

## **CHAPTER 1 – ADMINISTRATIVE**

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## **CHAPTER 1 – ADMINISTRATIVE**

### **Article 1. Elected Officials**

#### **§1-101 ELECTED OFFICIALS; CITY MAYOR; SELECTION AND DUTIES.**

The Mayor of the City shall have the general and immediate control over all property and officials, whether elected or appointed, of the City. He/she shall preside at all meetings of the City Council and may vote when his/her vote shall be decisive and the Council is equally divided on any pending matter, legislation, or transaction. The Mayor shall, for the purpose of such vote, be deemed to be a member of the Council. His/her signature must appear on the City Clerk's minutes of all meetings, and he/she must sign all resolutions which have been passed and warrants for the payment of money when ordered by the City Council; provided, any ordinance vetoed by the Mayor may be passed over his/her veto by a two-thirds vote by the members of the Council, but if the Mayor neglects or refuses to sign any ordinance and returns it to the Council with his/her objections in writing at the next regular Council meeting, the same shall become a law without his/her signature. He/she shall from time to time communicate to the Council such information and recommendations as, in his/her opinion, may improve the City. He/she may require at reasonable intervals any City official to exhibit his/her accounts and make reports to the Council on any subject pertaining to his/her office. He/she shall have the power to remit fines or pardon any offense arising under the ordinances of the City. He/she may remove at any time an appointed police officer of the City. His/her territorial authority shall extend over all places within five miles of the corporate limits of the City for the enforcement of any health ordinance, and one-half mile in all matters vested in him/her except taxation. He/she shall also have such other duties as the Council may by resolution confer upon him/her or in any other matters which state laws repose in him/her. He/she shall be elected at the city election and shall serve a four-year term of office. (Ref. 17-110 through 17-117 RS Neb.)

#### **§1-102 ELECTED OFFICIALS; CITY COUNCIL; ACTING PRESIDENT.**

The City Council shall elect one of its own body each year who shall be styled the President of the Council and who shall preside at all meetings of the City Council in the absence of the Mayor. In the absence of the Mayor and the President of the Council, the City Council shall elect one of its own body to occupy his/her place temporarily, who shall be styled Acting President of the Council. Both the President of the Council and the Acting President of the Council, when occupying the position of the Mayor, shall have the same privileges as the other members of the City Council, and all acts of the President of the Council or Acting President of the Council, while so acting, shall be as binding upon the City Council and upon the City as if done by the elected Mayor. (Ref. 17-148 RS Neb.)

#### **§1-103 ELECTED OFFICIALS; CITY COUNCIL; SELECTION AND DUTIES.**

The members of the City Council shall be elected and serve for a four-year term. The Council shall be the legislative division of the city government and shall perform such duties and have such powers as may be authorized by law. The Council shall maintain the peace, regulate

business, protect the public health and safety, and assess such taxes and fees as are necessary and appropriate in the exercise of these functions. (Ref. 17-103, 17-104 RS Neb.)

#### **§1-104 ELECTED OFFICIALS; CITY COUNCIL; ORGANIZATION.**

City Council members shall take office and commence their duties on the first regular meeting in December following their election. The newly elected Council members who have qualified as prescribed by law, together with the members of the City Council holding over, shall assemble in a regular meeting at the hour and place hereinafter prescribed and perfect the reorganization of the City Council as herein provided, and all appointive offices in which the terms of incumbents are expired shall be filled by appointment. After the said meeting has been called to order, the City Clerk shall report to the City Council the names of all City Council members-elect who have qualified for their respective offices, and this report shall be spread upon the minutes of the meeting preceding the roll call. Each ward of the City shall be represented by at least two Council members. No person shall be eligible who is not at the time of his/her election an actual resident of the ward for which he/she is qualified and, should any City Council member move from the ward from which he/she was elected, his/her office shall thereby become vacant. (Ref. 17-104 RS Neb.)

