(Code of Iowa, 1975, Sec. 28A.3)

3. Advance Notice of Meetings. Each public agency shall give advance public notice of the time and place of each meeting by notifying the communications media or in some other way which gives reasonable notice to the public. When it is necessary to hold an emergency meeting without notice, the nature of the emergency shall be stated in the minutes.

(Code of Iowa, 1975, Sec. 28A.4)

1-1.0207 CONFLICT OF INTEREST.

A city officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for his city, unless expressly permitted by law. A contract entered into in violation of this section is void. The provisions of this section do not apply to:

(Code of Iowa, 1975, Sec. 362.5)

1. Compensation of Officers. The payment of lawful compensation of a city officer or employee holding more than one city office or position, the holding of which is not incompatible with another public office or is not prohibited by law.

(Code of Iowa, 1975, Sec. 362.5 [1])

2. Investment of Funds. The designation of a bank or trust company as a depository, paying agent, or for investment of funds.

(Code of Iowa, 1975, Sec. 362.5 [2])

3. City Treasurer. An employee of a bank or trust company, who serves as treasurer of a city.

(Code of Iowa, 1975, Sec. 362.5)

4. Stock Interests. Contracts in which a city officer or employee has an interest solely by reason of employment, or a stock interest of the kind described in subsection nine (9) of this section, or both, if the contracts are made by competitive bid, publicly invited and opened, and if the remuneration of employment will not be directly affected as a result of the contract and the duties of employment do not directly involve the procurement or preparation of any part of the contract. The competitive bid requirement of this subsection shall not be required for any contract for professional services not customarily awarded by competitive bid.

(Code of Iowa, 1975, Sec. 362.5 [5])

5. Newspaper. The designation of an official newspaper.

6. Existing Contracts. A contract in which a city officer or employee has an interest if the contract was made before the time he was elected or appointed, but the contract may not be renewed.

(Code of Iowa, 1975, Sec. 362.5 [6])

7. Volunteers. Contracts with volunteer firemen or civil defense volunteers.

(Code of Iowa, 1975, Sec. 362.5 [7])

8. Corporations. A contract with a corporation in which a city officer or employee has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by the officer or employee or the spouse or immediate family of such officer or employee.

(Code of Iowa, 1975, Sec. 362.5 [8])

9. Competitive Bids. A contract made by competitive bid, publicly invited and opened, in which a member of a city board of trustees, commission, or administrative agency has an interest if he is not authorized by law to participate in the awarding of the contract. The competitive bid requirement does not apply to any contract for professional services not customarily awarded by competitive bid.

(Code of Iowa, 1975, Sec. 362.5 [10])

10. Cities Under Three Thousand (3,000) Population. Contracts made by a city of less than three thousand (3,000) population, upon competitive bid in writing, publicly invited and opened.

(Code of Iowa, 1975, Sec. 362.5 [4])

1-1.0208 RESIGNATIONS.

An elected officer who wishes to resign may do so by submitting his resignation in writing to the clerk so that it shall be properly recorded and considered. A person who resigns from an elective office is not eligible for appointment to the same office during the time for which he was elected if during that time, the compensation of the office has been increased.

(Code of Iowa, 1975, Sec. 372.13 [9])

1-1.0209 VACANCIES.

When a vacancy occurs in an elected office during the term of office, it must be filled by the council for the period of time until the next regular city election. When a vacancy occurs in an appointed office, it must be filled by the appointing authority.

(Code of Iowa, 1975, Sec. 372.13 [2])

1-1.0210 RESIDENCY REQUIREMENTS FOR CITY EMPLOYEES.

Any employee of the city of Buffalo will be required to be a resident of Iowa and live within twenty-five (25) miles of the City Hall in Buffalo, at the time of employment.

(Ord. 282, 1991)

1-1.0211 REMOVAL OF ELECTED OFFICIAL BY COUNCIL.

1. Any city officer elected by the people may be removed from office, after hearing on written charges filed with the council for any cause which would be grounds for an

equitable action for removal in the District Court of Iowa which are as follows:

A. For wilful or habitual neglect or refusal to perform the duties of the office;

B. For wilful misconduct or maladministration in office;

C. For corruption;

D. For extortion;

E. Upon conviction of a felony;

F. For intoxication, or upon conviction of being intoxicated;

G. Upon conviction of violating any provision of Chapter 56 of the code of Iowa.

Such removal can only be made by a two-thirds ($\frac{2}{3}$) vote of the entire council.

2. An action for removal under this section shall be commenced by the mayor or any council member stating the grounds for removal in a verified written document filed with the city clerk. Upon the filing of the written document notice of such filing and of the time and place of hearing shall be served upon the accused in the manner required for the service of notice of the commencement of an ordinary action. Said time shall not be less than ten (10) days nor more than twenty (20) days after completed service of said notice.

3. The hearing on removal shall be held at a special meeting of the council. If the accused is the mayor, the mayor pro tem shall preside at the meeting. At the hearing, the council shall hear evidence presented by council members and the accused.

4. In the event the council votes by two-thirds ($\frac{2}{3}$) majority of the entire council to remove the accused from office, the vacancy shall be filled in the same manner as any

other vacancy in office, as provided by state law and these ordinances.

