

INDEX TO CODE OF ORDINANCES

	CHAPTER OR SECTION NUMBER
ABANDONED BUILDINGS	145
ABANDONED OR UNATTENDED REFRIGERATORS	41.08
ABANDONED UTILITY CONNECTIONS	
On-Site Wastewater Treatment and Disposal Systems	98.07
Sanitary Sewer Service	95.06
Water Service	90.04
ABANDONMENT OF CATS AND DOGS	55.04
ABATEMENT OF NUISANCES	50
ACCOUNTING RECORDS	7.07
AIR POLLUTION	50.02(8)
<i>See also</i> ENVIRONMENTAL VIOLATION	3.02
AIRPORT AIR SPACE	50.02(11)
ALCOHOL	
Consumption and Intoxication	45
Liquor Licenses and Wine and Beer Permits	120
Open Containers in Motor Vehicles	62.01(50) and (51)
Social Host Liability	45.04
ALL-TERRAIN VEHICLES AND SNOWMOBILES	75
AMUSEMENT DEVICES	120.06
ANGLE PARKING	69.04 and 69.05
ANIMAL PROTECTION AND CONTROL	
Abandonment of Cats and Dogs	55.04
Animal Neglect	55.02
Annoyance or Disturbance	55.08
At Large Prohibited	55.06
Confinement of Animals Suspected of Having Rabies	55.13
Damage or Interference by Animals	55.07
Duty to Report Attacks	55.12
Impounding	55.14 - 55.15
Livestock	55.03 and 55.05
Pet Awards Prohibited	55.16
Rabies Vaccination	55.11
Tampering with a Rabies Vaccination Tag	55.17
Tampering with an Electronic Handling Device	55.18
Vicious Dogs	55.10
ANTENNA AND RADIO WIRES	41.09
APPOINTMENTS	
By Council	17.05
By Mayor	15.03
ASSAULT	40.01

	CHAPTER OR SECTION NUMBER
ATTORNEY FOR CITY	20
ATVS, UTVS, AND SNOWMOBILES	75
AUTOMOBILE REPAIR ON PUBLIC PROPERTY	69.06(2)
AWNINGS	136.12
BARBED WIRE AND ELECTRIC FENCES	41.10
BEER, LIQUOR, AND WINE CONTROL <i>See</i> ALCOHOL	
BILLBOARDS	50.02(6) and 62.06
BONDS	
City Officials	5.02
Public Bonds, Records of	18.08(3)
Streets	135.09(4)
BUDGET	
Amendments	7.06
Preparation.....	7.05
BUILDING CODE	153
BUILDING NUMBERING	150
BUILDING SEWERS AND CONNECTIONS	96
BUILDINGS, DANGEROUS	145
BULKY RUBBISH	106.05
BURNING	
Burning on Streets and Alleys	135.08
Fires or Fuel on Sidewalks	136.15
Open Burning Restricted	105.05
Yard Waste	105.06
BUSINESS DISTRICT	60.02(1)
<i>See also:</i>	
Sidewalks.....	136.08(5)(B)
CAR WASHING ON STREETS	135.07
CEMETERY PROVISIONS	111
<i>See also</i> Parks, Cemeteries and Parking Lots (Speed Limits)	63.03
CHARTER	2
CIGARETTES AND TOBACCO	
Permits	121
Possession by Minors	46.02
CITY ATTORNEY	20

	CHAPTER OR SECTION NUMBER
CITY CHARTER	2
CITY CLERK	18
CITY COUNCIL	
Appointments by	17.05
Compensation	17.06
Meetings	17.04 and 5.06
Number and Term	2.04 and 17.01
Powers and Duties	17.02 and 17.03
CITY ELECTIONS	6
CITY OFFICERS AND EMPLOYEES	
Appointments by Council	17.05
Appointments by Mayor	15.03
Bonds	5.02
Cemetery Superintendent	111
City Attorney	20
City Clerk	18
City Council	17
City Treasurer	19
Conflict of Interest	5.07
Discretionary Powers	1.13
Extension of Authority	1.07
Gifts to	5.11
Harassment of	41.05
Indemnity of	1.04
Mayor	15
Oath of Office	5.01
Powers and Duties	5.03
Removal of an Officer's Communication or Control Device	41.07
Removal of Appointed Officers and Employees	5.09
Resignations	5.08
Sewer Superintendent	95.03
Vacancies	5.10
Water Superintendent	90.02
CITY OPERATING PROCEDURES	5
CITY POWERS	1.03
CITY SEAL	18.13
CIVIL CITATIONS	3.04
CLINGING TO VEHICLE	62.04
CODE OF IOWA TRAFFIC REGULATIONS	62.01

