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CHAPTER 1 – CIVIL ADMINISTRATION

Article 1 – City Administration

SECTION 1-101: CORPORATE EXISTENCE

The City of Terrytown, Nebraska, is hereby declared to be a city of the second class and shall be governed in all respects by the laws regulating cities of the second class. (Neb. Rev. Stat. §17-101) (Ord. No. 374, 4/07)

SECTION 1-102: OFFICIAL CORPORATE SEAL

The official corporate seal of the city shall be kept in the office of the city clerk and may bear the following inscription: “City Clerk, Terrytown, Nebraska, Seal.” The city clerk shall affix an impression of the said official seal to all warrants, licenses, permits, ordinances, and all other official papers issued by order of the City Council and counter­signed by the city clerk. (Neb. Rev. Stat. §17-502)

SECTION 1-103: OATH OF OFFICE; CITY OFFICIALS

A. All elected or appointed officials of the city shall, before entering upon their respective duties, take and subscribe the following oath which shall be endorsed upon their re­spective bonds, except when a dif­ferent oath is specifically provided herein:

"I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for the purpose of evasion; and that I will faithfully and impartially perform the duties of the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ according to law and to the best of my ability. And I do further swear that I do not advocate nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God."

B. If any such officer is not required to give bond, the oath shall be filed in the office of the secretary of state or with the city clerk.

(Neb. Rev. Stat. §11-101)

SECTION 1-104: BONDS; blanket bond

A. The city may enact ordinances or bylaws to require from all officers and servants, elected or appointed, bonds and security or evidence of equivalent insurance for the faithful performance of their duties. All official bonds of city officers must be in form, joint and several, and made payable to the city in such penalty as the City Council may fix. All official bonds shall obligate the principal and sureties for the faithful discharge of all duties required by law of such principal and shall inure to the benefit of any persons injured by a breach of the conditions of such bonds. The approval of each official bond shall be endorsed upon such bond by the officer approving the same and no bond shall be filed and recorded until so approved. No bond shall be deemed to be given or complete until the approval of the City Council and all sureties are endorsed in writing on the instrument by the mayor and city clerk pursuant to the approval of the council. In place of the individual bonds required to be furnished by municipal officers, a blanket bond or undertaking or evidence of equivalent insurance may be given by the officers. The city may pay the premium for the bond or insurance coverage, which shall be, at a minimum, an aggregate of the amounts fixed by law or by the City Council and with such terms and conditions as may be required.

B. All official bonds of local officers shall be executed by the principal named in such bonds and by at least two sufficient sureties who shall be freeholders of the county in which such bonds are given; or any official bond of a local officer may be executed by the officer as principal and by a guaranty, surety, fidelity or bonding company as surety or by two or more of such companies. Only such companies as are legally authorized to transact business in this state shall be eligible to suretyship on the bond of a local officer. No official bond shall be rendered void by reason of any informality or irregularity in its execution or approval.

C. Official bonds, with the oath endorsed thereon, shall be filed in the proper office within the following time: (1) of all officers elected at any general election, following receipt of their election certificate and not later than ten days before the first Thursday after the first Tuesday in January next succeeding the election; (2) of all appointed officers, within 30 days after their appointment; and (3) of officers elected at any special election and city officers, within 30 days after the canvass of the votes of the election at which they were chosen. The filing of the bond with the oath endorsed thereon does not authorize a person to take any official action prior to the beginning of his or her term of office pursuant to Article XVII, Section 5 of the Constitution of Nebraska.

D. The officers with whom any official bonds are required by law to be filed shall carefully record and preserve the same in their respective offices and shall give certified copies thereof, when required, under the seal of their office and shall be entitled to receive for the same the usual fee allowed by law for certified copies of records in other cases.

E. If any person elected or appointed to any office neglects to have his or her official bond executed and approved as provided by law and filed for record within the time limited by Neb. Rev. Stat. §§11-101 to 11-122, the provisions of Neb. Rev. Stat. §11-115 shall apply.

F. Any person appointed to fill a vacancy, before entering upon the duties of the office, must give a bond corresponding in substance and form with the bond required of the officer originally elected or appointed, as herein provided. When the incumbent of an office is re-elected or re-appointed, he or she shall qualify by taking the oath and giving the bond as above directed; but when such officer has had public funds or property in his or her control, his or her bond shall not be approved until he or she has produced and fully accounted for such funds and property. When it is ascertained that the incumbent of an office holds over by reason of the non-election or non-appointment of a successor or of the neglect or refusal of the successor to qualify, he or she shall qualify anew within ten days from the time at which his or her successor, if elected, should have qualified.

(Neb. Rev. Stat. §§11-103 to 11-105, 11-109 to 11-113, 11-115 to 11-117, 17-604)

SECTION 1-105: COMPENSATION

A. The officers and employees of the city shall receive such compensation as the mayor and City Council shall fix by ordinance. The city may enact ordinances or bylaws to regulate and prescribe the compensation of officers not provided for in state law. No officer shall receive any pay or perquisites from the city other than his or her salary. The council shall not pay or appropriate any money or other valuable thing to any person not an officer for the performance of any act, service or duty, the doing or performance of which shall come within the proper scope of the duties of any officer of the city.

B. The compensation of any elective official of the city shall not be increased or diminished during the term for which he or she shall have been elected except when there has been a merger of offices; provided, the compensation of the members of the City Council, a board or commission may be increased or diminished at the beginning of the full term of any member whether or not the terms of one or more members commence and end at different times. No elected official may be rehired at a greater salary if he or she resigns and desires to be rehired during the unexpired term of office. The official may be rehired after the term of office during which he or she resigned at a greater salary.

C. All salaries of the elective officers of the city shall be set by ordinance of the City Council and placed on file at the office of the city clerk for public inspection.

(Neb. Rev. Stat. §§17-108, 17-108.02, 17-604, 17-611, 17-612) (Ord. No. 423, 10/1/13; 428, 11/6/14)

SECTION 1-106: CONFLICT OF INTEREST

A. For purposes of this section, “officer” shall mean: (1) any member of any council or commission of the city; (2) any appointed official if such city official serves on a council or commission which spends and administers its own funds and is dealing with a contract made by such council or commission; or (3) any elected city official. “Immediate family” shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

B. Unless specified otherwise, volunteer firefighters and ambulance drivers shall not be considered officers for purposes of this section with respect to their duties as firefighters and ambulance drivers.