(Ord. 327, 1996)

ARTICLE 3
RUN OFF ELECTION
(RESERVED FOR, FUTURE USE)

ARTICLE 4
FISCAL MANAGEMENT

1-1.0401 PURPOSE.

The purpose of this article is to establish policies and provide for rules and regulations governing the management of the financial affairs of the city.

1-1.0402 FINANCE OFFICER.

The city clerk shall be the finance and accounting officer of the city and shall be responsible for the administration of the provisions of this article.

1-1.0403 CASH CONTROL.

To assure the proper accounting and safe custody of monies the following shall apply:

1. Deposit of Funds. All monies or fees collected for any purpose by any city officer shall be deposited, through the office of the city clerk. If any said fees are due to an officer, they shall be paid to him by check drawn by the clerk and approved by the council only upon such officer making adequate reports relating thereto as required by law, ordinance or council directive.

2. Bank Deposits. All monies belonging to the city shall be promptly deposited in banks selected by the council in amounts not exceeding the authorized depository limitation established by the council.

1-1.0404 FUND CONTROL.

The clerk and treasurer shall establish and maintain separate and distinct funds in accordance with the following:

1. Revenues. All monies received by the city shall be credited to the proper fund as required by law, ordinance or resolution.

2. Expenditures. No disbursement shall be made from a fund unless such disbursement is authorized by law, ordinance or resolution, was properly budgeted, and supported by a claim approved by the council.

3. Emergency Fund. No transfer may be made from any fund to the emergency fund.

(Iowa Departmental Page 27, Sec. 2.5(2))

4. Debt Service Fund. Except where specifically prohibited by state law, monies may be transferred from any other city fund to the debt service to meet payments of principal and interest. Such transfers must be authorized by the original budget or a budget amendment.

(Iowa Departmental Rules, Jan. 1975.
Supp., Page 27 Sec. 24 [3])

5. Capital Improvements Reserve Fund. Except where specifically prohibited by state law, monies may be transferred from any city fund to the capital improvements reserve fund. Such transfers must be authorized by the original budget or a budget amendment.

(Iowa Departmental Rules, Jan. 1975.
Supp., Page 27, Sec. 2.5 [4])

6. Utility and Enterprise Funds. The governing body of a city utility, combined utility system, city enterprise or combined city enterprise which has a surplus in as fund may transfer such surplus to any other city fund, except the emergency fund, by resolution. A surplus shall be defined as a situation in which revenues exceed obligations including depreciation reserve schedules and when there remains such monies as are necessary to pay principal and interest on all indebtedness of the enterprise or utility. No transfer shall be made that is in violation of state law or rules of the city finance committee.

(Iowa Departmental Rules, Jan. 1975
Supp., Page 27, Sec. 2.5 [5])

7. Balancing of Funds. The clerk and treasurer shall reconcile their fund accounts at the close of each month and submit a report thereof to the council.

1-1.0405 OPERATING BUDGET PREPARATION.

The actual operating budget of the city shall be prepared in accordance with the following:

1. Proposal Prepared. The city administrator shall be responsible for preparation of the annual budget detail, for review and adoption by the mayor and council in accordance with directives of the mayor and council.

2. Boards and Commissions. All boards, commissions and other administrative agencies of the city that are authorized to prepare and administer budgets must submit their budget proposals to the clerk for inclusion in the proposed city budget no later than February 1 of each year and in such form as may be required by the city administrator.

3. Submission to Council. The city administrator shall submit the completed budget proposal to the council no later than February 15 of each year.

4. Council Review. The council shall review the proposed budget and may make any adjustments in the budget which it deems appropriate before accepting such proposal for publication, hearing and final adoption.

5. Notice of Hearing. Upon adopting a proposed budget the council shall set a date for public hearing thereon to be held before March 15 and cause notice of such hearing to be published not less than four (4) nor more than twenty (20) days before the date established for the hearing. Proof of such publication must be filed with the county auditor.

(Code of Iowa, 1975, Sec. 384.16 [3])

6. Copies of Budget on File. No later than February 21, the clerk shall provide a sufficient number of copies of the budget to meet reasonable demands of taxpayers and have then available at the offices of the mayor and clerk and at the city library.

(Code of Iowa, 1975, Sec. 384.16 [2])

7. Adoption and Certification. After the hearing, the council shall adopt, by resolution, a budget for at least the following year and the clerk shall certify the necessary tax levy for the following fiscal year to the county auditor and the county board of supervisors. The tax levy certified may be less than, but not more than, the amount estimated in the proposed budget. A copy of the complete budget as adopted must be transmitted to the county auditor and the state comptroller.

(Code of Iowa, 1975, Sec. 384.16 [5])

1-1.0406 CAPITAL BUDGET PREPARATION.
(Reserved for Future Use)

1-1.0407 BUDGET AMENDMENTS.

A city budget finally adopted for the following fiscal year becomes effective July 1 and constitutes the city appropriation for each program and purpose specified therein until amended as provided by this section.

(Code of Iowa, 1975, Sec. 384.18)

1. Program Increase. Any increase in the amount appropriated to a program must be prepared, adopted and subject to protest in the same manner as the original budget.

(Code of Iowa, 1975, Sec. 384.18)

(Iowa Departmental Rules, Jan. 1975, Supp., Page 26,
Sec. 2.2)

2. Program Transfer. Any transfer of appropriation from one program to another must be prepared, adopted and subject to protest in the same manner as the original budget.

