

CHAPTER 18

CITY CLERK

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18.01 APPOINTMENT AND COMPENSATION. At its first meeting in January following the regular city election the Council shall appoint by majority vote a City Clerk, hereinafter referred to as Clerk, to serve for a term of two (2) years. The Clerk shall receive such compensation as established by resolution of the Council.

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

18.02 POWERS AND DUTIES: GENERAL. The Clerk, or in the Clerk's absence or inability to act, the Deputy Clerk, has the powers and duties as provided in this chapter, this Code of Ordinances and the law.

18.03 RECORDING AND PUBLICATION OF MEETING MINUTES. The Clerk shall attend all regular and special Council meetings and within fifteen (15) days following a regular or special meeting shall cause the minutes of the proceedings thereof to be published. Such publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claim.

(Code of Iowa, Sec. 372.13[6])

18.04 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.

(Code of Iowa, Sec. 380.7[1])

18.05 PUBLICATION. The Clerk shall cause to be published all ordinances, enactments, proceedings and official notices requiring publication as follows:

1. Time. If notice of an election, hearing, or other official action is required by this Code of Ordinances 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.

(Code of Iowa, Sec. 362.3[1])

2. Manner of Publication. A publication required by this Code of Ordinances or law must be in a newspaper published at least once weekly and having general circulation in the City.

(Code of Iowa, Sec. 362.3[2])

18.06 AUTHENTICATION. The Clerk shall authenticate all measures except motions with the Clerk's signature, certifying the time and manner of publication when required.

(Code of Iowa, Sec. 380.7[4])

18.07 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.

(Code of Iowa, Sec. 380.11)

18.08 RECORDS. The Clerk shall maintain the specified City records in the following manner:

1. Ordinances and Codes. Maintain copies of all effective City ordinances and codes for public use.

(Code of Iowa, Sec. 380.7[5])

2. Custody. 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.

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

3. Maintenance. Maintain all City records and documents, or accurate reproductions, for at least five (5) years except that ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to the issuance, cancellation, transfer, redemption or replacement of public bonds or obligations shall be kept for at least eleven (11) years following the final maturity of the bonds or obligations. Ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

(Code of Iowa, Sec. 372.13[3 & 5])

4. Provide Copy. Furnish upon request to any municipal officer a copy of any record, paper or public document under the Clerk's control when it may be necessary to such officer in the discharge of such

officer's duty; furnish a copy to any citizen when requested upon payment of the fee set by Council resolution; under the direction of the Mayor or other authorized officer, affix the seal of the City to those public documents or instruments which by ordinance and Code of Ordinances are required to be attested by the affixing of the seal.

(Code of Iowa, Sec. 372.13[4 & 5] and 380.7[5])

5. Filing of Communications. Keep and file all communications and petitions directed to the Council or to the City generally. The Clerk shall endorse thereon the action of the Council taken upon matters considered in such communications and petitions.

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

18.09 ATTENDANCE AT MEETINGS. At the direction of the Council, the Clerk shall attend meetings of committees, boards and commissions. The Clerk shall record and preserve a correct record of the proceedings of such meetings.

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

18.10 ISSUE LICENSES AND PERMITS. The Clerk shall issue or revoke licenses and permits when authorized by this Code of Ordinances, 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.

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

18.11 NOTIFY APPOINTEES. The Clerk 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.

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

18.12 ELECTIONS. The Clerk shall perform the following duties relating to elections and nominations:

1. Certify to the County Commissioner of Elections the type of nomination process to be used by the City no later than ninety (90) days before the date of the regular City election. *(Ord. 712 – Nov. 02 Supp.)*

(Code of Iowa, Sec. 376.6)

2. 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 is timely filed.

(Code of Iowa, Sec. 376.4)

3. Designate other employees or officials of the City who are ordinarily available to accept nomination papers if the Clerk is not readily available during normal working hours.

(Code of Iowa, Sec. 376.4)

4. Note upon each petition and affidavit accepted for filing the date and time that the petition was filed.

(Code of Iowa, Sec. 376.4)

5. Deliver all nomination petitions, together with the text of any public measure being submitted by the Council to the electorate, to the County Commissioner of Elections not later than five o'clock (5:00) p.m. on the day following the last day on which nomination petitions can be filed.

(Code of Iowa, Sec. 376.4)

18.13 CITY SEAL. The City seal is in the custody of the Clerk and shall be attached by the Clerk to all transcripts, orders and certificates which it may be necessary or proper to authenticate. The City seal is circular in form, in the center of which are the words "SEAL" and around the margin of which are the words "CITY SEAL OF GLENWOOD, MILLS COUNTY, IOWA."

18.14 OTHER DUTIES OF CITY CLERK. In addition to the foregoing, the Clerk shall satisfactorily perform other duties as may be directed by the Council and as required by law, including, but not limited to, the following:

1. Prepares correspondence to and from Mayor and Council.
2. Assists with preparation and distribution of agenda for each meeting. Sees that all notices of public meetings are posted as required.
3. Sets up for and attends all Council meetings and responsible for publication of such minutes and distribution to appropriate parties.
4. Records in the minutes each measure considered by the Council.
5. Sees to the publication of all ordinances, enactments, proceedings and official notices requiring publication.
6. Authenticates all such measures except motions with the Clerk's signature.
7. Certifies 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.
8. Maintains all required records of the City.
9. Issues licenses and permits authorized by the Code of Ordinances.

10. Notifies all persons appointed by the Mayor or Council to offices of the City.
11. Maintains cemetery records. Types deeds, records burials.
12. Maintains Accounts Receivable records. Types, mails and records statements for A/R billings.
13. Designee to distribute open records requests.
14. Prepares claims/enters/writes Accounts Payable checks on computer. Maintains all accounts payable records.
15. Cross trains with Administrator to do payroll.
16. Performs, assists and relieves City Administrator with general clerical duties.
17. Receptionist-greets customers and sales people and answers two-line telephone for the City. Provides general information to the public on the telephone and in person. Takes telephone messages for Council, Mayor, City Administrator or other Department Heads.
18. Records revenue accounts received in receipt book. Writes up and makes bank deposits (if revenue comes in) once per day by 3:00 p.m. Balances cash drawer.
19. Co-signs on the Accounts Payable and Payroll checks.
20. Keeps office lists updated (Board Members, Committees, permits, agreements, etc.)
21. Runs errands for office: bank deposits, deliveries to Courthouse, City Attorney, insurance company, and others, picks up orders for meetings, and other errands assigned. Delivers outgoing local checks, materials, correspondence. Takes outgoing mail to post office.
22. Assists with copies and mailing when needed or requested by Department Heads.
23. Maintains necessary office supplies.
24. Posts the office closings and notices on front door or bulletin board.
25. Cleans up at the end of each day and after meetings. Empties trash cans in City offices and meeting rooms.
26. Performs other duties as assigned.

(Ord. 795 – Oct. 07 Supp.)

18.15 JOB DUTIES OF OFFICE ASSISTANT. *(Repealed by Ordinance 795 – Oct. 07 Supp.)*