

RESOLUTION NO. \_\_\_\_\_

**TITLE.** This shall be known and may be cited as the City Policy of Marble Rock, Iowa, 1991.

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

**ALTERING POLICY.** It shall be unlawful for any person to change or amend, by additions or deletions, any part or portion of the city policy or to insert or delete pages or portions thereof or to alter or tamper with the city policy in any manner whatsoever which will cause the policy of the city to be misrepresented.

**SEVERABILITY.** If any section, provision, or part of this policy shall be adjudged invalid, such adjudication shall not affect the validity of the policy as a whole or any section, provision, or part thereof not adjudged invalid.

CITY POLICY OF MARBLE ROCK, IOWA

TITLE I POLICY AND ADMINISTRATION

Chapter 1 Officers and Employees

Article 1 (82-6) Bonding of elected officials and personnel.

Article 2 (82-11) Duties of city employees.

Article 3 (82-12) Policies of hours of work, holiday leaves,  
personnel administration.

Article 4 (82-16) Merit increases, wage negotiations, hiring,  
and rate of pay.

Chapter 2 Fiscal Management

Article 1 (78-15) Clerk to invest funds.

Article 2 (78-23) Depositories named.

Article 3 (82-5) Purchasing and budgetary controls over city  
finances.

Article 4 Audit of financial records.

Chapter 3 Mayor and Council

Article 1 (79-1) Location, notice of , and agenda of city  
council meetings.

Article 2 (79-5) Claims to be published as straight matter.

Article 3 (80-1) Roll call votes.

Article 4 (82-7) Conduct of council business.

Chapter 4 Administration

Article 1 (81-1) Salary of city attorney.

Article 2 (82-1) Compensation of city health officer.

TITLE I POLICY AND ADMINISTRATION

Chapter 1 Officers and Employees

Article 1 (82-6) Bonding of elected officials and personnel

Article 2 (82-11) Duties of city employees.

Article 3 (82-12) Policies of hours of work, holiday leaves,  
personnel administration.

Article 4 (82-16) Merit increases, wage negotiations, hiring,  
and rate of pay.

Chapter 2 Fiscal Management

Article 1 (78-15) Clerk to invest funds.

Article 2 (78-23) Depositories named.

Article 3 (82-5) Purchasing and budgetary controls over city  
finances.

Article 4 Audit of financial records.

Chapter 3 Mayor and Council

Article 1 (79-1) Location, notice of , and agenda of city  
council meetings.

Article 2 (79-5) Claims to be published as straight matter.

Article 3 (80-1) Roll call votes.

Article 4 (82-7) Conduct of council business.

Chapter 4 Administration

Article 1 (81-1) Salary of city attorney.

Article 2 (82-1) Compensation of city health officer.

CITY POLICY OF MARBLE ROCK, IOWA

TITLE II DIVISION 1 LAW ENFORCEMENT

Chapter 2 Traffic Regulations

Article 1 (80-11) Crosswalks

Article 2 (82-2) Handicapped parking.

Chapter 6 Snowmobiles

Article 1 Snowmobile routes.

TITLE II DIVISION 2 FIRE PROTECTION

Chapter 1 Fire Department

Article 1 (81-4) Fire Protection agreement.

TITLE III MENTAL AND PHYSICAL HEALTH.

Chapter 3 Liquid Wastes

Article 1 (82-10) Sewer rental.

Chapter 4 Solid Waste

Article 1 Collection Agreement.

Article 2 Rates.

Chapter 5 Civil Defense

Article 1 (82-19) Disaster Plan.

TITLE IV EDUCATION AND CULTURE

Chapter 1 Library

Article 1 (78-13) Library trust fund.

TITLE VI COMMUNITY DEVELOPMENT AND ENVIRONMENT

Article 1 (78-19) Housing authority.

Chapter 1 Water Service

Article 1 (80-4) Excavation and installation requirements  
for water service lines.

Article 2 (80-8) Specifications for materials used.

Chapter 7 Cemeteries

Article 1 (82-24) Agreement with cemetery association.