#### **§1-105 ELECTED OFFICIALS; VACANCY.**

A. Vacancies in city elected offices shall be filled by the Mayor and Council for the balance of the unexpired term except as provided in this section. Notice of a vacancy, except a vacancy resulting from the death of the incumbent, shall be in writing and presented to the Council at a regular or special meeting and shall appear as a part of the minutes of such meeting.

B. The City Council shall at once give public notice of the vacancy by causing to be published in a newspaper of general circulation within the City or by posting in three public places in the City the office vacated and the length of the unexpired term.

C. The Mayor shall, within four weeks after the regular meeting at which such notice has been presented or upon the death of the incumbent, call a special meeting of the City Council, at which time the Mayor shall submit the name of a qualified elector to fill the vacancy for the balance of the unexpired term.

D. No officer who is removed at a recall election or resigns after the initiation of the recall process shall be appointed to fill the vacancy resulting from his or her removal or the removal of any other member of the City Council during the remainder of his or her term of office.

E. Upon a majority vote of approval by the City Council the vacancy shall be filled. If a majority vote is not reached the nomination shall be rejected and the Mayor shall at the next regular meeting submit the name of another qualified elector. If the vote on the nominee fails to carry by majority vote, the Mayor shall continue at such meeting to submit the names of qualified electors and the Council shall continue to vote upon such nominations until the va-

cancy is filled. The Mayor shall cast his or her vote only in case of a tie vote of the Council. All City Council members shall cast a ballot for or against each nominee.

F. The Mayor and Council may, in lieu of filling a vacancy in a city office as provided above in this section, call a special city election to fill such vacancy.

G. If there are vacancies in the offices of a majority of the members of the City Council, there shall be a special city election conducted by the Secretary of State to fill such vacancies.

(Ref. 17-212, 32-4,152, 32-1406 RS Neb.)

### **§1-106 ELECTED OFFICIALS; MAYOR; VACANCY.**

A. Whenever a vacancy occurs in the office of Mayor, or in case of his/her disability or absence, the President of the Council shall exercise the office of Mayor for the unexpired term until such vacancy is filled or such disability is removed, or in case of temporary absence, until the Mayor returns.

B. When the successful candidate for Mayor shall be unable to assume office, the incumbent Mayor shall not be entitled to hold over the term, but such office shall automatically become vacant and the President of the Council shall exercise the office of Mayor until such vacancy is filled.

C. If the President of the Council shall for any cause assume the office of Mayor for the remainder of the unexpired term, there shall be a vacancy on the Council which shall be filled as provided in Section 1-105.

(Ref. 17-107, 17-115 RS Neb.)





## **Article 2. Appointed Officials**

### **§1-201 APPOINTED OFFICIALS; APPOINTMENT; REMOVAL.**

A. The Mayor, with the consent of the City Council, may appoint such officers as shall be required by ordinance or otherwise required by law. The Mayor, by and with the consent of the City Council, shall appoint such a number of regular police officers as may be necessary. The Council may establish and provide for the appointment of members of a law enforcement reserve force as provided by law.

B. All police officers and other appointed officials may be removed at any time by the Mayor, with the exception that any such removal shall comply with Ordinance 495, and except that if the City has a City Water Commissioner, he or she may be removed from office by a two-thirds vote of the City Council at any time for sufficient cause. (Ref. 17-107, 17-541, 81-1438 RS Neb.) (Amended by Ord. No. 520, 2/16/98)

### **§1-202 APPOINTED OFFICIALS; MERGER OF OFFICES.**

The City Council may, at its discretion, by ordinance combine and merge any elective or appointive office or employment or any combination of duties of any such offices or employments, except Mayor and Council member, with any other elective or appointive office or employment so that one or more of such offices or employments or any combination of duties of any such offices or employments may be held by the same officer or employee at the same time. The offices or employments so merged and combined shall always be construed to be separate and the effect of the combination or merger shall be limited to a consolidation of official duties only. The salary or compensation of the officer or employee holding the merged or combined offices or employments or offices and employments shall not be in excess of the maximum amount provided by law for the salary or compensation of the office, offices, employment or employments so merged and combined. For purposes of this section, volunteer firefighters and ambulance drivers shall not be considered officers. (Ref. 17-108.02 RS Neb.)