C. No officer of the city shall be permitted to benefit from any contract to which the city is a party. The existence of such an interest in any contract renders the contract voidable by decree of a court of competent jurisdiction as to any person who entered into the contract or took assignment thereof with actual knowledge of the prohibited conflict. An action to have a contract declared void under this section may be brought by the city or by any resident thereof and must be brought within one year after the contract is signed or assigned. Any such decree may provide for the reimbursement of any person for the reasonable value of all money, goods, material, labor, or services furnished under the contract, to the extent that the city has benefited thereby. The prohibition in this section shall apply only when the officer or his or her parent, spouse, or child:

1. Has a business with which the individual is associated or a business association which shall mean a business (a) in which the individual is a partner, director or officer or (b) in which the individual or a member of the individual's immediate family is a stockholder of a closed corporation stock worth $1,000.00 or more at fair market value or which represents more than 5% equity interest, or is a stock­holder of publicly traded stock worth $10,000.00 or more at fair market value or which represents more than 10% equity interest; an individual who occupies a confidential professional relationship protected by law shall be exempt from the definition herein and this definition shall not apply to publicly traded stock under a trading account if the filer reports the name and address of the stockbroker; or

2. Will receive a direct pecuniary fee or commission as a result of the contract; provided, however, if such officer is an employee of the business involved in the contract and has no ownership interest or will not receive a pecuniary fee, such officer shall not be deemed to have an interest within the meaning of this section.

D. The provisions of this section shall not apply if the interested officer:

1. Makes a declaration on the record to the governmental body responsible for approving the contract regarding the nature and extent of his or her interest, prior to official con­sideration of the contract;

2. Does not vote on the matter of granting the contract, except that if the number of members of the body declaring an in­terest in the contract would prevent the body, with all members present, from securing a quorum on the issue, then all members may vote on the matter; and

3. Does not act for the governing body as to inspection or per­formance under the contract in which he or she has an interest.

E. The receiving of deposits, cashing of checks, and buying and selling of warrants and bonds of indebtedness of any city by a financial institution shall not be consid­ered a contract under the provisions of this section. The owner­ship of less than 5% of the outstanding shares of a corporation shall not constitute an interest within the mean­ing of this section. Notwithstanding the provisions of subsec­tions (D)(1) through (3) above, if an officer's parent, spouse or child is an employee of the city, the officer may vote on all issues of the contract which are generally applicable to all employees or all employees within a classification and do not single out his or her parent, spouse, or child for special action. If an officer has the power to employ personnel and he or she hires his or her parent, spouse, or child, such officer shall disclose the hiring pursuant to subsections (F)(1) through (5) below, except that if the parent, spouse, or child is already employed in the position at the time the officer takes office and such position does not change, no disclosure need be made. Notwithstanding any other provision of this section, any contract entered into with an interested officer shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the city.

F. The city clerk shall maintain, separately from other records, a ledger containing the information listed in this subsection about every contract entered into by the city in which an officer has an interest as specified above for which disclosure is made as provided in subsections (D)(1) through (3) above. Such information shall be kept in the ledger for five years from the date of the officer's last day in office and shall include the (1) names of the contracting parties; (2) nature of the interest of the officer in question; (3) date that the contract was approved by the city; (4) amount of the contract; and (5) basic terms of the contract.

G. The information supplied relative to the contract shall be provided to the clerk no later than ten days after the contract has been signed by both parties. The ledger kept by the clerk shall be available for public inspection during normal working hours.

H. An open account established for the benefit of the city or entity thereof, with a business in which an officer has an interest, shall be deemed a contract subject to the provisions of this section. The statement required to be filed pursuant to this section shall be filed within ten days after such account is opened. Thereafter, the clerk shall maintain a running account of all amounts purchased on the open account. Purchases made from petty cash or a petty cash fund shall not be subject to the provisions of this section

I. The city may enact ordinances exempting from the provisions of this section contracts involving $100.00 or less in which an officer of such city may have an interest.

J. No officer shall receive any pay or perquisites from the city other than his or her salary. The City Council shall not pay or appropriate any money or other valuable thing to pay a person who is not an officer for the performance of any act, service, or duty which shall come within the proper scope of the duties of any officer of the city.

(Neb. Rev. Stat. §§17-611, 18-305 through 18-312, 49-1408, 49-1425, 49-14,103.01 through 49-14,103.03, 49-14,103.06)

SECTION 1-107: EXAMINATION AND DUPLICATION OF PUBLIC RECORDS; FEES; CONFIDENTIAL RECORDS

All citizens of the city and all other persons interested in the examination of the public records of the city are fully empowered and authorized to examine such records and make memoranda copies thereof as provided in Neb. Rev. Stat. §84-712. Payment of fees may be required. Records which may be withheld from the public shall be as stated in Neb. Rev. Stat. §84-712.05. (Neb. Rev. Stat. §§84-712, 84-712.03 through 84-712.06)

Article 2 – Elected Officials

SECTION 1-201: MAYOR AND COUNCIL; ELECTION

All elected officers shall be nominated at the statewide primary election and elected at the statewide general election. They shall serve terms of four years or until their successors are elected and qualified. (Neb. Rev. Stat. §32-533)

SECTION 1-202: MAYOR; POWERS AND DUTIES

A. The mayor shall be elected in the manner provided in the Election Act and shall take office on the date of the first regular meeting of the City Council held in December following the statewide general election. The mayor shall be a resident and registered voter of the city and shall hold no other elected or appointed office or employment with the city. He or she shall have the gen­eral and immediate control over all property and officials, whether elected or appointed, of the city.

B. The mayor shall preside at all meetings of the City Council and may vote when his or her vote would provide the additional vote required to attain the number of votes equal to a majority of the number of members elected to the City Council (quorum) on any pending matter, legislation, or transaction, and the mayor shall, for the purpose of such vote, be deemed to be a member of the council.

C. The mayor shall sign the city clerk's minutes of all meetings, all resolutions which have been passed and warrants for the pay­ment of money when ordered by the City Council. The mayor’s veto powers shall be as provided in Section 1-405(C) herein.

D. The mayor shall, from time to time, communicate to the City Council such information and recom­mend such measures as, in his or her opinion, may improve the finances, the police, health, security, ornament, comfort, and general prosperity of the city.

E. The mayor shall have the power, when he or she deems it necessary, to require any officer of the city to exhibit his or her accounts or other papers and to make reports to the council, in writing, touching any subject or matter pertain­ing to his or her office.

F. The mayor shall have such jurisdiction as may be vested in him or her by ordinance over all places within five miles of the corporate limits of the city for the enforcement of any health or quarantine ordinance and regulation thereof. He or she shall have jurisdiction in all matters vested in him or her by ordinance, excepting taxation, within one-half mile of the corporate limits of said city.

G. The mayor shall have power to remit fines and forfeitures and to grant reprieves and par­dons for all offenses arising under the ordinances of the city.

H. The mayor shall have such other duties as the City Coun­cil may by resolution confer upon him or her or in any other matters which the laws of the State of Nebras­ka repose in him or her.