(Iowa Departmental Rules, Jan. 1975 Supp., Page 26,
Sec. 2.3)

3. Sub-program Transfer. Any transfer of appropriation from one sub-program to another must be approved by resolution of the council.

(Iowa Departmental Rules, Jan. 1975 Supp., Page 26,
Sec. 2.4)

4. Activity Transfers. The clerk shall have the authority to adjust, by transfer or otherwise, the appropriation allocated to activities within a program or sub-program provided, however, that when such adjustments in any one ac-

tivity aggregate \$1,000.00 or ten percent (10%) of the amount appropriated, whichever is greater, no further adjustments shall be made without approval by resolution of the council.

(Iowa Departmental Rules, Jan. 1975 Supp., Page 26, 2.4).

1-1.0408 INVESTMENT OF FUNDS.

The clerk shall advise the conflict of investments and shall invest city monies not immediately needed at interest in accordance with council directives and the requirements of Chapter 452, Code of Iowa, 1975.

1-1.0409 ACCOUNTING.

The accounting records of the county shall consist of not less than the following:

1. Books of Original Entry. There shall be established and maintained books of original entry to provide a chronological record of cash received and disbursed.

2. General Ledger. There shall be established and maintained a general ledger controlling all cash transactions, budgetary accounts and for recording unappropriated surpluses.

3. Checks. Checks shall be prenumbered and signed by the clerk following council approval, except as provided by subsection 5 hereof.

4. Budget Accounts. There shall be established such individual accounts to record receipts by source and expenditures by program, sub-program and activity as will provide adequate information and control for budgeting purposes as planned and approved by the council. Each individual account shall be maintained within its proper fund and so kept that receipts can be immediately and directly compared with revenue estimates and expenditures can be related to the authorizing appropriation. No expenditure shall be posted except to the appropriation for the function and purpose for which the expense was incurred.

5. Immediate Payment Authorized. The council may by resolution authorize the clerk to issue checks for immediate payment of amounts due which if not paid promptly would result in loss of discount, penalty for late payment or addi-

tional interest cost. Any such payments made shall be reported to the council for review and approval with and in the same manner as other claims at the next meeting following such payment. The resolution authorizing immediate payment shall specify the type of payment so authorized and may include but is not limited to payment of utility bills, contractual obligations, payroll and bond principal and interest.

6. Utilities. The city administrator shall perform and be responsible for accounting functions of the municipally owned utilities.

1-1.0410 FINANCIAL REPORTS.

The clerk shall prepare and file the following financial reports:

1. Monthly Reports. There shall be submitted to the council at the first meeting of each month a report showing the activity and status of each fund, program, sub-program and activity for the preceding month.

2. Annual Report. Not later than October first of each year there shall be published an annual report containing a summary for the preceding fiscal year of all collections and receipts, all accounts due the city, and all expenditures, the current public debt of the city, and the legal debt limit of the city for the current fiscal year. A copy of the annual report must be furnished to the auditor of state.

(Code of Iowa, 1975, Sec. 384.22)

1-1.0411 CONTINGENCY ACCOUNT.

Whenever the council shall have budgeted for a contingency account such an account shall be established in the accounting records but no claim shall be paid from such an account. Contingency accounts may be drawn upon only by council resolution directing a transfer to a specific purpose account within its fund and program and then only upon compelling evidence of an unexpected and unforeseeable need or emergency.

CHAPTER 2 - ORGANIZATION

ARTICLE 1
CHARTER

1-2.0101 TITLE.

This article may be cited as the charter of the city of Buffalo, Iowa.

1-2.0102 FORM OF GOVERNMENT.

The form of government of the city of Buffalo, Iowa, is the mayor-council form of government.

(Code of Iowa, 1975, Sec. 372.4)

1-2.0103 POWERS AND DUTIES.

The council and mayor and other city officers have such powers and shall perform such duties as are authorized or required by state law and by the ordinances, resolutions, rules and regulations of the city.

1-2.0104 NUMBER AND TERM OF COUNCIL.

The council consists of five councilmen elected at large, elected for terms of four years.

(Code of Iowa, 1975, Sec. 372.4)

1-2.0105 TERM OF MAYOR.

The mayor is elected for a term of two years.

(Code of Iowa, 1975, Sec. 376.2)

1-2.0106 COPIES ON FILES.

The clerk shall keep official copy of the charter on file with the official records of the clerk, the secretary of state, and shall keep copies of the charter available at the clerk's office for public inspection.

(Code of Iowa, 1975, Sec. 372.1)

ARTICLE 2
BOUNDARIES

(Reserved for Future Use)

CHAPTER 3 - MAYOR AND COUNCIL

ARTICLE 1

MAYOR

1-3.0101 TERM OF OFFICE.

The mayor is elected for a term of two (2) years.

(Code of Iowa, 1975, Sec. 376.2)

1-3.0102 POWERS AND DUTIES.

The powers and duties of the mayor shall be as follows.

1. Chief Executive Officer. He shall supervise all departments of the city and give direction to department heads concerning the functions of the departments. He shall have the power to examine all functions of the municipal departments, their records and to call for special reports from department heads at any time.