TITLE 1 - POLICY AND ADMINISTRATION

CHAPTER 1 - OFFICERS AND EMPLOYEES

ARTICLE 1

BONDING OF ELECTED OFFICIALS AND PERSONNEL

AMOUNT OF BONDS. Each officer named shall be bonded in the amount shown:

MAYOR	\$ 25,000.00
CLERK-TREASURER	\$100,000.00
EACH CHANCELLORSHIP	\$ 25,000.00
CITY MAINTENANCE	\$ 25,000.00

TYPE OF BONDS. Blanket bonds or individual bonds may be used to meet the requirements of this resolution, except in the case of the Clerk-Treasurer where bond is to be divided as follows: FMHA - \$75,000.00 and City of Marble Rock - \$25,000.00.

BONDS FILED. All bonds when duly executed shall be filed with the city clerk.

SURETY. Any association of corporation which makes a business of insuring the fidelity of other and which has authority to do such business within Iowa shall be accepted as surety on any of the bonds.

(Resolution 84-4 and 84-16 refer to 1-1.0202(1) of code)

TITLE I - POLICY AND ADMINISTRATION

CHAPTER 1 - OFFICERS AND EMPLOYEES

ARTICLE 2

DUTIES OF CITY EMPLOYEES

GENERAL DUTIES. Each municipal employee shall exercise powers and duties prescribed by law and ordinance and this resolution, or as otherwise directed by the council.

(Refers to 1-1.0203 of code)

DUTIES OF CITY CLERK. The duties of the city clerk shall be as follows:

1. The clerk shall attend all regular and special council meetings and prepare and public the proceedings thereof.
2. The clerk shall be the chief accounting officer of the city.
3. The clerk shall report to the council at the first meeting of each month the status of each municipal account as of the end of the month.
4. The clerk shall have custody and be responsible for the safekeeping of all writings and documents in which the city is a party in interest, unless otherwise specified by law.

5. 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.

6. The clerk shall keep and file all communications and petitions directed to the city council or to the city generally. The clerk shall cause to be written any communications directed by the city council.

7. The clerk shall show on every warrant the fund on which it is drawn and the claim to be paid. The clerk shall keep a warrant record showing the number, date, amount, payee's name, upon what fund drawn, and for what claim each warrant is issued.

8. The clerk shall bill and collect all charges, rents, or fees due the city for water utility, sewer utility, garbage, and other services, and give receipt therefor.

(Refers to 1-4.0100 of code)

DUTIES OF THE CITY MARSHAL. The duties of the city marshal shall be as follows:

1. The marshal shall wear upon his outer garment and in plain view a badge engraved with the name of the office.

2. The marshal shall attend all regular meetings and special meetings of the council when so directed by



the council.

3. The marshal shall report to the council upon his activities as marshal when requested.

4. The marshal shall keep a record of all arrests, warning, incidents, and complaints.

(Refers to 2.1-3.000 of code)

DUTIES OF CITY MAINTENANCE. The duties of city maintenance shall be as follows:

Water Department

1. City maintenance shall keep records of the daily pumpage of water into the distribution system. There shall be kept an up to date report of all required tests.

2. City maintenance shall keep the fire hydrants flushed at a regular interval.

(Refers to 6-1.0100 of code)

Sewer Department

1. City maintenance shall keep record of the daily pumpage of sewage into the lift station. There shall be kept and up-to-date report of all required tests.

2. City maintenance shall make a daily check on the sewer wet-well. The wet-well shall be cleaned at least twice a month. Weeds shall be cut at a regular interval and be maintained at a proper level.

(Refers to 3-3.0100 of code)

#### Street Department

1. City maintenance shall maintain and repair the alleys, bridges, and streets and keep them in reasonably safe condition for travelers. He shall immediately investigate all complaints of the existence of dangerous or impassable conditions of any street, alley, or bridge and is charged with the duty of correcting the defects in them.

2. City maintenance shall, whenever snow and ice imperil travel upon streets and alleys, be in charge of removing said snow or ice from streets and alleys, be in charge of removing said snow or ice from streets and alleys as soon as possible after the accumulation occurs and shall do whatever else is necessary and reasonable to make travel upon streets and alleys of the city safe.

3. City maintenance shall maintain and keep clean the storm sewers and gutters. Streets shall be kept free of rubbish, dirt, and debris.