(Neb. Rev. Stat. §§17-107, 17-110 through 17-114, 17-117) (Ord. No. 425, 1/2/14)

SECTION 1-203: MAYOR; VACANCY

Whenever a vacancy occurs in the office of mayor or in case of his or her dis­ability or absence, the president of the council shall exercise the office of mayor until such vacan­cy is filled or such disability is removed or, in case of temporary absence, until the mayor returns. When the successful candidate for mayor shall be prevented from assuming 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. 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 Neb. Rev. Stat. §32-568. (Neb. Rev. Stat. §17-107)

SECTION 1-204: CITY COUNCIL; POWERS AND DUTIES

The governing body of the city shall be the City Council, which shall exercise all the powers which have been or may be authorized by law. The council shall have the power to make all such ordinances, bylaws, rules, regulations, and resolutions not inconsistent with the laws of the state, as may be expedient for maintaining the peace, good government, and welfare of the city and its trade, commerce, and manufactories, to enforce all ordinances by inflicting fines or penalties for the breach thereof, and to assess such taxes and fees as are necessary and appropriate. (Neb. Rev. Stat. §§17-505, 19-611)

SECTION 1-205: city council; NUMBER AND QUALIFICATIONS

A. The City Council shall consist of four residents of the city who are registered voters. All council members shall be nominated and elected on a nonpartisan ballot unless the city provides for a partisan ballot by ordinance. Terms of office shall begin on the first regular meeting of the council in December following the statewide general election.

B. The city shall be divided into two wards substantially equal in population as determined by the most recent federal decennial census. Each ward shall have two council members elected in the manner provided in the Election Act; no person shall be eligible to the office of council member who is not at the time of the election an actual resident of the ward for which he or she is elected and a registered voter.

(Neb. Rev. Stat. §§17-102 through 17-104, 32-533, 32-553, 32-557) (Ord. No. 405, 6/2/11)

SECTION 1-206: CITY COUNCIL; 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 council in the absence of the mayor. In the absence of the mayor and the president, the council shall elect one of its own body to occupy his or her place temporarily, who shall be styled acting president of the council. Both the president of the council and the acting president, 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 or acting president of the council, while so acting, shall be as binding upon the council and upon the city as if done by the elected mayor. (Neb. Rev. Stat. §§17-148, 19-617) (Ord. No. 409, 12/1/11)

SECTION 1-207: CITY COUNCIL; VACANCY DUE TO UNEXCUSED ABSENCES

In addition to the events listed in Neb. Rev. Stat. §32-560 and any other reasons for a vacancy provided by law, after notice and a hearing, a vacancy on the City Council shall exist if a member is absent from more than three consecutive regular meetings of the council or five meetings in any calendar year unless the absences are excused by a majority vote of the remaining members. (Neb. Rev. Stat. §19-3101)

SECTION 1-208: CITY COUNCIL; PROCEDURE TO FILL VACANCY

A. Any vacancy on the City Council shall be filled as provided below. In the case of any vacancy in the office of mayor or in case of his or her disability or absence, the president of the council shall exercise the office of mayor for the unexpired term, until such disability is removed or, in case of temporary absence, until the mayor returns. If the president of the council assumes the office of mayor for the unexpired term, there shall be a vacancy on the council.

B. Except as otherwise provided in subsection (D) or (E) of this section or subsection (A) above, vacancies in city elected offices shall be filled by the mayor and council for the balance of the unexpired term. 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. The 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 call a special meeting of the council or place the issue of filling such vacancy on the agenda at the next regular meeting, at which time the mayor shall submit the name of a qualified registered voter to fill the vacancy for the balance of the unexpired term. The regular or special meeting shall occur upon the death of the incumbent or within four weeks after the meeting at which such notice of vacancy has been presented. The council shall vote upon such nominee and if a majority votes in favor of such nominee, the vacancy shall be declared filled. If the nominee fails to receive a majority of the votes, the nomination shall be rejected and the mayor shall at the next regular or special meeting submit the name of another qualified registered voter to fill the vacancy. If the subsequent nominee fails to receive a majority of the votes, the mayor shall continue at such meeting to submit the names of qualified reg-

istered voters in nomination and the council shall continue to vote upon such nominations at such meeting until the vacancy is filled. The mayor shall cast his or her vote for or against the nominee in the case of a tie vote of the council. Every council member present shall cast a ballot for or against the nominee. Any member of the council who has been appointed to fill a vacancy on the council shall have the same rights, including voting, as if such person were elected.

D. The mayor and council may, in lieu of filling a vacancy in a city elected office as provided in subsections (B) and (C) of this section, call a special city election to fill such vacancy.

E. If vacancies exist in the offices of one-half or more of the City Council members, the secretary of state shall conduct a special city election to fill such vacancies.

F. No official 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 same City Council during the remainder of his or her term of office.

G. Every elective office shall be vacant upon the happening of any of the events specified in Neb. Rev. Stat. §32-560.

(Neb. Rev. Stat. §§32-568, 32-569, 32-1308)

SECTION 1-209: CITY COUNCIL; MISCELLANEOUS EXPENDITURES

A. The City Council may from time to time, by majority vote, authorize the expenditure of city funds to recognize the outstanding contribution or service to the community by any elected or appointed official, employee, or volunteer, including those serving on local boards, commissions or the City Council. Such expenditures may be for plaques, certificates of achievement, and/or items of value. The expenditure on any single occasion shall not exceed $1,200.00 per person and shall not, with respect to any individual, exceed a cumulative total of $1,500.00.

B. The city may provide a recognition dinner held each year for elected and appointed officials, employees or volunteers of the city. The maximum cost per person for such dinner shall not exceed $25.00 per person. An annual recognition dinner may be held separately for employees of each department, for volunteers, or any of them in combination. Public funds can be expended, for non-alcoholic beverages and meals, to individuals while performing or immediately after performing relief, assistance or support activities in emergency situations including but not limited to tornadoes; severe storms; fires or accidents; or for any volunteers during or immediately following their participation in any activity approved by the City Council including but not limited to mowing parks, picking up litter, removing graffiti or snow removal.

C. As provided by Neb. Rev. Stat. §13-2203, this section shall not be altered or amended more than once in any 12-month period.