(Code of Iowa, 1975, Sec. 372.14 [1])

2. Presiding Officer. He shall act as presiding officer at all regular and special council meetings. The mayor pro tem shall serve in this capacity in the mayor's absence.

(Code of Iowa, 1975, Sec. 372.14 [1 and 3])

3. Special Meetings. He shall call special meetings of the council when he deems such meetings necessary to the interests of the city.

(Code of Iowa, 1975, Sec. 372.14 [1])

4. Mayor's Veto. He may sign, veto or take no action on an ordinance, amendment or resolution passed by the council. If he exercises his veto power, he must explain the reason for such veto to the council at the time of the veto. The council may override the mayor's veto by a two-thirds ($\frac{2}{3}$) majority of the council members.

(Code of Iowa, 1975, Sec. 380.5, 380.6 [2])

5. Reports to Council. He shall make such oral or written reports to the council at the first meeting of every month and/or weekly written reports to the council as required.

(Ord. 314, 1996)

6. Negotiations. He shall represent the city in all negotiations properly entered into in accordance with law or ordinance. He shall not represent the city where this duty is specifically delegated to another officer by law or ordinance.

7. Contracts. He shall, whenever authorized by the council, sign all contracts on behalf of the city.

8. Professional Services. He shall, upon order of the council, secure for the city such specialized and professional services not already available to the city. In executing the order of the council he shall conduct himself in accordance with the city code and the laws of the state.

9. Licenses and Permits. He shall sign all licenses and permits which have been granted by the council, except those designated by law or ordinance to be issued by another municipal officer.

10. Nuisances. He shall order in writing, to be removed at public expense, any nuisance for which no person can be found responsible and liable. The order to remove said nuisances shall be carried out by the chief of police.

11. Absentee Officer. He shall make appropriate provision that duties of any absentee officer be carried on during such absence.

1-3.0103 APPOINTMENTS.

The mayor shall appoint the:

Mayor pro tem

Marshal and deputies

Planning and zoning commission

(Code of Iowa, 1975, Sec. 372.4)

1-3.0104 COMPENSATION.

The salary of the mayor shall be established at one thousand six hundred dollars (\$1,600) annually, payable quarterly. Effective 1-1-2008 the compensation will be established at two thousand five hundred dollars (\$2,500). In addition the mayor shall receive compensation for one (1) private telephone and compensation for expenses incurred while

performing the duties of the office outside the corporate limits, subject to council approval.

(Ord. 410, 2006: Ord. 315, 1996)

ARTICLE 2
MAYOR PRO TEMPORE

1-3.0201 VICE PRESIDENT of COUNCIL.

The mayor pro tempore shall be vice-president of the council.

(Code of Iowa, 1975, Sec. 372.14 [3])

1-3.0202 POWERS AND DUTIES.

Except for the limitations otherwise provided herein, the mayor pro tempore shall perform the duties of the mayor in cases of absence or inability of the mayor to perform his duties. In the exercise of the duties of his office the mayor pro tempore shall not have power to employ or discharge from employment officers or employees that the mayor has the power to appoint, employ or discharge without the approval of the council.

(Code of Iowa, 1975, Sec. 372.14 [3])

1-3.0203 VOTING RIGHTS.

The mayor pro tempore shall have the right to vote as a member of the council.

(Code of Iowa, 1975, Sec. 372.14 [3])

1-3.0204 COMPENSATION.

The mayor pro tempore shall receive the same salary as the mayor after acting during the absence of the mayor, or the inability of the mayor to perform for thirty days or more.

(Code of Iowa, 1975, Sec. 372.13 [8])

ARTICLE 3
COUNCIL

1-3.0301 NUMBER AND TERM OF COUNCIL.

The council consists of five councilmen elected at large, elected for terms of four years.

(Code of Iowa, 1975, Sec. 372.4 and 376.2)

1-3.0302 POWERS AND DUTIES.

The powers and duties of the council shall include, but are not limited to the following:

1. General. All powers of the city are vested in the council except as otherwise provided by law or ordinance.

(Code of Iowa, 1975, Sec. 364.2 [1])

2. Wards. By ordinance, the council may divide the city into wards based upon population, change the boundaries of wards, or create new wards.

(Code of Iowa, 1975, Sec. 372.13 [7])

3. Fiscal Authority. The council shall apportion and appropriate all funds, and audit and allow all bills, accounts, pay rolls and claims, and order payment thereof. It shall make all assessments for the cost of street improvements, sidewalks, sewers and other work, improvement or repairs which may be specially assessed.

(Code of Iowa, 1975, Sec. 364.2 [1], 384.16 and 384.38 [1])

4. Public Improvements. The council shall make all orders for the doing of work, or the making or construction of any improvements, bridges or buildings.

(Code of Iowa, 1975, Sec. 364.2 [1])

5. Contracts. The council shall make or authorize the making of all contracts, and no contract shall bind or be obligatory upon the city unless either made by ordinance or resolution adopted by the council, or reduced to writing and approved by the council, or expressly authorized by ordinance or resolution adopted by the council. All contracts and all ordinances and resolutions making contracts or authorizing the making of contracts shall be drawn or approved by the City Attorney before the same are made or passed.

(Code of Iowa, 1975, Sec. 364.2 [1] and 384.95 thru 384.102)

6. Employees. The council shall authorize, by resolution, the number, duties and compensation of employees not otherwise provided for by state law or the city code.