(Refers to 8-1.0100 of code)

#### General Maintenance

1. City maintenance shall keep all vehicles and equipment in proper maintenance to ensure the safe operation and long life of the same.

2. City maintenance shall keep all city buildings in clean condition and to make necessary repairs when they arise.

3. City maintenance shall keep all city property mowed and maintained. Sidewalks abutting all city property shall be maintained and cleaned of snow.

4. City maintenance shall compile and maintain written records of repairs to vehicles and equipment, street improvements, water and sewer connections, and an up-to-date inventory of supplies.

5. City maintenance shall obtain permission from the mayor before digging in any street.

6. City maintenance shall cooperate and assist another governmental agency whenever possible. Clearance must be granted by the mayor before any work be done.

(Refers to 1-1.0200 of code)

(Resolution 82-11)

TITLE I - POLICY AND ADMINISTRATION

CHAPTER 1 - OFFICERS AND EMPLOYEES

ARTICLE 3

POLICIES

PURPOSE. The purpose of this resolution is to establish policy concerning the hours of work, holiday leaves, the general conduct of employees, and other matters of personnel administration for the city.

REGULAR HOURS. The regular hours of work each day shall be consecutive except for interruption for lunch and rest periods. Reference to consecutive hours of work in the balance of this resolution shall be construed generally to include lunch and rest periods.

WORKWEEK DEFINED. The workweek shall be defined as a week beginning on any given Sunday at 12:00 a.m. and continuing through the following Saturday at 11:59 p.m.

REQUIRED HOURS OF EMPLOYMENT. The hours of employment each municipal employee shall be as follows:

City Maintenance

The required hours of employment shall consist of five (5) consecutive seven (7) hour days and five (5) random hours to be used according to mutual agreement between the employee and the

mayor, with a total of forty (40) hours per work week

City Clerk

The required hours of employment shall consist of five (5) consecutive seven (7) hour days and five (5) random hours to be used at own discretion, with a total of forty (40) hours per workweek.

OVERTIME. The following shall apply to all overtime.

1. All overtime must be approved by the Mayor.

A. If a night call requires prompt action, overtime will be approved or disapproved on the day after overtime is performed.

B. If not approved, overtime may be appealed to the council at the next meeting.

2. All overtime must be listed on the calendar and stamped each day as it occurs. Overtime not recorded will be denied at the next council meeting.

3. The first five (5) hours of overtime will be given as compensatory time. The next five (5) hours will alternate - one (1) hour compensatory time, the next hour paid at time and one-half per hour, etc. Anything over ten (10) hours will be subject to full approval by the council at each monthly meeting. There will be no carry-over of hours to the following month.

4. The city maintenance person will be responsible for presenting all payable overtime hours to the council for approval.

5. No overtime shall be paid to the clerk. Compensatory

time off shall be allowed by mutual agreement by the mayor and the employee.

MEETING COMPENSATION. The clerk shall receive the same rate of pay as the council receives for each council meeting the clerk is required to attend. This shall include all regular meetings and all special meetings called.

EMERGENCY SITUATIONS. Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the mayor and the employee.

SCHEDULE CHANGES. All schedule changes, except emergency situations, shall be filed with the city clerk.

REST PERIODS. All employee's work schedules shall provide for a fifteen (15) minute break as close as possible to the middle of the morning shift and the afternoon shift.

MEAL PERIODS. All employees shall be granted a lunch period of one (1) hour in length. Whenever possible, the lunch period shall be scheduled at the middle of the day.

HOLIDAYS. The following days shall be recognized and observed as paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving day, Day after Thanksgiving, and Christmas Day. Whenever any of the holidays

listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. Water and wastewater monitoring shall be suspended on the holidays only.

VACATIONS. Regular employees shall be eligible to receive vacation pay in accordance with the following conditions, to be taken at such times as are mutually agreed upon by the mayor and the employee.

1. One week paid vacation shall be allowed after the first and second year of full employment, and two weeks per year after three years of employment will be given.

2. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended one additional workday.

3. Any employee who is laid off, discharged, retired, or separated from the service of the employer, for any reason, prior to taking his vacation shall be compensated for the unused vacation he has accumulated at the time of the separation.