(Neb. Rev. Stat. §13-2203) (Ord. No. 385, 1/3/08)

SECTION 1-210: RESTRICTIONS ON OTHER EMPLOYMENT OR ELECTIVE OFFICE

A. The mayor and members of the council shall hold no other elective or appointive office or employment with the city.

B. For purposes of this section:

1. “Elective office” means any office which has candidates nominated or elected at the time of a statewide primary election; any office which has candidates nominated at the time of a statewide primary election and elected at the time of a statewide general election; any office which has candidates elected at the time of a statewide general election; any office which has candidates nominated or elected at a city election; and any office created by an act of the Legislature which has candidates elected at an election and includes an office which is filled at an election held in conjunction with the annual meeting of a public body created by an act of the Legislature; and

2. “High elective office” means a member of the Legislature; an elective office described in Article IV, Sections 1 or 20 or Article VII, Sections 3 or 10 of the Constitution of Nebraska; or a county, city or school district elective office.

C. No candidate for member of the Legislature or an elective office described in Article IV, Sections 1 or 20 or Article VII, Sections 3 or 10 of the Constitution of Nebraska shall be eligible to file as a candidate, to petition on the ballot as a candidate, to accept nomination by a political party or by party convention, caucus or committee to fill a vacancy or to be declared a write-in candidate for more than one elective office to be filled at the same election, except for the position of delegate to a county, state or national party convention. No candidate for any other high elective office shall be eligible to file as a candidate, to petition on the ballot as a candidate, to accept a nomination by a political party or by party convention, caucus or committee to fill a vacancy or to be declared write-in candidate for more than one elective office to be filled at the same election.

D. Except as provided in subsection (E) or (G) of this section, no person shall be precluded from being elected or appointed to or holding an elected office for the reason that he or she has been elected or appointed to or holds another elected office.

E. No person serving as a member of the Legislature or in an elective office described in Article IV, Sections 1 or 20 or Article VII, Sections 3 or 10 of the Constitution of Nebraska shall simultaneously serve in another elective office which is filled at an election held in conjunction with the annual meeting of a public body.

F. Whenever an incumbent serving as a member of the Legislature or in an elective office described in Article IV, Sections 1 or 20 or Article VII, Sections 3 or 10 of the Constitution of Nebraska assumes another elective office, except an elective office filled at an election held in conjunction with the annual meeting of a public body, the office first held by the incumbent shall be deemed vacant.

G. No person serving in a high elective office shall simultaneously serve in any other high elective office.

H. Notwithstanding subsections (E) through (G) of this section, any person holding more than one high elective office on September 13, 1997, shall be entitled to continue to serve the remainder of all terms for which he or she was elected or appointed.

(Neb. Rev. Stat. §§17-108.02, 32-109, 32-603, 32-604)

Article 3 – Meetings

SECTION 1-301: DEFINED

“Meetings” as used in this article shall mean all regular, special, or called meetings of a public body for purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any for­mal action. (Neb. Rev. Stat. §84-1409[2])

SECTION 1-302: PUBLIC BODY DEFINED

“Public body” as used in this article shall mean: (A) the City Council, (B) all independent boards, commissions, bureaus, committees, councils, sub-units, or any other bodies now or hereafter created by Constitution, statute, ordinance, or otherwise pursuant to law; and (C) advisory committees of the bodies listed above. This article shall not apply to subcommittees of such bodies unless such subcommittees are holding hearings, making poli­cy, or taking formal action on behalf of their parent bodies. (Neb. Rev. Stat. §84-1409[1])

SECTION 1-303: RIGHTS OF THE PUBLIC

A. The formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act. At least one current copy of the Open Meetings Act shall be posted in the meeting room at a location accessible to members of the public. At the beginning of each meeting, the public shall be informed about the location of the posted information.

B. Subject to the Open Meetings Act, the public shall have the right to attend and the right to speak at meetings of public bodies. All or any part of a meeting of the City Council except for closed meetings called pursuant to Section 1-311 may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

C. It shall not be a violation of this section for the City Council to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. The council may not be required to allow citizens to speak at each meeting but it may not forbid public participation at all meetings.

D. The council shall not require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The council may require any member of the public desiring to address the body to identify himself or herself.

E. The council shall not, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience. The council shall not be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

F. The council shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting and shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting.

(Neb. Rev. Stat. §§84-1408, 84-1412)

SECTION 1-304: NOTICE; AGENDA

A. The City Council shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by the council and recorded in its minutes. Such notice shall be transmitted to all council members and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the city office during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

B. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting or 48 hours before the scheduled commencement of a City Council meeting scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(Neb. Rev. Stat. §§84-1411[1])

SECTION 1-305: NOTICE TO NEWS MEDIA

The city clerk shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed. (Neb. Rev. Stat. §84-1411[4])

SECTION 1-306: PLACE, DAY, TIME; QUORUM

A. Regular meetings of the City Council shall be held on the first Thursday of each month at the hour of 6:30 p.m. unless the City Council, by majority vote taken at a regular meeting, determines to hold the meeting at another date during the month. Additionally, should the first Thursday of the month fall on a holiday, the meeting shall occur on the second Thursday of the month. All meetings shall be held at 89A Woodley Park Road in the Housing Partners of Western Nebraska Community Room. However, the mayor or council may determine that an emergency, public convenience or neces-

sity requires that a meeting be held at another location as follows:

1. The meeting may be held at any other location accessible to the public within the city.

2. The meeting may be held outside the corporate limits of the city in the designated meeting place of another political subdivision located in Nebraska for the purpose of acting jointly or concurrently with the governing body of the other political subdivision.

Any determination to hold a meeting at another location shall be made by the City Council at a meeting held at least three days prior to the meeting.

B. A majority of the council shall constitute a quorum for the transaction of any business but a fewer number may adjourn from time to time and compel the attendance of absent members. Unless a greater vote is required by law, an affirmative vote of at least one-half of the elected members shall be required for the transaction of any business. All matters which were scheduled for consideration at a meeting wherein a quorum is not present shall be automatically continued to the adjourned date and time; provided, if the meeting is not adjourned to a specific date and time, then to the next regular meeting.

C. At the hour appointed for the meeting, the city clerk shall proceed to call the roll of members and announce whether a quorum is present. If a quorum is present, the council shall be called to order by the mayor, if present, or if absent, by the president of the council. In the absence of both the mayor and the president of the council, the meetings shall be called to order by the president *pro tempore*.

(Neb. Rev. Stat. §17-105) (Ord. No. 409, 12/1/11)

SECTION 1-307: REORGANIZATIONAL MEETING; STANDING COMMITTEES

A. Council members elected to office shall convene at the regular place of meeting on the first regular meeting in December each year in which a city election is held immediately after the prior council adjourns and proceed to organize themselves for the ensuing year. The mayor shall call the meeting to order. The council shall then proceed to examine the credentials of its members and other elective officers to see that each has been duly and properly elected and to see that such oaths and bonds have been given as are required.