	CHAPTER OR SECTION NUMBER
CODE OF ORDINANCES	
Altering.....	1.10
Amendments to.....	1.08
Catchlines and Notes	1.09
Definitions of Terms.....	1.02
Rules of Construction	1.06
Validity	1.11
COMPENSATION	
Changes in	17.02(7)
City Attorney	20.01
City Clerk	18.01
Council Members.....	17.06
Mayor.....	15.04
Mayor Pro Tem.....	16.04
Set by Council.....	17.02(7)
Treasurer	19.02
CONFLICT OF INTEREST.....	5.07
CONTRACT LAW ENFORCEMENT	30
CONTRIBUTING TO DELINQUENCY.....	46.02
COUNCIL	17
COUNCIL MEETINGS.....	17.04
CRIMINAL MISCHIEF	42.02
CROSSWALKS	
Designation and Maintenance.....	61.02
Parking Prohibited in	69.06(1)
Pedestrians in Crosswalks.....	65.08
DANGEROUS BUILDINGS	145
DANGEROUS SUBSTANCES, DISTRIBUTING OF.....	41.01
DANGEROUS TOYS (THROWING AND SHOOTING).....	41.12
DEFACING PROCLAMATIONS AND NOTICES.....	42.03
DEPOSIT FOR UTILITIES	92.09
DEPOSITS AND INVESTMENTS	7.03(2)
DESTRUCTION OF PROPERTY.....	42.02
DISCRETIONARY POWER OF CITY OFFICERS AND EMPLOYEES	1.13
DISORDERLY CONDUCT.....	40.03
DOGS.....	55
<i>See also ANIMALS</i>	
DRIVEWAY CULVERTS.....	135.13

	CHAPTER OR SECTION NUMBER
DRUG PARAPHERNALIA	41.15
DUTCH ELM DISEASE	50.02(10)
EASEMENTS, USE OF	95.08
ELECTIONS	
Duties of Clerk	18.12
Procedures	6
ELECTRIC FRANCHISE	110
ENVIRONMENTAL VIOLATIONS	3.02
EXCAVATIONS	
Sewer	96.04
Streets	135.09
Water	90.09
EXTENSION OF AUTHORITY	1.07
FAILURE TO ASSIST	41.16
FAILURE TO DISPERSE	40.04
FALSE IDENTIFICATION INFORMATION	41.03
FALSE REPORTS	
Of Catastrophe.....	40.03(5)
To Public Safety Entities	41.02
FENCES	151
Barbed Wire and Electric Fences	41.10
Blocking Public and Private Ways	50.02(5)
FIGHTING	40.03(1)
FINANCE OFFICER	7.02
FINANCES	7
FINANCIAL REPORTS	7.08
FIRE HAZARD CONDITIONS	
Health and Fire Hazard.....	105.04
Storing of Flammable Junk	50.02(7)
Unsafe Buildings	145
Weeds and Brush.....	50.02(9)
FIRE SPRINKLER SYSTEMS CONNECTIONS	91.03
FIRES	
On Sidewalks.....	136.15
Open Burning Restricted	105.05
FIREWORKS	41.14
FISCAL MANAGEMENT	7
FLAG, DISRESPECT OF	40.03(6)