4. All regular employees shall give at least a two (2) week notice of intent to use vacation time. Said intent shall be filed in the office of the city clerk.

LEAVES OF ABSENCE. Regular employees shall be eligible to receive leaves of absence with pay with the following conditions:



1. In the event of a serious illness of a member of the employee's family (a serious illness is hereby defined as requiring hospitalization), the employee may be allowed up to a maximum of three (3) days from work without loss of pay per year.

2. In the event of death in the family of an employee (family of an employee is hereby defined as spouse, parents, stepparents, children, brother, or sister), the employee shall be allowed an absence from work of up to three (3) days without loss of pay.

3. In the event of the death of a close relative (close relative is hereby defined as employee's grandparent, or spouse's parent, brother, sister, and grandparents or steprelationship or a member of the employee's household), leave will be granted not to exceed four (4) working hours to attend the funeral without loss of pay.

4. In the event of death or illness of a friend, a leave of absence will be granted without pay.

5. A request and permission for a leave of absence shall be filed with the city clerk.

JURY DUTY AND COURT APPEARANCES. Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for each day of jury service. Employees shall be granted a leave of absence with pay any time they are required to

appear before a court of law in behalf of the city. Employees shall be paid the difference between any court compensation they receive and their regular wages for each day of appearance. All employees shall be required to report any compensation arising from jury duty or court appearances to the city clerk. No mileage shall be paid to a city employee who is using a city vehicle for transportation.

VOTING TIME. Employees shall be granted reasonable time to vote on any election day with full pay.

MILITARY LEAVE. Any employee who enters into active service in the armed forces of the United States while in the service of the employer shall be granted a leave of absence for the period of military service, provided that he shall apply to the employer for work ninety (90) days from the date of his honorable discharge.

SICK LEAVE. One (1) day per month sick leave shall be allowed, with a total accumulation of sixty days. All absences chargeable to sick leave shall be reported to the city clerk as soon as possible and no later than the time for start of work on the day of the absence. All absences due to illness in excess of three consecutive days may be required to be supported by a doctor's statement, at the discretion of the mayor. In the event of abuse of sick leave, a doctor's statement may be requested for each authorization of sick leave. In the event that the employee

requires leave beyond the amount of earned sick leave, he shall be required to use accrued vacation leave available before consideration is given to a request for unearned sick leave.

LEAVE FOR INJURY. Leave due to injury while on duty will be granted for the time workmen's compensation is paid and for the period preceding the commencement of said compensation.

HEALTH INSURANCE BENEFITS. All full time employees being employed by the city over three (3) months may subscribe to the city group health insurance plan. The employee may have the option of having himself or himself and his dependents covered under this group policy. After completion of one year's service, the city shall pay the following percentages toward the employee's group insurance.

	Employee	Employee + Dependents
Year 1	15 percent	15 percent
Year 2	35 percent	30 percent
Year 3	55 percent	45 percent
Year 4	75 percent	60 percent
Year 5	95 percent	75 percent
Year 6	100 percent	90 percent
Year 7		100 percent

OUTSIDE EMPLOYMENT. No full time employee shall engage in outside employment which would tend to impair his efficiency, re-

duce his effectiveness, or tend to create a conflict of interest (unless specifically exempted by state law). Any employee designing to do any other work shall request approval from the council before engaging in the proposed outside employment. This section does not pertain to family commitments or a self-owned operation at home.

RETIREMENT. All employees shall be retired upon reaching the age of sixty-five (65). An employee so retired may be retained as a part time employee on a year by year basis only by council action.

CONFLICT OF INTEREST - GIFTS. All employees shall comply with state law and local ordinances with provisions involving conflict of interest. Employees shall not accept personal gifts offered to them because of their employment with the city, provided that this rule shall not apply to gifts of a general commercial advertising nature having a value of less than ten (10) dollars such as pens, calendars, and rulers.

POLITICAL ACTIVITY PROHIBITED. No city employee shall solicit for party purpose while working on city time. No city employee shall work for any non-party political organization involving city elections at any time.