B. At the organizational meeting of the City Council, the mayor shall appoint members to such standing committees as the council may by ord­inance or resolution create. The membership of such standing committees may be changed at any time by the mayor, who shall be a member *ex officio* of each standing committee. The members of the standing committees shall serve terms of office of one year, unless reappointed.

(Neb. Rev. Stat. §17-104) (Ord. No. 409, 12/1/11)

SECTION 1-308: ORDER OF BUSINESS

Promptly at the hour set by law on the day of each regular meeting, the mayor, the members of the City Council, the city clerk, and such other city officials that may be required shall take their regular stations in the meeting place and the business of the city shall be taken up for consideration and disposition in the manner prescribed by the official agenda on file at the office of the city clerk.

SECTION 1-309: PARLIAMENTARY PROCEDURE

Questions of procedure and conduct at City Council meetings shall be decided by the mayor in accordance with *Robert’s Rules of Order*.

SECTION 1-310: MINUTES

A. The City Council shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

B. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the council in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or voice vote shall be satisfied if the city utilizes an electronic voting device which allows the “yeas” and “nays” of each member of the City Council to be readily seen by the public.

C. The vote to elect leadership within the council may be taken by secret ballot but the total number of votes for each candidate shall be recorded in the minutes.

D. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

E. The minutes of any meeting of the City Council shall be written and available for public inspection within ten working days of the meeting or prior to the next convened meeting, whichever occurs earlier, except that the city clerk may have an additional ten working days if absent due to a serious illness or emergency.

(Neb. Rev. Stat. §§17-616, 84-1413)

SECTION 1-311: CLOSED SESSIONS

A. The City Council may hold a closed session by the affirmative vote of a ma­jority of its voting members if a closed session is clearly neces­sary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

2. Discussion regarding deployment of security personnel or devices;

3. Investigative proceedings regarding allegations of criminal misconduct; or

4. Evaluation of the job performance of a person when nec­essary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.

B. Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to the council.

C. The vote to hold a closed session shall be taken in open session. The vote of each member on the question of holding a closed session, the reason for the closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. The City Council shall restrict its consideration to matters during the closed portions to only those purposes set forth in the minutes as the reason for the closed session. The meeting shall be re­convened in open session before any formal action may be tak­en. For purposes of this section, “formal action” shall include a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by council members to legal counsel or other negotiators in closed sessions authorized under subsection (A) of this section.

D. Any City Council member shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (1) the protection of the public interest or (2) the prevention of needless injury to the reputation of an individual. Such chal­lenge shall be overruled only by a majority vote of the council members. Such challenge and its disposition shall be recorded in the minutes.

E. Nothing in this section shall be construed to require that any meeting be closed to the public. The City Council shall not fail to invite a portion of its members to a meeting and the council shall not designate itself a subcommittee of the whole body for the purpose of circumventing the provisions of this article. No closed session, informal meeting, chance meeting, social gathering, or electronic communication shall be used for the purpose of circumventing the provisions of this article.

F. The provisions of this article shall not apply to chance meetings or to attendance at or travel to conventions or work­shops of the council members at which there is no meeting of the council then intentionally convened, if there is no vote or other action taken regarding any matter over which the council has supervision, control, jurisdiction, or advisory power.

(Neb. Rev. Stat. §84-1410)

SECTION 1-312: SPECIAL MEETINGS

Special meetings may be called by the mayor or by a majority of the City Council, the object of which shall be submitted to the council in writing. The call and object as well as the disposition thereof shall be entered upon the journal by the city clerk. On filing the call for a special meeting, the city clerk shall notify the council members of the special meeting, stating the time and its purpose. Notice of a special meeting need not be given to a council member known to be out of the state or physically unable to be present. (Neb. Rev. Stat. §17-106) (Ord. No. 409, 12/1/11)

SECTION 1-313: EMERGENCY MEETINGS

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of Section 1-305 (Notice to News Media) shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day. (Neb. Rev. Stat. §84-1411)

Article 4 – Ordinances, Resolutions, and Motions

SECTION 1-401: GRANT OF POWER

The City Council shall have the responsibility of making all ordi­nances, bylaws, rules, regulations, and resolutions not inconsistent with the laws of the State of Nebraska as may be necessary and proper for maintaining the peace, good govern­ment, and welfare of the city and its trade, commerce, and manufactories and to enforce all ordinances by inflicting fines or penalties for the breach thereof. (Neb. Rev. Stat. §17-505)

SECTION 1-402: ORDINANCES; STYLE

The style of all ordinances shall be: "Be it ordained by the Mayor and City Council of the City of Terrytown, Nebraska…" (Neb. Rev. Stat. §17-613)

SECTION 1-403: ORDINANCES; TITLE; AMENDMENTS AND REVISIONS

A. No ordinance shall contain a subject not clearly expressed in its title.

B. No ordinance or section thereof shall be revised or amended unless the new ordinance contains the entire ordinance or section as revised or amended and the ordinance or section so amended shall be repealed, except that an ordinance revising all the ordinances of the city and modifications to zoning building districts may be adopted as otherwise provided by law.

(Neb. Rev. Stat. §17-614)

SECTION 1-404: ORDINANCES; INTRODUCTION

Ordinances shall be introduced in either of the following ways:

A. With the recognition of the mayor, a council member may, in the presence and hearing of a majority of the City Council, read aloud the substance of his or her pro­posed ordinance and file a copy of the same with the city clerk for future consideration; or

B. With the recognition of the mayor, a council member may present his or her proposed ordinance to the clerk who, in the presence and hearing of a majority of the council, shall read aloud the substance of the same and shall file the same for future consideration.

(Neb. Rev. Stat. §§17-614, 17-616)

SECTION 1-405: ORDINANCES; reading and PASSAGE; mayor’s veto

A. All ordinances and resolutions or orders for the appropriation or payment of money shall require for their passage or adoption the concurrence of a majority of the City Council. The mayor may vote when his or her vote would provide the additional vote required to attain the number of votes equal to a majority of the number of members elected to the council (quorum), and the mayor shall, for the purpose of such vote, be deemed to be a member of the council.

B. Ordinances of a general or permanent nature shall be read by title on three different days unless three-fourths of the council votes to suspend this requirement, except that such requirement shall not be suspended for any ordinance for the annexation of territory. In case such requirement is suspended, the ordinances shall be read by title and then moved for final passage. Three-fourths of the council may require a reading of any such ordinance in full before enactment under either procedure set out in this section.