### **§1-203 APPOINTED OFFICIALS; CLERK-TREASURER-ADMINISTRATOR POSITION CREATED.**

The appointive offices of City Clerk, City Treasurer, and City Administrator are hereby combined and merged in accordance with the authority granted to the City Council by Section 1-202.

### **§1-204 APPOINTED OFFICIALS; CITY CLERK.**

A. The City Clerk shall attend the meetings of the City Council, and keep a correct journal of the proceedings of that body. He or she shall keep a record of all outstanding bonds against the City and when any bonds are sold, purchased, paid, or canceled, said record shall show the fact. He or she shall make, at the end of the fiscal year, a report of the business of the City transacted through his or her office for the year. That record shall describe particularly the bonds issued, and sold during the year, and the terms of the sale with each, and every

item, and expense thereof. He or she shall file all official bonds after the same shall have been properly executed, and approved. He or she shall make the proper certificate of passage which shall be attached to original copies of all bond ordinances hereafter enacted by the City Council.

B. The City Clerk shall issue and sign all licenses, permits, and occupation tax receipts authorized by law, and required by the City ordinances. He or she shall collect all occupation taxes and license money except where some other city officer is specifically charged with that duty. He or she shall keep a register of all licenses granted in the City and the purpose for which they have been issued.

C. The City Clerk shall permit no records, public papers, or other documents of the City kept and preserved in his or her office to be taken therefrom except by such officers of the City as may be entitled to the use of the same, but only upon their leaving a receipt therefor. He or she shall keep all the records of his or her office, including a record of all licenses issued by him or her in a blank book with a proper index. He or she shall include as part of his or her records all petitions under which the City Council shall order public work to be done at the expense of the property fronting thereon, together with references to all resolutions and ordinances relating to the same. He or she shall endorse the date and hour of filing upon every paper or document so filed in his or her office. All such filings made by him or her shall be properly docketed. Included in his or her records shall be all standard codes, amendments thereto and other documents incorporated by reference, arranged in triplicate in a manner convenient for reference. He or she shall keep an accurate and complete account of the appropriation of the several funds and draw, sign, and attest all warrants ordered for the payment of money on the particular fund from which the same is payable. At the end of each month, he or she shall then make a report of the amounts appropriated to the various funds and the amount of the warrants drawn thereon. Nothing herein shall be construed to prevent any citizen, official, or other person from examining any public records at all reasonable times.

D. The City Clerk shall deliver all warrants, ordinances, and resolutions under his or her charge to the Mayor for his or her signature. He or she shall also deliver to officers, employees, and committees all resolutions and communications which are directed at said persons. With the seal of the City, he or she shall duly attest the Mayor's signature to all ordinances, deeds, and papers required to be attested to when ordered to do so by the City Council. Within 30 days after any meeting of the City Council, the City Clerk shall prepare and publish the official proceedings of the Council in a legal newspaper of general circulation in the City and which was duly designated as such by the Council. Said publication shall set forth a statement of the proceedings thereof and shall also include the amount of each claim allowed, the purpose of the claim, and the name of the claimant, except that the aggregate amount of all payroll claims may be included as one item. Between July 15 and August 15 of each year, the employee job titles and the current annual, monthly, or hourly salaries corresponding to such job titles shall be published. Each job title published shall be descriptive and indicative of the duties and functions of the position. The charge for such publication shall not exceed the rates provided by state statutes. Said publication shall be charged against the General Fund. He or she shall then keep in a book with a proper index copies of all notices required to be published or posted by the City Clerk by order of the City Council or under the

ordinances of the City. To each of the file copies of said notices shall be attached the printer's affidavit of publication, if the said notices are required to be published, or the City Clerk's certificate under seal where the same are required to be posted only. The Clerk shall receive all objections to creation of paving districts and other street improvements. He or she shall receive the claims of any person against the City, and in the event that the said claim is disallowed in part or in whole, the Clerk shall notify such claimant or his or her agent or attorney by letter within five days after such disallowance and the Clerk shall then prepare transcripts on appeals of any disallowance of a claim in all proper cases.