PROBATIONARY PERIOD AND REVIEW. Any position which is hired by the mayor or the council and is on the pay plan as a regular full time employee, subject to all the provisions of this resolu-

tion, provides for a six month probationary period. The probationary period is designed to determine whether an employee has the ability to do the job and is also designed for the protection of both the city and the employee. A six month review of the employee's performance will be conducted by the personnel committee.

**CERTIFICATION.** All employees who deal directly with the maintenance or operation of the water and wastewater facilities shall be certified by the Iowa Department of Environmental Quality as a Grade 1 operator. The city shall assume the cost of tuition, licensing, and travel to school.

**TIME CARDS.** Employees shall fill out a time card daily. At the end of each week, the time card shall be presented to the mayor for signature and filed with the city clerk.

**REMOVAL.** The council or mayor shall have the power to dismiss an employee. Removal from the position shall be made only where the good of the city's service requires that it be done; said causes shall be substantial and important and relate directly to the disposition of the person or the failure in the performance of duties so that the person has become an unsatisfactory person to hold the position. The following shall be grounds for removal:

1. Manner of Performance of Work.
  - a. Poor quality of work.

- b. Discourtesy of individuals in the public.
- c. Neglecting to perform the duties of the job.
- d. Careless damage to equipment and materials.
- e. Physical or mental unfitness.
- f. Malfeasance, Misfeasance, or Nonfeasance of duty.

2. Violation of City Rules.

- a. Absence, tardiness, or leaving work before quitting time.
- b. Unauthorized use or removal of city property.
- c. Possession or use of intoxicants or narcotics on the job, or the use of intoxicants or narcotics in excess which would effect the performance of the job.
- d. Misuse or failure to give proper care to city equipment.

3. Dishonesty or Immoral Turpitude.

- a. Allowing the city to be defrauded by others by helping or permitting acts of dishonesty to be performed without informing the city or trying to prevent them.
- b. Conviction in a court of competent jurisdiction of a felony, or any crime or offense involving turpitude, fraud, vicious conduct, dishonest and notoriously immoral or disgraceful conduct.
- c. Cash shortage or misappropriation.
- d. Falsification of application for employment.
- e. Falsification of city records or destruction of

records.

f. Using city property for personal use.

4. Insubordination.

a. Dispute or altercation with one in a supervisory position.

b. Exceeding employee's authority.

c. Deriding or ridiculing those in authority.

d. Maintaining a disagreeable personality destructive to the efficiency of public service.

e. Constant use of abusive or profane language.

5. Poor Relations.

a. Agitation and criticism which cause resentment and dissatisfaction.

b. Altercations or assault.

APPEAL. Any employee dismissed by the mayor or acting official may appeal to the council for a hearing on the cause for dismissal. The council's decision shall be final.

DISCIPLINE PROCEDURE. Discipline procedure consists of first offense (offenses being defined in REMOVAL section) with a written warning signed by both parties (signature of employee is not acknowledgment of guilt by an acknowledgment of receipt of warning). Second offense will be considered as possible grounds for discharge.

RESIGNATIONS. Regular full time employees who voluntarily

CITY POLICY OF MARBLE ROCK, IOWA

resign shall be expected to give at least (2) weeks notice. An employee to be discharged by the city shall be given one (1) week notice.

OATH. All regular full time employees shall be required to prescribe to an oath as hereinafter provided:

I (Name of Employee) will faithfully and impartially, to the best of my ability, discharge all duties of (Name of Position) in Marble Rock, Iowa. I will faithfully and impartially abide by all ordinances, resolutions, policies, and council actions dictating the duties and requirements of my position.

DATE \_\_\_\_\_ /s/ (Signature of Employee) \_\_\_\_\_  
ATTEST: \_\_\_\_\_

Said oath shall be administered by the mayor or city clerk and a copy filed with the city clerk in the records of the employee.

DESIGNATION OF SEXES. All references to employees in this resolution designate both sexes, and wherever the male gender is used it shall be construed to include both the male and female employees.

REPEALER. All resolutions or parts of resolutions or other agreements in conflict with the provisions of this resolution are hereby repealed.