C. The mayor shall have power to veto or sign any ordinance passed by the City Council and to approve or veto any order, bylaw, resolution, award of or vote to enter into any contract, or the allowance of any claim. If the mayor approves the ordinance, order, bylaw, resolution, contract, or claim, he or she shall sign it and it shall become effective. If the mayor vetoes the ordinance, order, bylaw, resolution, contract, or any item or items of appropriations or claims, he or she shall return it to the City Council, stating that the measure is vetoed. The mayor may issue the veto at the meeting at which the measure passed or within seven calendar days after the meeting. If the mayor issues the veto after the meeting, he or she shall notify the city clerk of the veto in writing. The clerk shall notify the City Council in writing of the mayor's veto. Any ordinance, order, bylaw, resolution, award of or vote to enter into any contract, or the allowance of any claim vetoed by the mayor may be passed over his or her veto by a vote of two-thirds of the members of the council. If the mayor neglects or refuses to sign any ordinance, order, bylaw, resolution, award of or vote to enter into any contract, or the allowance of any claim but fails to veto the measure within the time required by this section, the measure shall become effective without his or her signature. The mayor may veto any item or items of any appropriation bill or any claims bill and approve the remainder thereof, and the item or items vetoed may be passed by the council over the veto as in other cases.

(Neb. Rev. Stat. §§17-111, 17-614) (Ord. No. 425, 1/2/14)

SECTION 1-406: ORDINANCES; PUBLICATION OR POSTING; CERTIFICATE; PAMPHLET FORM

A. All ordinances of a general nature shall be published one time within 15 days after passage in a newspaper published in the city or, if no paper is pub­lished in the city, then by posting a written or printed copy thereof in each of three public places in the city­.

B. The passage, approval, and publi­cation or posting of all ordinances shall be sufficiently proven by a certificate under the seal of the city from the city clerk, showing that the said ordinance was passed and approved, when and in what paper the same was pub­lished or when, by whom, and where the same was posted.

C. When an ordinance is printed in book or pamphlet form, purporting to be published by authority of the City Council, the same need not be otherwise published and such book or pamphlet shall be received as evidence of the passage and legal publication of such ordinance as of the date mentioned in such book or pamphlet.

(Neb. Rev. Stat. §17-613)

SECTION 1-407: ORDINANCES; EFFECTIVE DATE

All ordinances for the government of the city, adopted by the voters after submission to them by either initiative or referendum petition, shall become immediately effective thereafter; but no ordinance for the government of the city which has been adopted without submission to the voters shall go into effect until 15 days after the passage of such ordinance except as provided in Neb. Rev. Stat. §17-613. (Neb. Rev. Stat. §19-3701)

SECTION 1-408: EMERGENCY ORDINANCES

An ordinance passed in the case of riot, infectious or contagious diseases or other impending danger, fail­ure of a public utility, or other emergency requiring its immediate operation shall take effect upon the proclamation of the mayor and the posting the­reof in at least three of the most public places in the city. Such emergency notice shall recite the emergency, shall be passed by a three-fourths vote of the City Council, and shall be entered of record upon the city clerk's minutes. (Neb. Rev. Stat. §§17-613, 19-3701)

SECTION 1-409: RESOLUTIONS AND MOTIONS

Resolutions and motions shall be introduced in one of the methods prescribed for the introduction of ordinances. After their introduction, they shall be fully and distinctly read one time in the presence and hearing of a majority of the City Council. The issue raised by any such resolution or motion shall be disposed of in accordance with the usage of parliamentary law adopted for the guidance of the council. A majority vote shall be required to pass any resolution or mo­tion. The vote on any resolution or motion shall be by roll call vote. (Neb. Rev. Stat. §17-616)

Article 5 – Appointed Officials

SECTION 1-501: GENERAL AUTHORITY

A. The mayor, with the consent of the City Council, may appoint such city officers as shall be required by ordinance or otherwise required by law. Such officers may be removed from office by the mayor. All officers appointed by the mayor and confirmed by the council shall hold office until the end of the mayor's term of office and until their successors are appointed and qualified, unless sooner removed.

B. The city may enact ordinances or bylaws to regulate and prescribe the powers, duties, and compensation of officers not provided for in state law. If the mayor and City Council appoint any of the officials specified within this article or any other officials, they shall have the powers and duties, if any, provided in this article or otherwise provided by city ordinances and state law.

(Neb. Rev. Stat. §§17-107, 17-604) (Ord. No. 409, 12/1/11)

SECTION 1-502: MERGER OF OFFICES

A. 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.

B. 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.

(Neb. Rev. Stat. §17-108.02)

section 1-503: CITY ADMINISTRATOR/TREASURER POSITION CREATED

The office and employment of the city administrator as described and defined in Section 1-504 and the office and employment of the city treasurer as described and defined in Section 1-506 may be combined and merged into an office titled “city administrator/treasurer.” This combination shall occur automatically in the event the mayor appoints and the City Council confirms the same individual to both positions. In the event two different individuals are appointed in the separate capacities, they shall serve individually and perform their separate duties as specified by this code. The duties, responsibilities, and privileges of any combined office of the city administrator/treasurer shall be the sum total of the duties and privileges described and defined for those po-

sitions in this municipal code.

section 1-504: CITY ADMINISTRATOR

A. The mayor may appoint an individual by and with the consent of a majority of the City Council to serve as a city administrator. The office of city administrator shall not be held by the mayor.

B. The duties of the city administrator shall be all those duties assigned by this code, together with the following duties:

1. Make and keep up to date an inventory of all property, real and personal, owned by the city.

2. Keep the mayor and council fully advised as to the financial condition and needs of the city and be responsible for the preparation of the annual estimate of expenditures for presentation to the mayor and council prior to the passage of the annual appropriation ordinance.

3. Serve as a public relations officer of city government, and in such capacity to endeavor to investigate and adjust all complaints filed against any employee, department, division, or service there­of and cooperate with all community organizations whose aim and purpose is to advance the best in­terests of the city and its people and to at­tend meetings of such organizations if in the judgment of the administrator such attendance is necessary and desirable.

4. Attend all meetings of the council with the duty of reporting any matter concerning city affairs under his or her supervision or direction and to attend such other meetings of the city departments and officials as duties may require.

5. Analyze the functions, duties, and activities of the various departments, divisions, and services of the city government and of all employees thereof and to make recommendations regarding the same to the mayor and council.

6. Carry out the mayor’s and/or council's recom­mendations and operations of the various departments.

7. Recommend to the mayor and council the appointment and dismissal of all department heads and employees over which he or she exercises jurisdiction. Ap­pointment or dismissal of department heads and employees will be made upon the recommendation of the mayor and confirmation by the council.

8. Recommend to the mayor and council for adoption such measures and ordinances as are deemed necessary or expedient.

9. Prepare and recommend to the mayor and council a classification and compensation plan.

10. Make investigations into the affairs of the city and any department or division thereof.

11. Prepare and submit to the mayor and council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.

12. Keep the insurable property of the city appropriately insured.

13. Perform such other duties and exercise such other powers as may be delegatedto him or her from time to time by ordinances or resolutions or as may be otherwise prescribed by the mayor or City Council.