E. The City Clerk may charge a reasonable fee for certified copies of any record in his or her office as set by resolution of the City Council. He or she shall destroy city records under the direction of the State Records Board pursuant to Neb. Rev. Stat. Sections 84-1201 through 84-1220; provided, the City Council shall not have the authority to destroy the minutes of the City Clerk, the permanent ordinances, and resolution books, or any other records classified as permanent by the State Records Board. (Ref. 17-605, 19-1102, 19-1104, 84-1201 through 84-1220, 84-712 RS Neb.)

#### **§1-205 APPOINTED OFFICIALS; CITY TREASURER.**

The City Treasurer shall be the custodian of all moneys belonging to the City. He/she shall keep all money belonging to the City separate and distinct from his/her own money. He/she shall keep a separate account of each fund or appropriation and the debits and credits belonging thereto. He/she shall issue duplicate receipts for all moneys received by him/her for the City. He/she shall give to every person paying money into the City Treasury a receipt therefor, specifying the date of payment and the account paid. One of the receipts shall be filed with his/her monthly report and the last copy of the said receipt shall be kept on file in his/her office. His/her books and accounts shall always be open for inspection by any citizen of the City whenever any City fiscal record, audit, warrant, voucher, invoice, purchase order, requisition, payroll check, receipt or other record of receipt, cash or expenditure involving public funds is involved. He/she shall cancel all bonds, coupons, warrants, and other evidences of debt against the City, whenever paid by him/her by writing or stamping on the face thereof, "Paid by the City Treasurer," with the date of payment written or stamped thereon. He/she shall collect all special taxes, allocate special assessments to the several owners, and shall obtain from the County Treasurer a monthly report as to the collection of delinquent taxes. The Treasurer's daily cash book shall be footed and balanced daily, and he/she shall adopt such bookkeeping methods as the City Council shall prescribe. He/she shall invest and collect all money owned by or owed to the City as directed by the Council. (Ref. 17-606 through 17-609, 84-712 RS Neb.)

#### **§1-206 APPOINTED OFFICIALS; TREASURER'S MONTHLY REPORT.**

The City Treasurer shall, at the end of each and every month and such other times as the City Council may deem necessary, render an account to the Council under oath showing the financial state of the City at that date, the amount of money remaining in each fund and the amount paid therefrom, and the balance of money remaining in the Treasury. He or she shall accompany the said account with a statement of all receipts and disbursements, together with all

warrants redeemed and paid by him or her. He or she shall also produce depository evidence that all city money is in a solvent and going bank in the name of the City. If the City Treasurer shall neglect or fail for the space of ten days from the end of each and every month to render his or her accounts as aforesaid, the City Council shall, by resolution, declare the office vacant and appoint some person to fill the vacancy. The City Treasurer shall be present at each regular meeting of the City Council at which time he or she shall read and file his or her monthly report. (Ref. 17-606 RS Neb.)

### **§1-207 APPOINTED OFFICIALS; TREASURER'S ANNUAL REPORT.**

The City Treasurer shall publish in a legal newspaper having general circulation within the City, within 60 days following the first day of August of each year, a report of the activities of his office which said report shall show in detail. Said report shall include all receipts, disbursements, warrants outstanding, and the debit, or credit balance of the City. (Ref. 19-1101 RS Neb.)