(Resolution 88-14 refers to 1-1.0200 of the code)



TITLE I - POLICY AND ADMINISTRATION

CHAPTER 1 - OFFICERS AND EMPLOYEES

ARTICLE 4

MERITS, WAGES, HIRING, AND RATES OF PAY

PURPOSE. The purpose of this resolution is to establish policy concerning merit increases for new employees, wage negotiations, and guidelines for present employees, and the hiring and rate of pay for part time employees and the supervision of the same.

NEW FULL TIME EMPLOYEES. Salary or wage of a new employee shall be set by the council prior to employment of the individual.

MERIT INCREASES. A new employee shall be entitled to a merit increase subject to the review of the personnel committee and the approval of the council. The council may deny a merit increase as specified in Resolution 82-12. Merit increases shall be awarded in the following manner:

1. Upon completion of three months work.
2. Upon completion of six months work.
3. Upon completion of twelve months work.

WAGE NEGOTIATIONS. Wage negotiations shall be made between

the personnel committee and the full time employees no later than January 1st of each year. The personnel committee shall make recommendations to the city council at the January meeting each year. The council shall act on the said negotiations prior to the adoption of the new year budget. Negotiated wage increases shall take effect July 1st of that year. This section does not apply to employees that are engaged in first year employment.

GUIDELINES. Guidelines for negotiations should be based on percentages as recommended by the League of Municipalities, percentages awarded by the County Board of Review, and pay scales of cities with the same population.

PART TIME EMPLOYEES. A part time employee is a person who is employed by the city for less than thirty one (31) hours per week. Emergency labor shall be the same as part time labor.

HIRING PART TIME EMPLOYEES. The mayor shall authorize the employment of part time labor in writing with the number of hours the part time employee is allowed to work. A part time employee shall not be employed over thirty (30) hours per week.

PAYMENT OF PART TIME EMPLOYEES. A part time employee shall obtain a time card from the city clerk and keep an accurate account of time worked. Upon completion of work, the time card shall be presented to the mayor for his signature. Upon receiving the mayor's signature, the time card shall be filed with the

city clerk. Part time wages will be approved at the next regular meeting of the city council in the same manner as other claims.

DEDUCTIONS OF PART TIME EMPLOYEES. Social security (F.I.C.A.) shall be deducted from a part time employee's gross amount. No other deductions shall be taken. No part time employee is entitled to benefits such as health insurance, vacations, and etc. The part time employee is covered by Workmen's Compensation during employment, as provided by law.

RATE OF PAY FOR PART TIME EMPLOYEES. Part time employees' rate of pay shall be the current minimum wage as established by the Federal Wage and Labor Law and the Fair Labor Standards Act.

SUPERVISION OF PART TIME EMPLOYEES. The mayor shall have full authority and supervision of part time employees. The mayor may direct the responsibility of supervision to a full time city employee or council member. All decisions by the mayor concerning the conduct and actions of a part time employee shall be final. (Resolution 82-16 refers to 1-1.0200 of the code)

TITLE I - POLICY AND ADMINISTRATION

CHAPTER 2 - FISCAL MANAGEMENT

ARTICLE 1

FUNDS INVESTED

CLERK TO INVEST. The city clerk is charged with the responsibility and directed to promptly invest any available idle public funds as per the provisions of Chapter 453, Code of Iowa 1977, and including such other funds as may be legally invested under state law, as such funds become available to maximize the earnings within prudent limits and maintain adequate current available cash.

MONTHLY REPORT. The city clerk is also hereby directed to submit a monthly report to the city council showing the funds invested, where the funds are invested, and the rate of interest.

(Resolution 78-15 refers to 1-4.0200 and 1-1.0400 of the code)

TITLE I - POLICY AND ADMINISTRATION

CHAPTER 2 FISCAL MANAGEMENT

ARTICLE 2

DEPOSITORIES

AUTHORIZED DEPOSITORIES AND AMOUNTS. The city council designates the following named banks to be depositories of the city, funds in amounts not to exceed the amount named opposite each of said designated depositories, and the city clerk-treasurer is hereby authorized to deposit the city funds in amounts not to exceed in the aggregate the amounts named for said banks as follows, to-wit:

First Security Bank and Trust Co.