	CHAPTER OR SECTION NUMBER
FORM OF GOVERNMENT	2.02
FRAUD	42.05
FUNDS	7.04
FUNERAL SERVICE, DISRUPTION OF	40.03(8)
<i>See also</i> State Code Traffic Regulations	62.01
GANG ACTIVITY	50.02(12)
GARBAGE COLLECTION AND DISPOSAL	105 and 106
GIFTS TO CITY OFFICIALS	5.11
GRADES OF STREETS, ALLEYS, AND SIDEWALKS	138
HANDICAPPED PARKING	
<i>See</i> Persons with Disabilities Parking	69.08
HARASSMENT	
Of Other Persons	40.02
Of Public Officers and Employees	41.05
HAZARDOUS SUBSTANCE SPILLS	36
HAZARDOUS WASTE	105.08
<i>See also</i> Prohibited and Restricted Discharges to Sewer System	97.03 and 97.04
HITCHHIKING	67.02
HOUSE NUMBERS	150
HOUSES OF ILL FAME	50.02(12)
IMPOUNDING	
Animals	55.14
Vehicles	70.06
INDEMNITY AGREEMENT, PERMITS, AND LICENSES	1.04
INDUSTRIAL PRETREATMENT REQUIREMENTS	100
INSPECTIONS	
Building Sewers and Connections	96.08 or 96.07
Sanitary Sewer System	95.03(2)
Street Use and Maintenance	135.09(7)
Water Service System	90.16
INSURANCE REQUIREMENTS	
Fireworks	41.14
Street Excavations	135.09
INTERFERENCE WITH OFFICIAL ACTS	41.06
INTERMENT RIGHTS	111
INVESTMENTS AND DEPOSITS	7.03(2)

	CHAPTER OR SECTION NUMBER
JUNK AND JUNK VEHICLES	51
<i>See also</i> Storing of Flammable Junk	50.02(7)
LEGAL OPINIONS	20.06
LICENSES	
Drivers	62.01
Liquor	120
<i>See also</i> Issuance of Licenses and Permits	18.10
<i>See also</i> Permits	
LIQUOR LICENSES AND WINE AND BEER PERMITS	120
LITTERING	
Debris on Sidewalks	136.17
Placing Debris on Streets	135.03
Solid Waste Control	105.07
LIVESTOCK	55.03 and 55.05
LOAD AND WEIGHT RESTRICTIONS, VEHICLES	66
MANUFACTURED AND MOBILE HOMES	146
MAYOR	
Appointments	15.03
Compensation	15.04
Powers and Duties	15.02
Term of Office	15.01
Voting	15.05
<i>See also</i> City Officers And Employees	
MAYOR PRO TEM	16
MEETINGS	
Council Meetings	17.04
Procedures for Notice and Conduct of	5.06
Publication of Minutes of Council Meetings	18.03
METERS, WATER	91
MINORS	46
<i>See also:</i>	
Amusement Devices	120.06
Employment for Serving of Alcohol	120.05(4)
In Licensed Premises	120.05(12)
Persons Under Legal Age (Alcohol)	45.01
Persons Under Legal Age (Tobacco)	121.07
MOBILE HOMES	146
MUNICIPAL INFRACTIONS	3
<i>See also</i> Municipal Infraction Abatement Procedure	50.07

	CHAPTER OR SECTION NUMBER
NAMING OF STREETS	139
NOISE	
Annoyance or Disturbance (Barking Dogs).....	55.08
Disorderly Conduct.....	40.03(2) and 40.03(7)
Quiet Zones.....	62.05
NOMINATIONS FOR ELECTIVE OFFICES	6
NUISANCE ABATEMENT PROCEDURE	50
NUMBERING OF BUILDINGS	150
OATH OF OFFICE	5.01
OFFENSIVE SMELLS AND SUBSTANCES	50.02(1) and (2)
<i>See also</i> Restricted Discharges to Sanitary Sewer System	97.04
ONE-WAY TRAFFIC	68
ON-SITE WASTEWATER SYSTEMS	98
OPEN BURNING	105.05
OPEN CONTAINERS IN MOTOR VEHICLES	62.01(50) and (51)
OPEN MEETINGS	5.06
OPERATING PROCEDURES	5
PARKING REGULATIONS	
Angle Parking	69.04 and 69.05
Illegal Purposes.....	69.06
Park Adjacent to Curb	69.02 and 69.03
Parking Prohibited	69.07
Parking Violations	70.03 and 70.04
Persons With Disabilities Parking	69.08
Snow Removal.....	69.10
Truck Parking Limited.....	69.09
PEACE OFFICERS	
Failure to Assist.....	41.04
Interference with.....	41.06
Obedience to	60.07
Powers and Authority under Traffic Code.....	60
Removal of an Officer’s Communication or Control Device.....	41.07
PEDESTRIANS	67
<i>See also:</i>	
Crosswalks.....	61.02
State Code Traffic Regulations.....	62.01
Yield to Pedestrians in Crosswalks.....	65.08