### **§1-208 APPOINTED OFFICIALS; CITY ADMINISTRATOR.**

A. The Mayor may appoint, with the consent of a majority of the Council, a full-time City Administrator having the following duties, responsibilities, and powers:

1. To administer, supervise, and coordinate all departments, divisions and services of the city government under the control and jurisdiction of the Mayor and City Council as provided by law; provided, however, the office of City Physician and City Attorney shall not come under the administration and supervision of the City Administrator, although the Administrator shall be available to and shall assist the City Physician and City Attorney in any administrative matter that may arise.

2. Make and maintain an inventory of all property, real and personal, owned by the City.

3. Act as purchasing agent for the purchase of all supplies, goods, wares, merchandise, equipment and material required for various departments, divisions and services of the City.

4. Advise the Mayor and Council concerning the financial condition and needs of the City and prepare an annual estimate of expenditures for presentation to them prior to the time for passage and adoption of the annual appropriations ordinance.

5. Exercise supervision and control over all non-appointed employees of the City and make recommendations to the Mayor and City Council concerning the functions, activities, duties, responsibilities, job performance and dismissal of non-appointed employees of the City.

6. Investigate and adjust all complaints made or filed against the city government, against any department, division, service, officer or employee thereof and cooperate with all

community organizations whose aim and purpose is to advance the best interests of the City and its citizens.

7. Attend all meetings of the Council and other meetings of the city departments, divisions, services, boards, commissions, committees and officers as the Administrator's duties may require and report at such meetings any matter concerning city affairs within the jurisdiction and under his/her control and make recommendations to the Mayor and City Council for passage and adoption of such measures, resolutions and ordinances which may be deemed necessary or expedient.

8. Make investigations into the affairs of the City and any department or division thereof and any contract or the proper performance of any obligations pertaining to the City.

9. The City Administrator shall have the duty to keep his/her office open for public affairs during days and hours set by the Mayor and Council.

10. Perform such other duties or exercise such other powers as may be delegated to the Administrator from time to time by ordinance or resolution and to delegate any duty, responsibility or power set forth herein upon approval of the Mayor and City Council by proper ordinance or resolution.

B. The City Administrator may be removed by the Mayor with the consent of a majority of the Council for any reason without the necessity of a public hearing or formal notice of removal with accompanying reasons related thereto.

C. The City Administrator's compensation shall be set in the manner provided for appointed officers of the City and shall be subject to such terms and conditions of employment as adopted by the Mayor and City Council through ordinance or resolution.

#### **§1-209 APPOINTED OFFICIALS; CITY ATTORNEY.**

The City Attorney is the City's legal advisor. When requested by the City Council, he/she shall attend meetings of the City Council and shall advise any City official in all matters of law in which the interests of the City may be involved. He/she shall draft such ordinances, bonds, contracts, and other writings as may be required in the administration of the affairs of the City. He/she shall examine all bonds, contracts, and documents on which the City Council will be required to act, and attach thereto a brief statement in writing to all such instruments and documents as to whether or not the document is in legal and proper form. He/she shall also examine the ordinance records when requested to do so by the City Council and advise and assist the City Clerk as much as may be necessary to the end that each procedural step will be taken in the passage of each ordinance to insure that they will be valid, and subsisting local laws insofar as their passage and approval are concerned. The City Council shall have the right to compensate the City Attorney for legal services on such terms as the City Council and the City Attorney may agree and to employ any additional legal assistance as may be necessary out of the funds of the City. (Ref. 17-610 RS Neb.)

### **§1-210 APPOINTED OFFICIALS; POLICE CHIEF.**

The City Police Chief shall direct the police work of the City and shall be responsible for the maintenance of law and order. He/she shall act as Health Inspector, except in the event the City appoints another person. He/she shall file the necessary complaints in cases arising out of violations of city ordinances, and shall make all necessary reports required by the city ordinances, or the laws of the State of Nebraska. (Ref. 17-107, 17-121 RS Neb.)