C. In the discharge of his or her duties, the city administrator shall have the right to expend an amount not to exceed the lim­its set forth in the applicable state law pertaining to cities of the second class when entering into contracts for city work and improvements or purchase of equipment, or any less­er amounts set by the City Council, without advertising for bids and within any dollar limitation as set by the council to make any contract on behalf of the city for general purchases, maintenance, and improvements, the expenditure limitation herein to apply to all departments of the city.

D. The administrator is not authorized to obligate the city for any expenses for entertainment, travel, or similar items without the prior approval of the mayor and council. In the event of the authorization by the mayor and council to the administrator to incur such expenses, he or she will be reimbursed by the city from time to time upon submission of an itemized account of such expenditures.

SECTION 1-505: 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. Within 30 days after any council meeting, the clerk shall prepare and publish the official proceedings in a legal newspaper of general cir­culation in the city and which was duly designated as such by the City 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.

B. After the period of time specified by the state records administrator pursuant to Neb. Rev. Stat. §§84-1201 to 84-1220, the clerk may transfer the journal of the council proceedings to the state archives of the Nebraska State Historical Society for permanent preservation.

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

D. The clerk 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 funds from which the same are payable. At the end of each month the clerk shall make a report of the amounts appropriated to the various funds and the amount of the warrants drawn thereon.

E. The clerk shall deliver all warrants, ordinances and resolutions under his or her charge to the mayor for his or her signature. The clerk shall also deliver to offic­ers, employees, and committees all resolutions and communications which are di­rected to them. With the seal of the city, the clerk shall duly attest the mayor's signature on all ordinances, deeds and papers required to be attested to.

F. 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. The charge for such publication shall not exceed the rates provided by state statutes. Said publication shall be charged against the gener­al fund. The clerk shall then keep in a book with a proper index copies of all notices re­quired to be published or posted by order of the City Council or under the ordin­ances of the city. The printer's affidavit of publication shall be attached to each of the file copies of said notices 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.

G. The clerk shall receive all objections to creation of paving districts and other street improvements. The clerk shall receive the claims of any person against the city. In the event that any of said claims is disallowed in part or in whole, the clerk shall notify such claimant, his or her agent, or attorney by letter within five days after such disallowance and shall then prepare transcripts on appeals of any disallowance of a claim in all proper cases.

H. The clerk shall keep all city records, including a record of all licenses issued in a book with a proper index. The clerk shall include as part of the 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. The clerk shall endorse the date and hour of filing upon every paper or document so filed in the city office. All such filings shall be properly docketed. Included in the records shall be all standard codes, amendments thereto, and other documents incorporated by reference and arranged in a manner convenient for refer-

ence.

I. The clerk shall permit no records, public papers, or other documents of the city kept and preserved in the 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. Nothing herein shall be construed to prevent any citizen, official, or other person from examining any public records during office hours. The city clerk may charge a reasonable fee for certified copies of any record in his or her office as set by resolution by the City Council and kept on file in the city office.

(Neb. Rev. Stat. §§17-605, 19-1102, 84-1201 through 84-1220, 84-712)

SECTION 1-506: CITY TREASURER

A. The treasurer of the city shall be the custodian of all money belonging to the corporation, keeping a separate account of each fund or appropriation and the debts and credits belonging thereto. The treasurer shall give every person paying money into the treasury a receipt therefor, specifying the date of payment and on what account paid. The treasurer shall also file copies of such receipts with his or her monthly reports and shall, at the end of every month and as often as may be required, render an account to the City Council, under oath, showing the state of the treasury at the date of such account and the balance of money in the treasury. The treasurer shall also accompany such accounts with a statement of all receipts and disbursements, together with all warrants redeemed and paid, which warrants, with any and all vouchers held, shall be filed with his or her account in the clerk's office. If the treasurer fails to render an account within the date established by the City Council, the mayor, with the advice and consent of the council members, may use this failure as cause to remove the treasurer from office.

B. The treasurer shall keep a record of all outstanding bonds against the city, showing the number and amount of each bond, for and to whom the bonds were issued, and the date upon which any bond is purchased, paid, or canceled. The annual statement submitted pursuant to Neb. Rev. Stat. §19-1101 shall be accompanied with a description of the bonds issued and sold in that year and the terms of sale, with every item of expense thereof.

C. The treasurer shall deposit and at all times keep on deposit for safekeeping in banks, capital stock financial institutions, or qualifying mutual financial institutions of approved and responsible standing all money collected, received, or held as city treasurer. Such deposits shall be subject to all regulations imposed by law or adopted by the City Council for the receiving and holding thereof. The fact that a stockholder, director, or other officer of such bank, capital stock financial institution, or qualifying mutual financial institution is also serving as a member of the City Council, as a member of a Board of Public Works, or as any other officer of the city shall not disqualify such bank, capital stock financial institution, or qualifying mutual financial institution from acting as a depository for such municipal funds. Neb. Rev. Stat. §77-2366 shall apply to deposits in capital stock financial institutions. Neb. Rev. Stat. §77-2365.01 shall apply to deposits in qualifying mutual financial institutions.

D. The City Council shall require from all banks, capital stock financial institutions, or qualifying mutual financial institutions (1) a bond in such penal sum as may be the maximum amount on deposit at any time less the amount insured or guaranteed by the Federal Deposit Insurance Corporation or, in lieu thereof, (2) security given as provided in the Public Funds Deposit Security Act to secure the payment of all such deposits and accretions. The council shall approve such bond or giving of security. The city treasurer shall not be liable for any loss of any money sustained by reason of the failure of any such depository so designated and approved.

E. When the treasurer holds funds of the city in excess of the amount required for maintenance or set aside for betterments and improvements, the mayor and City Council may, by resolution, direct and authorize said treasurer to invest said surplus funds in the outstanding bonds or registered warrants of said city, bonds and debentures issued either singly or collectively by any of the 12 federal land banks, the 12 intermediate credit banks, or the 13 banks for cooperatives under the supervision of the Farm Credit Administration, or in interest-bearing bonds or the obligations of the United States. The interest on such bonds or warrants shall be credited to the fund out of which said bonds or warrants were purchased.

F. The mayor and City Council may by resolution direct and authorize the treasurer to dispose of the surplus electric light, water, or gas funds or the funds arising from the sale of electric light, water, or natural gas distribution properties by the payment of outstanding electric light, water, or gas distribution bonds or water warrants then due. The excess, if any, after such payments, may be transferred to the general fund of the city.

