

Chapter 1-9

CITY CLERK

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- Section 1-9-1 Appointment**

The Council shall select and appoint a Clerk and fix his/her salary. The Clerk shall attend all meetings of the Council, but shall not have the right to vote on any question. He/she shall make an accurate record of all proceedings, rules and ordinances adopted by the Council, and the same shall at all times be open to the public except as to meetings which are closed pursuant to the authority granted by the Code of Iowa.

Section 1-9-2 Supervision and Control

The office of City Clerk shall be under the general supervision and control of the City Administrator.

Section 1-9-3 Seal

The City Clerk shall keep the corporate seal of the City and attach the same to all orders or certificates which it may be necessary or proper to authenticate.

Section 1-9-4 Attendance at Council Meetings; Statement of Proceedings

The Clerk shall attend all regular and special Council meetings, except when excused by the City Administrator, and prepare and publish a condensed statement of the proceedings thereof, to include the total expenditure from each City fund. The statement shall further include a list of all claims allowed, a

summary of all receipts and the gross amount of the claims.

Section 1-9-5 Record Of Council Measures

The Clerk shall record each measure taken by the Council, stating where applicable, whether the Mayor signed, vetoed, or took no action on the measure and what action the Council made upon the Mayor's veto.

Section 1-9-6 Publish Ordinances and Amendments

The Clerk shall cause to be published all ordinances and amendments enacted by the City. He/she shall authenticate all such measures except motions with his/her signature, certifying the time and place of publication when required.

Section 1-9-7 Maintain Copies Of Ordinances

The Clerk shall maintain copies of all effective City ordinances and codes for public use.

Section 1-9-8 Publish Notice

The Clerk shall publish notice of public hearings, elections and other official actions as required by State and City laws.

Section 1-9-9 Certification of Measures

The Clerk shall certify all measures establishing any zoning district, building lines, or fire limits and a plat showing each district, lines or limits to the Recorder of the County containing the affected parts of the City.

Section 1-9-10 Certification of Tax Levies

Following Council adoption of the budget, the Clerk shall certify the necessary tax levy for the following year to the Council, Auditor and the County Board of Supervisors.

Section 1-9-11 Annual Report

The Clerk shall certify the annual public report, publish it and send a certified copy to the State Auditor and other State officers as required by law.

Section 1-9-12 Maintain City Records

The Clerk shall maintain all City records as required by law.

Section 1-9-13 Custody of Documents

The Clerk shall have custody and be responsible for the safekeeping of all writings or documents in which the municipality is a party in interest unless otherwise specifically directed by law or ordinance.

Section 1-9-14 Preservation of Records

The Clerk shall file and preserve all receipts, vouchers and other documents kept, or that may be required to be kept, necessary to prove the validity of every transaction and the identity of every person having any beneficial relation thereto.

Section 1-9-15 Furnish Copies of Records

The Clerk shall furnish upon request to any municipal officer a copy of any record, paper or public document under his/her control when it may be necessary to such officer in the discharge of his/her duty. The Clerk shall furnish a copy to any citizen when requested upon payment of the fee set by the Council resolution.

Section 1-9-16 Communications and Petitions

The Clerk shall keep and file all communications and petitions directed to the City Council or to the City generally. He/she shall endorse thereon the action of the City Council taken upon matters considered in such communications and petitions.

Section 1-9-17 Issuance of Licenses and Permits

The Clerk shall issue all licenses and permits approved by the Council, and keep a record of licenses and permits issued which shall show date of issuance, license or permit, and purpose for which issued.

Section 1-9-18 Election Duties

The Clerk shall compile and preserve a complete record of every City election, regular or special, and perform duties required by law or ordinance of the City Clerk in regard to elections.

Section 1-9-19 Payment Records

The Clerk shall keep a payment record in a form approved by the Council, showing the number, date, amount, payee's name, upon what fund drawn and for what claim each payment is issued.