(Code of Iowa, 1975, Sec. 372.13 [4])

7. Records. The council shall maintain records of its proceedings.

(Code of Iowa, 1975, Sec. 372.13 [5])

8. Setting Compensation for Elected Officers. By ordinance, the council shall prescribe the compensation of the mayor, councilmen, and other elected city officers, but an increase in the compensation of the mayor or treasurer shall not become effective during the term in which the increase is adopted, and the council shall not adopt such an ordinance increasing the compensation of any elected officer during the months of November and December immediately following a regular city election. An increase in the compensation of councilmen shall become effective for all councilmen at the beginning of the term of the councilmen elected at the election next following the adoption of the increase in compensation.

(Code of Iowa, 1975, Sec. 372.13 [8])

9. Dismissal of Employees. In order to dismiss an employee, or a vote not to retain an employee, will require a two-thirds (2/3) vote of the whole council.

(Code 252, 1988)

1-3.0303 EXERCISE OF POWER.

The council, shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance in the following manner:

(Code of Iowa, 1975, Sec. 364.3 [1])

1. Approved Action by Council. Passage of an ordinance, amendment, or resolution requires an affirmative vote of not less than a majority of the council members. A motion to spend public funds in excess of ten thousand dollars on any one project, or a motion to accept public improvements and facilities upon their completion, also requires an affirmative vote of not less than a majority of the council members. Each councilman's vote on an ordinance, amendment or resolution must be recorded.

(Code of Iowa, 1975, Sec. 380.4)

2. Overriding Mayor's Veto. Within thirty (30) days after the mayor's veto, the council may repass the ordinance or resolution by a vote of not less than two-thirds (2/3) of

the council members, and the ordinance or resolution becomes effective upon repassage and publication.

(Code of Iowa, 1975, Sec. 380.6 [2])

3. Measures Become Effective. Measures passed by the council, other than motions, become effective in one (1) of the following ways:

A. If the mayor signs the measure, a resolution becomes effective immediately upon signing and an ordinance or amendment becomes a law when published, unless a subsequent effective date is provided within the measure.

(Code of Iowa, 1975, Sec. 380.6 [1])

B. If the mayor vetoes a measure and the council repasses the measure after the mayor's veto, a resolution becomes effective immediately upon repassage, and an ordinance or amendment becomes a law when published, unless a subsequent effective date is provided within the measure.

(Code of Iowa, 1975, Sec. 380.6 [2])

C. If the mayor takes no action on the measure a resolution becomes effective fourteen (14) days after the date of passage and an ordinance or amendment becomes law when published, but not sooner than fourteen (14) days after the day of passage, unless a subsequent effective date is provided within the measure.

(Code of Iowa, 1975, Sec. 380.6 [3])

1-3.0304 MEETINGS.

Meetings of the council shall be as follows:

1. Regular Meetings. The regular meeting of the council shall be on the first Monday of each month at seven P.M. in the council chambers at City Hall. In the event of a holiday on the day of the regular meeting, the city council shall set a date at the preceding monthly meeting for the date of the regular meeting. (Ord. 414 2006; Ord. 399, 2005; Ord. 388, 2004; Ord. 378, 2002; Ord. 376, 2002; Ord. 313, 1996)

2. Special Meetings. Special meetings shall be held upon the call of the mayor or upon written request from the

majority of the members of the council submitted to the city clerk.

Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the council. A record of the service of notice shall be maintained by the clerk.

(Ord. 388, 2004; Code of Iowa, 1975, Sec. 372.13 [5])

3. Quorum. A majority of all councilmen is a quorum.
(Code of Iowa, 1975, Sec. 372.13 [1])

4. Rules of Procedure. The council shall determine the rules of its own proceedings by resolution and the clerk shall keep such rules on file for public inspection.
(Code of Iowa, 1975, Sec. 372.13 [5])

1-3.0305 APPOINTMENTS.

The council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

City Administrator

City Clerk

City Attorney

Zoning Enforcement Officer

Zoning Board of Adjustment

(Code of Iowa, 1975, Sec. 372.13 [3 and 4])

1-3.0306 COMPENSATION.

The compensation for each councilmember for each regular council meeting and each special council meeting shall be set at twenty-five dollars (\$25) for each meeting attended. Effective 1-1-2008 the compensation for council meetings will be set at forty dollars (\$40) for each meeting attended.

The compensation for each councilmember for each committee meeting that has been called for shall be set at ten dollars (\$10) for each meeting attended. Effective 1-1-2008 the compensation for committee meetings will be set at fifteen dollars (\$15) for each meeting attended.

(Ord. 410, 2006: Ord. 258, 1989: Ord. 180, 1979:
Code of Iowa, 1975, Sec. 372.13 [8])

CHAPTER 4 - ADMINISTRATION

ARTICLE 1 CITY CLERK

1-4.0101 POWERS AND DUTIES: GENERAL.

The clerk, or in his absence or inability to act, the deputy clerk, shall have the powers and duties as provided in this article, the city code and the law.

(Ord. 242 Sec. 2(A) (part), 1987)

1-4.0102 RECORDING OF MEETING MINUTES.

The clerk shall attend all regular and special council meetings and prepare and publish a condensed statement of the proceedings thereof. Such statement shall include a list of all claims allowed, a summary of all receipts and the gross amount of the claims approved.

(Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975, Sec.
372.13 [b])

1-4.0103 RECORDING MEASURES CONSIDERED.

The clerk shall promptly record each measure considered by the council, with a statement where applicable indicating whether the mayor signed, vetoed or took no action on the measure, and whether the measure was repassed after the mayor's veto.

(Ord. 242, Sec. 2(A) (part), 1987:
Code of Iowa, 1975, Sec. 380.7 [13])

1-4.0104 PUBLICATION.

The clerk shall cause to be published all ordinances, enactments and official notices requiring publication, as follows:

1. Time. If notice of an election, hearing, or other official action is required by the city code or law, the notice must be published at least once, not less than four (4) nor more than twenty (20) days before the date of the election, hearing or other action, unless otherwise provided by law.

2. Manner of Publication. A publication required by the city code or law must be in a newspaper published at least once weekly and having a general circulation in the city, except that ordinances and amendments may be published by posting in the following places:

- A. City Hall;
- B. Post Office;
- C. Buffalo Savings Bank.

3. The city clerk is hereby directed to promptly post such ordinances and amendments, and to leave them so posted for not less than ten (10) days after the first date of posting. The clerk shall note the first date of such posting on the official copy of the ordinance and in the official ordinance book immediately following the ordinance.

(Ord. 242 Sec. 2(A)(part), 1987: Code of Iowa, 1975,
Sec. 362.3 [1 and 2])

1-4.0105 AUTHENTICATION.

The clerk shall authenticate all such measures except motions with his signature, certifying the time and manner of publication when required.

(Ord. 242 Sec. 2(A)(part), 1987: Code of Iowa, 1975,
Sec. 380.7 [3])

1-4.0106 CERTIFY MEASURES.

The clerk shall certify all measures establishing any zoning district, building lines, or fire limits and a plat showing the district, lines, or limits to the recorder of the county containing the affected parts of the city.

(Ord. 2425 Sec. 2(A)(part), 1987: Code of Iowa, 1975, Sec.
380.11)

1-4.0107 RECORDS.

The clerk shall maintain the specified city records in the following manner:

1. Ordinances and Codes. He shall maintain copies of all effective city ordinances and codes for public use.

2. Custody. He shall have custody and be responsible for the safekeeping of all writings or documents in which the city is a party in interest, unless otherwise specifically directed by law or ordinance.

3. Maintenance. He shall maintain all city records for at least ten (10) years, except that ordinances, council proceedings and records and documents relating to real property transactions or bond issues must be maintained permanently. Bonds and coupons may be destroyed after two (2) years from the retirement of debt, and a record of destruction shall be placed with the original bond record.

4. Provide Copy. He shall furnish, upon request, a copy of any record, paper or public document, under his control to municipal officers and citizens based on the policy and fees adopted by council and on file in the clerk's office. He shall under the direction of the mayor or other authorized officer, affix the seal of the corporation to those public documents or instruments which, by ordinance and city code, are required to be attested by affixing of the seal.

5. Filing of Communications. He shall keep and file all communications and petitions directed to the council or to the city generally. He shall endorse thereon the action of the council taken upon matters considered in such communications and petitions.

(Ord. 406 § 1, 2006: Ord. 316, 1996; Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975, Secs. 372.13 [3, 4 and 5] and 380.7 [4])

1-4.0108 ATTENDANCE AT MEETINGS.

At the direction of the council he shall attend meetings of committees, boards and commissions. He shall record and preserve a correct record of the proceedings of such meetings.

(Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0109 ISSUE LICENSES AND PERMITS.

He shall issue or revoke licenses and permits when authorized by this code, and keep a record of licenses and permits issued which shall show date of issuance, license or permit number, official receipt number, name of person to

whom issued, term of license or permit and purpose for which issued.

(Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975,
Sec. 372.13 [4])

1-4.0110 NOTIFY APPOINTEES.

He shall inform all persons appointed by the mayor or council to offices in the city government of their position and the time at which they shall assume the duties of their office.

(Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975, Sec.
392.13 [4])

1-4.0111 ELECTIONS.

The clerk shall accept the nomination petition of a candidate for a city office for filing if on its face it appears to have the requisite number of signatures and it is timely filed. He shall deliver all nomination petitions to the county commissioner of elections not later than five P.M. on the day following the last day on which nomination petitions can be filed.

(Ord. 242 Sec. 2(A) (part), 1987: Code of Iowa, 1975,
Sec. 376.4)

1-4.0112 CITY SEAL.

The city seal shall be in the custody of the clerk and shall be attached by him to all transcripts, orders and certificates which it may be necessary or proper to authenticate. The city seal shall be circular in form, in the center of which shall be the words "Seal" and around the margin the words "City of Buffalo, Scott County, Iowa."

(Ord. 242 Sec. 2(A) (part), 1987)

ARTICLE 2
CITY CLERK/TREASURER

1-4.0201 APPOINTMENT.

The city clerk/treasurer shall be appointed by the city council for a term of two (2) years.

(Ord. 311 (part), 1996; Ord. 217, 1983)

1-4.0202 COMPENSATION.

The city clerk/treasurer shall be paid four hundred dollars (\$400.00) per year, payable quarterly.