CHAPTER OR SECTION
NUMBER

PENALTIES

Cigarette and Tobacco Permits..... 121.07
 Municipal Infractions 3
 Sanitary Sewer Regulations..... 95.09
 Sewer Connection Requirements..... 96.10
 Standard Penalty for Violation of Code of Ordinances 1.14
 Traffic Code Violations 70

PERMITS

Beer and Wine 120
 Cigarette and Tobacco 121.02
 Fireworks..... 41.14
 On-Site Wastewater System 98.04
 Persons with Disabilities Parking 69.08
 Sewer Connection..... 96.01
 Sidewalks..... 136.07
 Street Excavation..... 135.09(1)
 Vehicles, Excess Size and Weight..... 66.02
 Vending Machines and Sales Stands on Sidewalks..... 136.19
 Water System Connection 90.05
See also Issuance of Licenses and Permits 18.10
See also Licenses

PERSONAL INJURIES..... 1.05

PET AWARDS PROHIBITED 55.16

PLANNING AND ZONING COMMISSION 23

PLAY STREETS 62.02

See also Playing in Streets..... 135.04

POLLUTION

Air Pollution 50.02(8)
 Environmental Violations..... 3.02
 Hazardous Substance Spills..... 36
 Incinerators Required 105.10
 Open Burning Restricted 105.05
 Prohibited Discharges to Public Sewer 97.03
 Restricted Discharges to Sewer System 97.04
 Toxic and Hazardous Wastes 105.08
 Water Pollution..... 50.02(4)

POWERS AND DUTIES

City Clerk 18.02
 City Council..... 17.02 and 17.03
 City Officers Generally 2.03
 City Treasurer 19.03
 Mayor 15.02
 Mayor Pro Tem..... 16.02
 Municipal Officers..... 5.03

	CHAPTER OR SECTION NUMBER
PRIVATE PROPERTY	42
PRIVATE WATER SYSTEMS (SEWER CHARGES)	99.04
PROPERTY MAINTENANCE CODE	154
PUBLIC AND PRIVATE PROPERTY	
Criminal Mischief.....	42.02
Damage to Sewer System	95.04(1)
Defacing Proclamations or Notices	42.03
Fraud.....	42.05
Littering Prohibited.....	105.07
Public and Private Property	42
Sidewalk Regulations	136
Street Excavations	135
Theft.....	42.06
Trespassing	42.01
Unauthorized Entry.....	42.04
PUBLIC HEALTH AND SAFETY	41
PUBLIC NOTICES	18.05(1)
PUBLIC OFFENSES	
Drug Paraphernalia	41.15
Littering Prohibited.....	105.07
Public and Private Property	42
Public Health and Safety	41
Public Peace.....	40
<i>See also</i> Sidewalk Regulations	136
PUBLICATION REQUIREMENTS	18.05
RABIES VACCINATION	55.11
RECORDS	
Accounting.....	7.07
Maintenance by Clerk.....	18.08
Minutes of Council Meetings	5.06(3)
Public Records, Access to.....	5.04
Transfer to Successors	5.05
REMOVAL OF APPOINTED OFFICERS AND EMPLOYEES	5.09
RESIDENTIAL CODE	152
RESIGNATION OF ELECTED OFFICERS	5.08
RIGHT TO ENTER	
Sewer Service Inspection and Sampling.....	95.07
Solid Waste Collection	106.06
Use of Easements.....	95.08
Warrants.....	1.12
Water Meter Service	91.08

	CHAPTER OR SECTION NUMBER
SANITARY SEWER SYSTEM	
Building Sewers and Connection Requirements	96
General Provisions.....	95
On-Site Wastewater Systems.....	98
Sewer Service Charges	99
Use of Public Sewers.....	97
SEWER RATES	99
SIDEWALKS	
Barricades and Warning Lights	136.09
Bicycles on Sidewalks	76.08
Construction Standards.....	136.08
Debris on	136.17
Defacing	136.16
Encroaching Steps	136.13
Fires and Fuel on	136.15
Interference with Improvements.....	136.11
Maintenance	136
Openings and Enclosures	136.14
Parking Prohibited on Sidewalks.....	69.06(4)
Sales Stands and Merchandise Displays.....	136.18 and 136.19
Snow Removal.....	136.03
Use by Pedestrians.....	67.04
Vehicles Crossing Sidewalks	65.06
Vehicles on Sidewalks.....	62.03
SKATES, COASTERS, AND TOY VEHICLES	
Clinging to Vehicle.....	62.04
SNOW REMOVAL	
From Sidewalks	136.03
From Streets.....	135.12
Parking.....	69.10
SOLID WASTE CONTROL	
Collection	106
General Provisions.....	105
<i>See also</i> Restricted Discharges to Sewer System	97.04
SPEED REGULATIONS.....	63
STATE CODE TRAFFIC REGULATIONS	62.01
STOP OR YIELD REQUIRED.....	65
STORMWATER	
Discharge to Sanitary Sewer Prohibited.....	95.04(2) and 97.01
Surface Water Exception	97.02
Utility.....	101
STREET NAME MAP	139.04 and 139.05