### **§1-211 APPOINTED OFFICIALS; POLICE OFFICER.**

The City Police, whether regular or special shall have the power to arrest all offenders against the laws of the State or the City by day or by night and keep the said offenders in the City jail or some other place to prevent their escape until trial can be held before the proper official of the State or the City. They shall have full power and authority to call on any person whenever necessary to assist them in performing public duties, and failure, neglect, or refusal to render such assistance shall be deemed an offense punishable upon conviction by a fine. Every City Police Officer shall be expected to be conversant and knowledgeable with the city and state laws. No law enforcement official shall have any interest in any establishment having a liquor license. City Police Officers shall have the duty to file such complaints and reports as may be required by the City ordinances and the laws of the State. Any City Police Officer who shall willfully fail, neglect, or refuse to make an arrest or who purposely and willfully fails to make a complaint after an arrest is made shall be deemed guilty of an offense and upon conviction shall be fined. It shall be unlawful for the City Council to retain any City Police Officer in that position after he/she shall have been duly convicted of the willful violation of any law of the United States of America, the State of Nebraska, or any ordinance of the City, except minor traffic violations. It shall be the duty of every City Police Officer making a lawful arrest to search all persons in the presence of some other person whenever possible and shall carefully keep and produce to the proper judicial official upon the trial everything found upon the person of such prisoners. All personal effects so taken from prisoners aforesaid shall be restored to them upon their release. Suitable uniforms and badges shall be furnished to the City Police by the City. Any member who shall lose or destroy the same shall be required to pay the replacement costs. The City Council may from time to time provide the City Police with such uniforms, equipment, and transportation as may be essential in the performance of their official duties. In the event that any member shall leave the force, he/she shall immediately deliver his/her badge to the Police Chief. (Ref. 17-118, 17-124 RS Neb.)

### **§1-212 APPOINTED OFFICIALS; ENGINEER.**

The City Engineer shall make all surveys, estimates, and calculations necessary to be made for the establishment of any public utilities and the costs of labor and materials therefor. He/she shall accurately make all plats, sections, and maps as may be necessary under the direction of the City Council. Upon request, he/she shall make estimates of the cost of labor and material which may be done or furnished by contract with the City and make all surveys, estimates, and calculations necessary to be made for the establishment of grades, building of culverts, sewers, electric light system, waterworks, power plant, public heating system, bridges, curbing, and gutters and the improvement of streets and erection and repair of build-

ings, and shall perform such other duties as the City Council may require. (Ref. 17-150, 17-405, 17-568.01, 17-919, 81-839 RS Neb.)

### **§1-213 APPOINTED OFFICIALS; SPECIAL ENGINEER.**

The City Council may employ a Special Engineer to make or assist the City Engineer in making any particular estimate, survey, or other work. The Special Engineer shall make a record of the minutes of his/her surveys and all other work done for the City. He/she shall, when directed by the City Council, accurately make all plats, sections, profiles, and maps as may be necessary in the judgment of the Council. He/she shall, upon request of the Council, make estimates of the costs of labor and material which may be done or furnished by contract with the City and make all surveys, estimates, and calculations necessary for the establishment of grades, bridges, building of culverts, sewers, electric light system, waterworks, power plant, public heating system, curbing and gutters, and the improvement of streets and erection and repair of buildings, and shall perform such other duties as the City Council may require. All records of the Special Engineer shall be public records which shall belong to the City and shall be turned over to his/her successor. (Ref. 17-405, 17-568, 17-568.01, 17-919 RS Neb.)

### **§1-214 APPOINTED OFFICIALS; UTILITIES SUPERINTENDENT.**

A Utilities Superintendent shall be appointed in the event that there is more than one city utility and the City Council determines that it is in the best interest of the City to appoint one official to have the immediate control over all the said city utilities. Any vacancy occurring in the said office by death, resignation or removal may be filled in the manner hereinbefore provided for the appointment of all city officials. The Utilities Superintendent's duties over the following departments shall be as stated herein:

#### Water Department

He/she shall have general supervision and control over the City Water System and shall be primarily responsible for its economic operation and prudent management. Included in the said water system shall be the water plant, the pump house, all machinery, and appliances used in connection with producing and distributing water to inhabitants of the City. All actions, decisions, and procedures of the Utilities Superintendent shall be subject to the general directives and control of the City Council. The Superintendent shall have the general control and supervisory authority over all employees of the Water System which the City Council may from time to time hire to operate and maintain the said system. Unless some other official is specifically designated, he/she shall collect all money received by the City on account of the said system of waterworks, and shall faithfully account for and pay over to the City Treasurer all such money collected in the name of the City and receive a receipt from the City Treasurer for the depository evidence of his/her faithful discharge of this duty. This receipt shall then be filed with the City Clerk, and the second copy shall be kept by the Superintendent. He/she shall make a detailed report to the City Council at least once every six months, of the condition of the said water system, of all mains, pipes, hydrants, reservoirs, and machinery and such improvements, repairs, and extensions thereof as he/she may think proper. The report shall show the amount of receipts and expenditures on account thereof for the preceding

six months. No money shall be expended for improvements, repairs, or extensions of the said waterworks system except upon the recommendation of the Superintendent. He/she shall perform such additional duties as may be prescribed by the City Council.

#### Sewer Department

The Utilities Superintendent shall have the immediate control and supervision over all the employees and property that make up the City sewer system, subject to the general control, and directives of the City Council. He/she shall, at least every six months, make a detailed report to the Council on the condition of the sewer system and shall direct their attention to such improvements, repairs, extensions, additions, and additional employees as he/she may believe are needed, along with an estimate of the cost thereof. He/she shall have such other duties as the City Council may delegate to him/her. He/she shall issue permits for all connections to the city sewer system, and inspect and supervise all repairs made to the said system. (Ref. 17-107, 17-541, 17-543, 17-604 RS Neb.)

#### **§1-215 APPOINTED OFFICIALS; STREET SUPERINTENDENT.**

The City Street Superintendent shall, subject to the orders and directives of the City Council, have general charge, direction, and control of all work on the streets, sidewalks, culverts, and bridges of the City and shall perform such other duties as the Council may require. It shall be his/her responsibility to see that gutters and drains therein function properly, and that the same are kept in good repair. He/she shall, at the request of the Council, make a detailed report on the condition of the streets, sidewalks, culverts, alleys, and bridges of the City and shall direct its attention to such improvements, repairs, extensions, additions, and additional employees as he/she may believe are needed to maintain a satisfactory street system in the City, along with an estimate of the cost thereof. He/she shall issue such permits and assume such other duties as the City Council may direct. (Ref. 17-107, 17-119 RS Neb.)

#### **§1-216 APPOINTED OFFICIALS; ZONING ADMINISTRATOR.**

The Mayor may appoint a Zoning Administrator with consent of the City Council. In the absence of a specific appointment by the Mayor, the City Administrator is hereby designated as the Zoning Administrator. (Ref. 17-604 RS Neb.)

#### **§1-217 APPOINTED OFFICIALS; CIVIL DEFENSE DIRECTOR.**

Pursuant to Neb. Rev. Stat. Chapter 81, Article 8, the City Council may appoint a Civil Defense Director to establish and implement a civil defense organization in accordance with the state civil defense plan and program. The term of office shall be one year, unless sooner removed by the Mayor. (Ref. 17-604, 81-829.46 RS Neb.)

#### **§1-218 APPOINTED OFFICIALS; BUILDING CONDEMNATION CONSULTANT.**

The appointed Building Condemnation Consultant will consult with and advise the City Council of any buildings that are unsafe within the city limits. Consideration of the safety of



such buildings will be at the suggestion of the Mayor, Council, Clerk, Police or any concerned citizen. After any such suggestion of buildings for possible consideration, the Building Condemnation Consultant will review the property and make a recommendation to the Council for consideration of a condemnation of said property, at which time standard condemnation procedures outlined in Section 9-203 will commence. (Ord. No. 649, 9/13/10)