Marble Rock, Iowa

Maximum Deposit in effect under prior resolution: \$120,000

Maximum Deposit under this resolution: \$185,000

(Resolution 78-23 refers to 1-1.0400 of the code)

TITLE 1 - POLICY AND ADMINISTRATION

CHAPTER 2 - FISCAL MANAGEMENT

ARTICLE 3

PURCHASING AND BUDGETARY CONTROLS

BUDGET OFFICER. The city clerk shall be the city budget officer and is responsible for preparing the budget in cooperation with the council and council finance committee. The clerk shall be responsible for carrying out the authorizations and plans in the budget as set forth in the budget, subject to council control and the limitations set out in this resolution and city code.

(Refers to 1-1.0405(1) of the code)

EXPENDITURES. No expenditure shall be authorized by any city officer except as herein provided. All purchases of supplies and equipment shall be made only after issuance of a purchase order, and no invoice shall be accepted unless authorized by such an order. Purchases not exceeding twenty-five (25) dollars may be authorized by the city clerk. The clerk may refuse such authorization, thus such authorization must be obtained from the mayor. Purchases not exceeding three hundred (300) dollars may be authorized by the mayor. The mayor may refuse such authorization, thus such authorization must be approved by a majority of the council.

PETTY CASH FUND. The clerk shall be custodian of a petty cash fund not to exceed twenty-five (25) dollars for the payment of small claims for minor purchases, collect-on-delivery transportation charges, and small fees customarily paid at the time of rendering a service, for which payments the clerk shall obtain some form of receipt or bill acknowledged as paid by the vendor or his agent. At such time as the petty cash fund is approaching depletion, the clerk shall prepare a claim for replenishment in the amount of the accumulated expenditure, and such claim in supporting detail shall be submitted to the council in the usual manner for claims and charged to the proper funds and accounts. It shall not be used for salary payments or other personal services or personal expenses.

CHANGE FUND. The clerk is authorized to draw a warrant on the sewer fund for establishing a change fund in the amount of forty (40) dollars for the purpose of making change without commingling other funds to meet the requirement of the office. Said change fund shall be in the custody of the clerk for the collection of utility bills for water, sewer, garbage, and other accounts due the city. The clerk shall maintain the integrity of the fund.

(Refer to 1-1.0404 of the code)

BIDDING MAJOR CONTRACTS. Contracts for consulting services,

for such services as water main, street, utility, sewer, and sanitary work and large equipment shall be placed on bids by the council as prescribed by state law.

NOTICE TO BIDDERS. Notice to bidders shall be made in prescribed form and published by council action and submitted to interested parties bidding major contracts as prescribed in the previous section. The form of Notice to Bidders is as follows:

NOTICE TO BIDDERS

Notice to bidders concerning certain (improvements) (purchases) within the City of Marble Rock, Iowa. Sealed proposals will be received by the City of Marble Rock, Iowa, at the office of the city clerk until \_\_\_\_\_ o'clock \_\_.m., on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_, for the related (work) (purchases) as described in the specifications set forth below. Proposals will be acted upon by the city council at a meeting to be held at the council chambers, City Hall, Marble Rock, Iowa, on the hour and day above specified or at such later time and place as may then be fixed. The proposed (improvements) (purchases) will consist of the specifications as follows:

The City reserves the right to reject any or all proposals and to waive technicalities and irregularities. Published upon order of the city council of Marble



TITLE 1 - POLICY AND ADMINISTRATION

CHAPTER 3 - MAYOR AND COUNCIL

ARTICLE 1

CITY COUNCIL MEETINGS

LOCATION, NOTICE, AND AGENDA. The official place for posting notice of and tentative agenda for all meetings of the Marble Rock City Council or of any committee created by the council is the bulletin board located in the entrance hall and next to the door of the clerk's office.