	CHAPTER OR SECTION NUMBER
STREETS AND ALLEYS	
Billboards and Signs Obstructing View.....	50.02(6)
Blocking Public and Private Ways	50.02(5)
Excavations and Maintenance	135
Grades.....	138
Naming	139
Vacation and Disposal	137
<i>See also</i> Traffic Code	
SUBDIVISION REGULATIONS	170
TERMS OF OFFICE	
Clerk	18.01
Council.....	2.04 and 17.01
Mayor.....	2.05 and 15.01
Treasurer	19.01
THEFT	
Public and Private Property	42.06
TOBACCO PERMITS	121
TOXIC AND HAZARDOUS WASTE	105.08
TRAFFIC CODE	
Administration of.....	60
Enforcement Procedures.....	70
General Regulations.....	62
Load and Weight Restrictions	66
One-Way Traffic.....	68
Parking Regulations.....	69
Pedestrians	67
Speed Regulations	63
Stop or Yield Required	65
Traffic Control Devices	61
Turning Regulations	64
TRAFFIC CONTROL DEVICES	
Installation; Standards; Compliance	61
Traveling on Barricaded Street or Alley.....	135.05
TRAFFIC REGULATIONS	62.01
TREASURER	19
TRESPASSING	42.01
TRUCK PARKING LIMITED	69.10
TRUCK ROUTES	66.05
TURNING REGULATIONS	64
UNAUTHORIZED ENTRY	42.04
URBAN REVITALIZATION AREA	8

	CHAPTER OR SECTION NUMBER
URINATING AND DEFECATING IN PUBLIC	41.13
UTILITIES	
Electric.....	110
Sewer Service System	95 - 99
Water Service System.....	90 - 92
U-TURNS	64.02
VACANCIES IN OFFICE	5.10
VACATING STREETS OR ALLEYS	137
VETO	
Council May Override.....	17.03
Mayor's Authority	15.02(4)
VICIOUS DOGS	55.10
VIOLATIONS	
Cigarette and Tobacco Violations (Sale to Minors)	121.07
Environmental	3.02
Municipal Infractions	3
Parking.....	70
Special Penalties for Violation of Sanitary Sewer Regulations.....	95.09
Standard Penalty for Violation of Code of Ordinances	1.14
Traffic	62.01
WARRANTS	1.12
WASTE STORAGE CONTAINERS	105.09
WASTEWATER SYSTEMS, ON-SITE	98
WATER POLLUTION	50.02(4)
WATER SERVICE SYSTEM	
Connections; General Regulations	90
Meters.....	91
Rates	92
WEAPONS	
Discharging Weapons in City Limits	41.11
Throwing and Shooting	41.12
WEEDS AND BRUSH	50.02(9)
WINE	
<i>See Alcohol</i>	
YARD WASTE	105.06
YIELD REQUIRED	65
ZONING REGULATIONS	165

CHAPTER OR SECTION
NUMBER

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APPENDIX TO CODE OF ORDINANCES

USE AND MAINTENANCE OF THE CODE OF ORDINANCES

The following information is provided to assist in the use and proper maintenance of this Code of Ordinances.

DISTRIBUTION OF COPIES

1. **OFFICIAL COPY.** The "OFFICIAL COPY" of the Code of Ordinances must be kept by the City Clerk and should be identified as the "OFFICIAL COPY."

2. **DISTRIBUTION.** Other copies of the Code of Ordinances should be made available to all persons having a relatively frequent and continuing need to have access to ordinances which are in effect in the City as well as reference centers such as the City Library, County Law Library, and perhaps the schools.