(Ord. 311 (part), 1996)

1-4.0203 DUTIES OF CITY CLERK/TREASURER.

The duties of the city clerk/treasurer shall be as follows:

(Ord. 311 (part), 1996; Code of Iowa, 1975, Sec. 372.13 [4])

1. Custody of Funds. He shall be responsible for the safe custody of all funds of the city in the manner provided by law, and council direction.

2. Record of Fund. He shall keep the record of each fund separate.

3. Record Receipts. He shall keep an accurate record of all money or securities received by him on behalf of the city and specify the date, from whom, and for what purpose received.

4. Record Disbursements. He shall keep an accurate account of all disbursements, money or property, specifying date, to whom, and from what fund paid.

5. Special Assessments. He shall keep a separate account of all money received by him from special assessments.

6. Deposit Funds in Bank. He shall, upon receipt of monies to be held in his custody and belonging to the city, deposit the same in banks selected by the council in amounts not exceeding monetary limits authorized by the council.

7. Bank Reconciliation. He shall reconcile bank statements with his books and certify monthly to the council the balance of cash and investments of each fund and amounts received and disbursed.

8. Debt Service. He shall keep a register of all bonds outstanding and record all payments of interest and principal.

9. Reconciliation with Clerk. He shall reconcile his books with the clerk's every month.

10. Depository Declaration. He shall determine the anticipated level of bank deposits for making the depository declaration to the State Treasurer as required by Chapter 453, Code of Iowa, 1975, and file with the county treasurer a list of authorized depositories as required by Section 454.6, Code of Iowa, 1975.

11. Other Duties. He shall perform such other duties as specified by the council by resolution or ordinance.

1-4.0204 REFERENCES TO TREASURER.

The position of city treasurer shall be repealed and from the effective date of the ordinance codified in this section, the position shall be city clerk/treasurer. Any reference to treasurer in this code shall be hereafter known as city clerk/treasurer.

(Ord. 311, 1996)

ARTICLE 3
CITY ATTORNEY

1-4.0301 APPOINTMENT AND COMPENSATION.

The city attorney shall be appointed by majority vote of the council and receive such compensation as they shall establish by resolution.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0302 ATTORNEY FOR CITY.

The city attorney shall act as attorney for the city in all matters affecting the city's interest and appear on behalf of the city before any court, tribunal, commission or board. He shall prosecute or defend all actions and proceedings when so requested by the mayor or council.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0303 POWER OF ATTORNEY.

The city attorney shall sign the name of the city to all appeal bonds and to all other bonds or papers of any kind that may be essential to the prosecution of any cause in

court, and when so signed the city shall be bound upon the same.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0304 ORDINANCE PREPARATION.

The city attorney shall prepare those ordinances which the council may desire and direct to be prepared and report to the council upon all such ordinances before their final passage by the council and publication.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0305 REVIEW AND COMMENT.

The city attorney shall make a written report to the council and interested department heads, giving his opinion on all contracts, documents, resolutions, or ordinances submitted to him or coming under his notice.

(Code of Iowa, 1975., Sec. 372.13 [4])

1-4.0306 OPINION ON CONTRACTS.

The city attorney shall, at the request of the council, offer a written opinion on and recommend alterations pertaining to contracts involving the city before they become binding upon the city.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0307 PROVIDE LEGAL OPINION.

The city attorney shall, upon request, give his legal opinion in writing upon all questions of law relating to city matters submitted by the council, any board or the head of any city department.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0308 ATTENDANCE AT COUNCIL MEETINGS.

The city attorney shall attend meetings of the council at the request of the council.

(Code of Iowa, 1975, Sec. 372.13 [4])

1-4.0309 PREPARE DOCUMENTS.

The city attorney shall, upon request, formulate drafts for contracts, forms and other writings which may be required for the use of the city.

(Code of Iowa, 1975, Sec. 372.13 [4])

ARTICLE 5
PUBLIC WORKS DIRECTOR

1-4.0501 POSITION CREATED.

The position of public works director is hereby created.
(Ord. 284 (part), 1991: Ord. 220 (part), 1984)

1-4.0502 POWERS AND DUTIES.

Powers and duties of the public works director are as follows:

1. He shall be responsible to the city council.
2. He shall supervise all city employees with the exception of those covered in the city clerk ordinance and those pertaining to police matters.
3. He shall provide information as needed to the city council. He shall assist in formulating and advertising for bids.
4. He shall be responsible for the management, operation and maintenance of municipal utilities.
5. He shall submit a budget request to the city clerk for the annual city budget.
6. He shall supervise and aid in the construction and maintenance of streets, storm sewers and gutters and sanitary sewers.
7. He shall be responsible for and aid in garbage and trash disposal according to rules passed by the city council.
8. He shall, whenever ice or snow imperil travel on the city streets, be in charge of removing ice and snow from the streets and shall do whatever necessary and reasonable to make the streets as safe as possible.
9. He shall submit a monthly report of activities of the public works employees to the city council at each regularly scheduled city council meeting.

10. He shall keep the council informed as to necessary certifications for operators in the sewer and water departments.

11. He shall be responsible for the repair and maintenance of all municipal owned real estate and equipment.

12. He shall be able to call in part-time workers as needed from a previously approved list of applicants. He will be in charge of all contractors and part-time workers within the public works department.