(Resolution 79-1 refers to 1-1.0206 of the code)

ARTICLE 2

CLAIMS

CLAIMS PUBLISHED. The city council directs that the list of claims shall be published in the proceedings as straight matter (not tabular) unless tabular form is provided at no greater cost per line than straight matter. Claims shall be presented in the manner and form as follows, unless tabular form is provided at no greater cost per line:

W.J.Jenkins, mdse, 13.25; I.P.S., elec, 39.40; N.W.Bell, phone, 14.85;

(Resolution 79-5 refers to 1-1.0410 of the code)

CITY POLICY OF MARBLE ROCK, IOWA

TITLE 1 - POLICY AND ADMINISTRATION

CHAPTER 2 - FISCAL MANAGEMENT

ARTICLE 4

AUDIT OF FINANCIAL RECORDS

AUDIT REQUIRED. A complete audit of all city financial records shall be made if a change in city clerk is made or, if no change is made, at least every ten years. At least once every year the city finance committee shall review the city financial records in their entirety.

(Refers to TITLE 1, Chapter 1, Article 4 of the code)

TITLE 1 - POLICY AND ADMINISTRATION

CHAPTER 3 - CONDUCT OF COUNCIL BUSINESS

ARTICLE 4

COUNCIL BUSINESS

TIME OF MEETING. The regular meetings of the council shall be called to order at 7:30 p.m. on the day appointed by the city code, unless a different time is set in the motion for adjournment at the previous meeting. Notice of any change of time convening a regular meeting shall be posted in the required time to inform the public of the change. The time of starting a special or adjourned meeting shall be set by a motion, by the mayor, or in the request by the necessary number of councilpersons, as provided in the city code.

PRESIDING OFFICER. The mayor, or in his absence the mayor pro-tem, shall preside. In the absence of both, the council may appoint a temporary chairman. The presiding officer shall call the meeting to order, preserve order and decorum, may have persons creating disorder removed from the meeting, and will decide all questions of order subject to an appeal to the council.

QUORUM. A majority of the council shall constitute a quorum to transact ordinary business. Upon order of the chair, the clerk or in his absence the temporary clerk chosen as the first order of business, shall call the roll and record the same and

CITY POLICY OF MARBLE ROCK, IOWA

ARTICLE 3

ROLL CALL VOTES

RECORDED. The clerk is directed to call roll call votes for all actions considered by the council. Votes shall be recorded in the manner and form as follows:

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that \_\_\_\_\_. On roll call vote ayes \_\_\_ nays \_\_\_ and abstentions.

(Resolution 80-1 refers to 1-1.0206 of the code)

8. Correspondence and communications.
9. Old Business.
10. New Business
11. City Maintenance.
12. Adjournment.

SPECIAL MEETINGS. Upon the call to order of a special meeting by the chair thereof, the clerk shall call the roll, and if a quorum is present, the council may officially conduct a meeting. The reading of minutes of the previous meeting may be dispensed with, in which case such minutes shall be considered at a subsequent regular meeting and there acted upon. Upon approving the agenda for the meeting, the council shall proceed in accordance therewith and the order of business established therein.

AGENDA. The clerk shall prepare a written agenda for each regular meeting order established herein. The closing deadline for a request to the clerk by individual citizens or a member for placing an item on the agenda shall not be less than twenty-four (24) hours before the convening of the meeting using the agenda. No person may request to appear on the agenda after opening of the meeting unless the circumstances of the request appear to the mayor or the council to be such as to warrant adding thereto the matter so requested, and then only at the time of perfecting the agenda. Such agenda shall be dispatched so that it normally will be in the hands of every council member not later than twenty-four (24) hours before the start of the regular meeting

preserve it in the minutes of the proceedings. The name of any member entering the meeting after the roll has been taken shall be recorded in the minutes in the proper chronological order of business. The name of any member leaving the meeting shall be similarly recorded chronologically. Such member may leave only on being granted leave by the mayor. When a special meeting of the city council shall be called by the mayor or otherwise, the purpose or object of the meeting shall be named in the call, and no other business except that specified therein shall be transacted at said special meeting.

ORDER OF BUSINESS. Upon the appearance of a quorum at a regular meeting, the council shall proceed to the business before them. The order of business shall be as follows:

1. Call to order and roll call.
2. Recognition of guests.
3. Perfection and approval of agenda.
4. Approval of minutes.
5. Review and approval of monthly reports.
  - A. Clerk-treasurer report.
  - B. Income report.
  - C. Library report.
  - D. Delinquent report.
  - E. Budget report.
  - F. Other special reports.
6. Approval of claims.
7. Committee reports.