3. **SALE.** The sale or distribution of copies in a general fashion is not recommended as experience indicates that indiscriminate distribution tends to result in outdated codes being used or misused.

4. **RECORD OF DISTRIBUTION.** The City Clerk should be responsible for maintaining an accurate and current record of persons having a copy of the Code of Ordinances. Each official, elected or appointed, should return to the City, upon leaving office, all documents, records and other materials pertaining to the office, including this Code of Ordinances.

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

NUMBERING OF ORDINANCES AMENDING THE CODE OF ORDINANCES

It is recommended that a simple numerical sequence be used in assigning ordinance numbers to ordinances as they are passed. For example, if the ordinance adopting the Code of Ordinances is No. 163, we would suggest that the first ordinance passed changing, adding to, or deleting from the Code be assigned the number 164, the next ordinance be assigned the number 165, and so on. We advise against using the Code of Ordinances numbering system for the numbering of ordinances.

RETENTION OF AMENDING ORDINANCES

Please note that two books should be maintained: (1) the Code of Ordinances; and (2) an ordinance book. We will assist in the maintenance of the Code of Ordinances book, per the Supplement Agreement, by revising and returning appropriate pages for the Code of Ordinances book as required to accommodate ordinances amending the Code. The City Clerk is responsible for maintaining the ordinance book and must be sure that an original copy of each ordinance adopted, bearing the signatures of the Mayor and Clerk, is inserted in the ordinance book and preserved in a safe place.

SUPPLEMENT RECORD

A record of all supplements prepared for the Code of Ordinances is provided in the front of the Code. This record will indicate the number and date of the ordinances adopting the original Code and of each subsequently adopted ordinance which has been incorporated in the Code. For each supplemented ordinance, the Supplement Record will list the ordinance number, date, topic, and chapter or section number of the Code affected by the amending ordinance. A periodic review of the Supplement Record and ordinances passed will assure that all ordinances amending the Code have been incorporated therein.

DISTRIBUTION OF SUPPLEMENTS

Supplements containing revised pages for insertion in each Code will be sent to the Clerk. It is the responsibility of the Clerk to see that each person having a Code of Ordinances receives each supplement so that each Code may be properly updated to reflect action of the Council in amending the Code.

AMENDING THE CODE OF ORDINANCES

The Code of Ordinances contains most of the laws of the City as of the date of its adoption and is continually subject to amendment to reflect changing policies of the Council, mandates of the State, or decisions of the Courts. Amendments to the Code of Ordinances can only be accomplished by the adoption of an ordinance.

(Code of Iowa, Sec. 380.2)

The following forms of ordinances are recommended for making amendments to the Code of Ordinances:

ADDITION OF NEW PROVISIONS

New material may require the addition of a new SUBSECTION, SECTION or CHAPTER, as shown in the following sample ordinance:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF _____, IOWA, BY ADDING A NEW SECTION LIMITING PARKING TO 30 MINUTES ON A PORTION OF _____ STREET

BE IT ENACTED by the City Council of the City of _____, Iowa:

SECTION 1. NEW SECTION. The Code of Ordinances of the City of _____, Iowa, is amended by adding a new Section 69.16, entitled PARKING LIMITED TO 30 MINUTES, which is hereby adopted to read as follows:

69.16 PARKING LIMITED TO 30 MINUTES. It is unlawful to park any vehicle for a continuous period of more than 30 minutes between the hours of 8:00 a.m. and 8:00 p.m. on each day upon the following designated streets:

- 1. _____ Street, on the _____ side, from _____ Street to _____ Street.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ____ day of _____, 20 ____, and approved this ____ day of _____, 20__.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the ____ day of _____, 20__.

City Clerk

DELETION OF EXISTING PROVISIONS

Provisions may be removed from the Code of Ordinances by deleting SUBSECTIONS, SECTIONS or CHAPTERS, as shown in the following sample ordinance:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF _____, IOWA, BY REPEALING SECTION 65.02, SUBSECTION 5, PERTAINING TO THE SPECIAL STOP REQUIRED ON _____ STREET.

BE IT ENACTED by the City Council of the City of _____, Iowa:

SECTION 1. SUBSECTION REPEALED. The Code of Ordinances of the City of _____, Iowa, is hereby amended by repealing Section 65.02, Subsection 5, which required vehicles traveling south on _____ Street to stop at _____ Street.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ____ day of _____, 20____, and approved this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 20____.

