

ORDINANCE # 242

AN ORDINANCE ADOPTING TITLE 1, CHAPTER 4, ARTICLE 1, CITY CLERK, SECTIONS 1-4.0101 to 1-4.0112 INCLUSIVE, OF THE CODE OF IOWA (1975) OF THE CITY OF BUFFALO, IOWA

SECTION 1

WHEREAS: 1. An ordinance repealing Ordinance #221 of the City of Buffalo was passed on December 1, 1986.

SECTION 2

THEREFORE: BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BUFFALO, IOWA, THAT;

A. The existing ordinance for City Clerk Title 1, Chapter 4, Article 1, Sections 1-4.0101 to 1-4.0112 inclusive, of the Code of Iowa of the City of Buffalo, Iowa, will be reinstated.

SECTION 3

REPEALER; Upon effective date of this ordinance all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4

Any part or parts of this ordinance found to be invalid by law does not effect the validity of the remainder of this ordinance.

SECTION 5

This ordinance shall be in full force after its final passage and publication as required by law.

Passed by the Council of the City of Buffalo, Iowa this 05th day of January, 1987.

Approved by the Mayor of the City of Buffalo, Iowa, this 05th day of January, 1987.

Signed; Betty Walters  
Betty Walters, Mayor  
City of Buffalo, Iowa

Attest; Carol A. Bernauer

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Carol A. Bernauer,  
City Administrator

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.

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.

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.

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 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

The city clerk is hereby directed to promptly post such ordinances and amendments, and to leave them so posted for not less than ten 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.

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.

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.

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 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 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 to any municipal officer a copy of any record, paper or public

document under his control when it may be necessary to such officer in the discharge of his duty. He shall furnish a copy to any citizen when requested upon payment of the fee set by council resolution. 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 the 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.

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.

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.

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.

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 (5) o'clock p.m. on the day following the last day on which nomination petitions can be filed.

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".

Passed by the Buffalo City Council this 05th day of January, 1987.

Approved and signed by the Mayor of Buffalo this 05th day of January, 1987.

Signed: Betty O. Walters

Betty O. Walters,  
Mayor

Attest:

Carol A. Bernauer

Carol A. Bernauer,  
City Administrator