

CITY OF AVOCA

TITLE II: OFFICERS AND ADMINISTRATION **CHAPTER 7: CITY CLERK/FINANCE OFFICER**

7.01 APPOINTMENT AND COMPENSATION. The City Clerk/Finance Officer shall be appointed by majority vote of the Council and receive such compensation as shall be established by resolution. The City Council is hereby authorized, in its discretion, to enter into employment contracts with the City Clerk/Finance Officer as may be necessary for his or her employment.

7.02 GENERAL RESPONSIBILITY. The City Clerk/Finance Officer, or in the absence or inability of the City Clerk/Finance Officer to act, the Deputy City Clerk, shall have the powers and duties as provided law and this Code.

7.03 SPECIFIC DUTIES AND AUTHORITY. The duties and responsibilities of the City Clerk include the following:

1. Chief Financial Officer. Shall be the Chief Financial Officer of the City and shall conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
2. Recording Measures Considered. Promptly record each measure considered by the City 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, Chapter 380.7 [1])
3. Publication. Cause to be published all ordinances, enactments, proceedings and official notices requiring publication as follows:
 - A. Time. If notice of an election, hearing, or other official action is required by law or this Code, 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, Chapter 362.3 [1])
 - B. Manner of Publication. A publication required by law or this Code must be published in an official newspaper of general circulation in the City.
(Code of Iowa, Chapter 362.3 [2])
 - C. Summary of Ordinances. Publish a summary of all

ordinances or the complete text of ordinances and amendments. As used in this subsection, "summary" shall mean a narrative description of the terms and conditions of an ordinance setting forth the main points of the ordinance in a manner calculated to inform the public in a clear and understandable manner the meaning of the ordinance and which shall provide the public with sufficient notice to conform to the desired conduct required by the ordinance. The description shall include the title of the ordinance, an accurate and intelligible abstract or synopsis of the essential elements of the ordinance, a statement that the description is a summary, the location and the normal business hours of the office where the ordinance may be inspected, when the ordinance becomes effective, and the full text of any provisions imposing fines, penalties, forfeitures, fees, or taxes. Legal descriptions of property set forth in ordinances shall be described in full, provided that maps or charts may be substituted for legal descriptions when they contain sufficient detail to clearly define the area with which the ordinance is concerned. The narrative description shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When necessary to use technical or legal terms not generally familiar to the public, the narrative description shall include definitions of those terms.

(Code of Iowa, Chapter 380.7 [3])

- D. Recording and Publication of Meeting Minutes. Within fifteen (15) days following a regular or special meeting, cause the minutes of the proceedings thereof to be published. Such publication shall include a list of all claims allowed, the total expenditure from each City fund, a summary of all receipts and the gross amount of each claim.

(Code of Iowa, Chapter 372.13 [6])

4. Authentication. Authenticate all measures, except motions, with the City Clerk/Finance Officer's signature, certifying the time and manner of publication, when required.

5. Certify Measures. 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, Chapter 380.11)
6. Records. Maintain the specified City records in the following manner:
 - A. Ordinances and Codes. Maintain copies of all effective City ordinances and codes for public use.
 - B. Custody. Have custody and be responsible for the safekeeping of all public records, writings or documents in which the City is a party in interest unless otherwise specifically directed by law or ordinance.
 - C. Maintenance. Maintain all City records and documents, or accurate reproductions, for at least five (5) years, except that ordinances, resolutions, Council proceedings and records and documents relating to real property transactions or bond issues or accurate reproductions of such ordinances, resolutions, Council proceedings, and records and documents relating to real property transactions or bond issues must be maintained permanently.
 - D. Copies. The Clerk shall 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 that officer's duty. The Clerk shall furnish a copy to any citizen when requested upon payment of the fee set by Council resolution. The Clerk 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 or this Code are required to be attested by the affixing of the seal.
7. Filing of Communications. Keep and file all communications and petitions directed to the Council or to the City generally. Endorse thereon the action of the Council taken upon matters considered in such communications and petitions.

8. Attendance at Meetings. Attend all regular and special Council meetings and, at the direction of the City Council or City Manager, attend meetings of committees, boards and commissions. The City Clerk/Finance Officer shall record and preserve a correct record of the proceedings of such meetings.
9. Licenses and Permits. 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.
10. Notify Appointees. Inform all persons appointed by the Mayor or Council to offices in the City government of their positions and the time at which they shall assume the duties of their offices.
11. Elections. Perform the following duties relating to City elections:
 - A. Accept the petition for nomination of a candidate for a City office or public measure question for filing if on its face it appears to have the requisite number of signatures and it is timely filed.
 - B. The City Clerk/Finance Officer shall note upon each petition and affidavit accepted for filing the date and time that they were filed.
 - C. Deliver all nomination petitions together with the text of any public measure being submitted by the City Council to the electorate 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.
 - D. Designate other employees or officials of the City who are not ordinarily available to accept nomination papers if the City Clerk/Finance Officer is not readily available during normal working hours.
12. City Seal. The City seal shall be in the custody of the City Clerk/Finance Officer and shall be attached by the City Clerk/Finance Officer to all transcripts, orders and certificates which it may be necessary or proper to authenticate.