City Clerk

MODIFICATION OR CHANGE OF EXISTING PROVISION

Existing provisions may be added to, partially deleted, or changed, as shown in the following sample:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF _____, IOWA, BY AMENDING PROVISIONS PERTAINING TO SEWER SERVICE CHARGES

BE IT ENACTED by the City Council of the City of _____, Iowa:

SECTION 1. SECTION MODIFIED. Section 99.01 of the Code of Ordinances of the City of _____, Iowa, is repealed and the following adopted in lieu thereof:

99.01 SEWER SERVICE CHARGES REQUIRED. Every customer shall pay to the City sewer service charges in the amount of _____ percent of the bill for water and water service attributable to the customer for the property served, but in no event less than \$ _____ dollars per _____.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ____ day of _____, 20____, and approved this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 20____.

City Clerk

ORDINANCES NOT CONTAINED IN THE CODE OF ORDINANCES

There are certain types of ordinances which the City will be adopting which do not have to be incorporated in the Code of Ordinances. These include ordinances: (1) establishing grades of streets or sidewalks; (2) vacating streets or alleys; (3) authorizing the issuance of bonds; and (4) amending the zoning map.

(Code of Iowa, Sec. 380.8)

ORDINANCE NO. ____

AN ORDINANCE VACATING (INSERT LOCATION OR LEGAL DESCRIPTION OF STREET OR ALLEY BEING VACATED) TO _____, IOWA

Be It Enacted by the City Council of the City of _____, Iowa:

SECTION 1. The (location or legal description of street or alley) to _____, Iowa, is hereby vacated and closed from public use.

SECTION 2. The Council may by resolution convey the alley described above to abutting property owners in a manner directed by the City Council.

SECTION 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ___ day of _____, 20___, and approved this ___ day of _____, 20___.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the ___ day of _____, 20___.

City Clerk

These ordinances should be numbered in the same numerical sequence as any other amending ordinance and placed in their proper sequence in the ordinance book.

SUGGESTED FORMS

FIRST NOTICE – DANGEROUS BUILDING

TO: (Name and address of owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) within ____ days from service of this notice or file written request for a Council hearing with the undersigned officer within said time limit.

The nuisance consists of (describe the nuisance and cite the law or ordinance) and shall be abated by (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance, as directed, or file written request for hearing within the time prescribed herein, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the cost will be assessed against you as provided by law.

Date of Notice: _____

City of _____, Iowa

By: _____
(enforcement officer)

NOTICE OF HEARING ON DANGEROUS BUILDING

TO: (Name and address of the owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified that the City Council of _____, Iowa, will meet on the ___ day of _____, 20___, at _____ p.m., in the Council Chambers of the City Hall, at (address of City Hall) for the purpose of considering whether or not the alleged nuisance consisting of (describe the nuisance) on your property, locally known as _____, constitutes a nuisance pursuant to Chapter _____ of the Code of Ordinances of _____, Iowa, and should be abated by (state action necessary to abate the particular nuisance).

You are further notified that at such time and place you may appear and show cause why the said alleged nuisance should not be abated.

You are further notified to govern yourselves accordingly.

Date of Notice: _____

City of _____, Iowa

By: _____
(enforcement officer)

**RESOLUTION AND ORDER
REGARDING DANGEROUS BUILDING**

BE IT RESOLVED, by the City Council of the City of _____, Iowa:

WHEREAS, notice has heretofore been served on the ___ day of _____, 20___, on (property owner’s name), through (agent’s name or “none”), agent, to abate the nuisance existing at (legal description and address) within ___ days from service of said notice upon the said (name of owner or agent). and

(EITHER)

WHEREAS, a hearing was requested by the said (name of property owner or agent) and the same was held at this meeting and evidence produced and considered by the City Council.

(OR, ALTERNATE TO PRECEDING PARAGRAPH)

WHEREAS, the said owner (agent) named above has failed to abate or cause to be abated the above nuisance as directed within the time set, and after evidence was duly produced and considered at this meeting, and said owner has failed to file a written request for hearing, as provided, after being properly served by a notice to abate.