13. He shall be allowed to spend up to seven hundred fifty dollars (\$750.00) as previously approved by the city council for equipment or repairs.

14. He must keep a written statement of designation of the person in charge of city operations in his absence with city council approval. City council may appoint or fill the position as they choose.

15. He must live in Iowa and live within twenty-five (25) miles of City Hall.

16. He shall supervise the position of building inspector and zoning enforcement officer.

(Ord. 371, 2001; Ord. 335, 1996; Ord. 317, 1996; Ord. 284 (part), 1991; Ord. 220 (part), 1984)

ARTICLE 6

EMPLOYEE CODE OF CONDUCT IN CERTAIN CONTRACT MATTERS

1-4.0601 PURPOSE.

The purpose of this code of conduct is to ensure the efficient, fair and professional administration of federal and state grant and loan funds in compliance with applicable federal and state standards, regulations and laws.

(Ord. 212, Sec. 1, 1982)

1-4.0602 APPLICATION.

The code of conduct applies to all officers, employees or agents of the city of Buffalo engaged in the award and/or

administration of contracts supported by federal or state grant funds.

(Ord. 212, Sec. 2, 1982)

1-4.0603 REQUIREMENTS.

No officer, employee or agent of the city shall participate in the selection, award or administration of a contract supported by federal or state grant or loan funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The employee, officer or agent;
2. Any member of his/her immediate family;
3. His/her partner or;
4. Any organization which employs, or is about to employ any of the above, has a financial or other interest in the firm elected to award.

The city's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

(Ord. 212, Sec. 3(part), 1982)

1-4.0604 VIOLATIONS.

Violations of this code of conduct will invoke penalties and sanctions consistent with applicable federal and state laws.

(Ord. 212, Sec. 3(part), 1982)

ARTICLE 7
WASTEWATER TREATMENT PLANT OPERATOR

1-4.0701 WASTEWATER TREATMENT PLANT OPERATOR.

The wastewater treatment plant operator shall have the following duties:

1. Having direct responsibility for the overall administration, supervision, operation and maintenance of the wastewater treatment facility and the two (2) wastewater lift

stations. Regular machinery lubrication, cleaning, painting and other maintenance requirements as needed. Shall cut grass, weeds, and brush, trim trees, rake leaves in and around treatment plant site. Collect and dispose of trash.

2. Having authority over all plant functions. Performs and analyzes laboratory tests, adjusts processes accordingly. Operating the treatment plant, controlling the flow and processing of wastewater and effluent. Keep laboratory area clean and maintain all equipment in a neat and orderly manner. Monitor gauges and control panels, interpret meter and gauge readings and test results to determine process requirements. When needed, open and close valves and gates manually and start and stop pumps to control and adjust the flow and treatment process.

3. Daily inspection of the plant to determine the efficiency of the plant operation and maintenance and, when needed, initiate operational changes and repair operations.

4. Review and coordinate all data and records for the use of the budget report and purchase requests, submitting them to the city council along with any major equipment purchases and plant improvements.

5. Be responsible for preparing and maintaining of all reports and records necessary in operation of the plant. Set up written plan of action in case of emergencies or other process failures. The operator must have a written designation of the person in charge of operations at the plant in his absence.

6. Train new personnel when needed and maintain a high awareness of safety hazards around the plant.

7. Responsibility for maintaining effective communication with employees, government officials, and the general public. Be able to discuss plant operations with any visitor.

8. Operator keeps continuously informed of the best operating and maintenance practices. Be responsible to keep certification up to date.

9. Will be required to check the two (2) lift stations daily and be responsible for their operations and maintenance.

10. Be responsible to the public works director. The operation of the wastewater treatment facility may not always require a full forty (40) hour work week. When operations at the plant do not require a full eight (8) hour day, the operator should report to the public works director for other work assignments with city employees.

11. Operator must have and maintain the license grade of the Iowa Department of Natural Resources designation of this plant.

12. Operator must live in the state of Iowa and live within twenty-five (25) miles of the Buffalo City Hall at time of employment.

(Ord. 286, 1991)

1-4.0702 ASSISTANT WASTEWATER TREATMENT PLANT
OPERATOR.

The assistant wastewater treatment plant operator shall have the following duties:

1. Perform and analyze laboratory tests and adjust processes accordingly.

2. Prepare reports and maintain records.

3. Operate the wastewater treatment plant. Controlling the flow and processing of wastewater and effluent.

4. Monitor gauges and control panels.

5. Observe variations in operating conditions.

6. Interpret meter and gauge readings and test results to determine process requirements.

7. Opening and closing valves and gates manually.

8. Starting and stopping pumps to control and adjust the flow and treatment process.

9. Cleaning equipment, lubricating machinery, painting, and performing other maintenance requirements.

10. Assume the responsibility of the operator in his or her absence.

11. Be responsible to the public works director. The operation of the wastewater treatment facility will not always require a full forty (40) hour work week. When operations at the plant do not require a full eight (8) hour day, the operator should report to the public works director for other assignments with city employees.

12. The assistant operator must obtain at least a license Grade No. 1 in wastewater or what license grade the Iowa Department of Natural Resources require at the time for that plant.

13. The assistant operator must be a resident of Iowa and live within twenty-five (25) miles of the Buffalo City Hall at time of employment.

(Ord. 285, 1991)