NOW THEREFORE, BE IT RESOLVED that the owner of said property, or said owner’s agent (name of owner or agent) is hereby directed and ordered to abate the nuisance consisting of (describe the nuisance) by (state action necessary to abate) within ___ days after the service of this Order upon said owner or agent. and

BE IT FURTHER RESOLVED that the enforcement officer be and is hereby directed to serve a copy of this Order upon the said property owner or agent named above. and

BE IT FURTHER RESOLVED that in the event the owner, or agent (name the owner or agent) fails to abate the said nuisance within the time prescribed above, then and in that event the City will abate the said nuisance and the cost will be assessed against the property and/or owner (owner’s name) at (address), as the law shall provide.

Moved by _____ to adopt.

Adopted this ___ day of _____, 20___.

Mayor

ATTEST:

City Clerk

Note: It is suggested by the blank space in the resolution that additional time be allowed the owner to abate the nuisance after the passage of the resolution before any action is taken on the part of the City to abate the same. In some instances, for the sake of public safety, the time element could be stricken from the resolution and immediate action be taken to abate the nuisance after the order is given.

NOTICE TO ABATE NUISANCE

TO: (Name and address of owner, agent, or occupant of the property on which the nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) or file written request for a hearing with the undersigned officer within (hours or days) from service of this notice.

The nuisance consists of: (describe the nuisance) and shall be abated by: (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance as directed, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the costs will be assessed against you as provided by law.

Date of Notice: _____

City of _____, Iowa

By: _____
(designate officer initiating notice)

NOTICE

REQUIRED SEWER CONNECTION

TO: _____
(Name)

(Street Address)
_____, Iowa

You are hereby notified that connection to the public sanitary sewer system is required at the following described property within _____ (____) days from service of this notice or that you must file written request for a hearing before the Council with the undersigned office within said time limit.

Description of Property

The nearest public sewer line within _____ (____) feet of the above described property is located

In the event you fail to make connection as directed, or file written request for hearing within the time prescribed herein, the connection shall be made by the City and the costs thereof assessed against you as by law provided.

Date of Notice: _____

City of _____, Iowa

By: _____, _____
(Name) (Title)

NOTICE OF HEARING

REQUIRED SEWER CONNECTION

TO: _____
(Name)

(Street Address)
_____, Iowa

You are hereby notified that the City Council of _____, Iowa, will meet on the ___ day of _____, 20___, at _____ m. in the Council Chambers of the City Hall for the purpose of considering whether or not connection to the public sanitary sewer system shall be required at the following described property:

Description of Property

You are further notified that at such time and place you may appear and show cause why said connection should not be required.

You are further notified to govern yourselves accordingly.

Date of Notice: _____

City of _____, Iowa

By: _____, _____
(Name) (Title)

RESOLUTION AND ORDER

REQUIRED SEWER CONNECTION

BE IT RESOLVED, by the City Council of the City of _____, Iowa:

WHEREAS, notice has heretofore been served on the ____ day of _____, 20____, on _____, (Name of Property

Owner)

through _____, Agent, (Agent's Name or "None")

to make connection of the property described as

to the public sanitary sewer located _____ within _____ (_____) days from service of notice upon said owner or agent. and

(EITHER)

WHEREAS, a hearing was requested by the said owner or agent and the same was held at this meeting and evidence produced and considered by the City Council.

(OR AS ALTERNATE TO THE PRECEDING PARAGRAPH)

WHEREAS, the said owner or agent named above has failed to make such required connection within the time set, and after evidence was duly produced and considered at this meeting, and said owner or agent has failed to file a written request for hearing after being properly served by a notice to make such connection or request a hearing thereon.

NOW, THEREFORE, BE IT RESOLVED that the owner of said property, or said owner's agent, _____

(Name of Owner or Agent)

is hereby directed and ordered to make such required connection within _____ days after the service of this ORDER upon said owner or agent. and

BE IT FURTHER RESOLVED that the City Clerk be and the same is hereby directed to serve a copy of this ORDER upon said property owner or agent named above. and

BE IT FURTHER RESOLVED, that in the event the owner, or agent,

(Name of Owner or Agent)

fails to make such connection within the time prescribed above, then and in that event the City will make such connection and the cost thereof will be assessed against the property and/or owner

(Owner's Name)
_____, as provided by law.
(Address)

Moved by _____ to adopt.

Seconded by _____.

AYES: _____,
_____, _____.

NAYS: _____,
_____, _____.

Resolution approved this ___ day of _____, 20__.

Mayor

ATTEST:

City Clerk