G**.** It shall be the duty of the treasurer to prepare and publish annually within 60 days following the close of the city’s municipal fiscal year a statement of receipts and expenditures of funds for the preceding fiscal year. Not more than the legal rate provided for in Neb. Rev. Stat. §33-141 shall be charged and paid for such publication.

(Neb. Rev. Stat. §§17-606 through 17-609, 19-1101)

SECTION 1-507: CITY ATTORNEY

The city attorney shall be the legal advisor of the city and shall commence, prosecute, and defend all suits and actions necessary to be commenced, prosecuted, or defended on behalf of the city or that may be ordered by the City Council; attend council meetings when requested; give an opinion upon matters submitted to him or her, either orally or in writing, as may be required; draft and review for legal correctness any ordinances, contracts, franchises, and other instruments as may be required; perform such other duties as may be imposed upon him or her by general law or ordinance. The council shall have the right to pay the city attorney compensation for legal services performed by him or her on such terms as the council and attorney may agree and to employ additional legal assistance and pay for such legal assistance out of the funds of the city. (Neb. Rev. Stat. §17-610)

SECTION 1-508: POLICE DEPARTMENT; CONTRACT WITH LAW ENFORCEMENT AGENCY

The city may enter into a contract with another entity for police and law enforcement services. The city is currently served by the Police Department of the City of Scottsbluff. Whenever any such contract has been entered into, the chief of police and officers (or the sheriff and deputies) shall, in addition to their other powers and duties, have all the powers and duties of the city police chief within and for the city. One copy of the current contract shall be kept on file at the office of the city clerk.

SECTION 1-509: SPECIAL ENGINEER

The City Council may employ a special engineer to make any particular estimate, survey, or other work. He or she shall make a record of the minutes of his or her surveys and all other work done for the city. When directed by the council, he or she shall accurately make all plats, sections, profiles, and maps as may be necessary in the judgment of the council. He or she shall, upon request, 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, or culverts and for the building, constructing, or repairing of any public improvement of the city. All records of the special engineer shall be public records which shall belong to the city and shall be turned over to his or her successor. He or she shall, when directed by the City Council, inspect all works of public improvement and if found to be properly done, shall accept the same and report his acceptance to the council. He or she shall estimate the cost of all proposed city utilities and public improvements, together with any extensions thereof which the council may propose to construct or improve. (Neb. Rev. Stat. §§18-3301, 17-568, 17-568.01, 17-919)

SECTION 1-510: UTILITIES SUPERINTENDENT

A. As soon as a system of waterworks or mains or portion or extension of any system of waterworks or water supply has been established in the city, the mayor shall nominate and, by and with the advice and consent of the City Council members, shall appoint any competent person who shall be known as the water commissioner and whose term of office shall be for one fiscal year or until his or her successor is appointed and qualified. Annually at the first regular meeting of the council in December, the water commissioner shall be appointed as provided in this section. He or she may be removed at any time for sufficient cause by a two-thirds vote of the council. Any vacancy occurring in the office of water commissioner by death, resignation, removal from office, or removal from the city may be filled in the manner provided above in this section for the appointment of such commissioner.

B. The water commissioner shall, before entering upon the discharge of his or her duties, execute a bond or provide evidence of equivalent insurance to the city in a sum to be fixed by the City Council but not less than $5,000.00, conditioned upon the faithful discharge of his or her duties. Such bond shall be signed by two or more good and sufficient sureties, to be approved by the council or executed by a corporate surety. The water commissioner, subject to the supervision of the council, shall have the general management and control of the system of waterworks or mains or portion or extension of any system of waterworks or water supply in the city. If the city has no Board of Public Works and has other public utilities than its waterworks system, the council shall by ordinance designate the water commissioner as public works commissioner, also called utilities superintendent, with authority to manage not only the system of waterworks but also other public utilities, and all of the provisions of this section applying to the water commissioner shall apply to the public works commissioner.

C. The utilities superintendent, subject to the supervision of the City Council, shall have the general management and control of the following city utilities and shall have such other duties as prescribed by the council.

*Water Department*

The utilities superintendent 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, and all machinery and appliances used in connection with producing and distributing water to inhabitants of the city. 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. He shall make a detailed report to the 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 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.

*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. He or she shall, at least every six months, make a detailed report to the City Council on the condi­tion of the sewer system and shall direct their attention to such improvements, re­pairs, extensions, additions, and additional employees as he or she may believe are needed, along with an estimate of the cost thereof. He or she shall inspect and supervise all repairs made to the said system. No money shall be expended for improvements, repairs, or extensions of the said sewer system except upon the recommenda­tion of the superintendent.

(Neb. Rev. Stat. §§17-541, 17-543) (Ord. No. 384, 1/08)

SECTION 1-511: STREET SUPERINTENDENT

The city engineer shall serve as street superintendent and 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. It shall be his or her responsibility to see that gutters and drains therein function properly and that the same are kept in good repair. At the request of the City Council he or she shall 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 or she may believe are needed to maintain a satisfactory street system in the city, along with an estimate of the cost thereof. He or she shall perform such other duties as the council may require. (Neb. Rev. Stat. §§17-119, 17-214) (Ord. No. 384, 1/08)

section 1-512: code enforcement officer

The City Council may appoint a code enforcement officer, who shall be charged with investigating municipal code violations and assisting the city attorney in the prosecution of such violations. He or she shall verify and document such violations and issue code violation notices to offenders. The code enforcement officer shall not have authority to issue citations for such code violations but shall only provide such information to the city attorney, who shall use such information in prosecution of the offense. (Neb. Rev. Stat. §17-208)

SECTION 1-513: BUILDING INSPECTORs

The duties of the code administrator, electrical inspector and plumbing inspector shall be as provided in Chapter 9 Building Regulations.

Article 6 – Fiscal Management

SECTION 1-601: FISCAL YEAR

The fiscal year of the city and any public utility of the city commences on October 1 and extends through the following September 30 except as provided in the Municipal Proprietary Function Act. (Neb. Rev. Stat. §17-701)

SECTION 1-602: PUBLIC FUNDS DEFINED

“Public funds” shall mean all money, including non-tax money, used in the operation and functions ofgoverning bodies. For purposes of a city which has a lottery established under the Nebraska County and City Lottery Act, only those net proceeds which are actually received by the city from a licensed lottery operator shall be considered public funds, and “public funds” shall not include amounts awarded as prizes. (Neb. Rev. Stat. §13-503)

SECTION 1-603: DEPOSIT OF FUNDS

A. The city treasurer shall deposit and at all times keep on deposit for safekeeping in banks, capital stock financial institutions, or qualifying mutual financial institutions of approved and responsible standing all money collected, received, or held by him or her as city treasurer. Such deposits shall be subject to all regulations imposed by law or adopted by the City Council for the receiving and holding thereof. The fact that a stockholder, director, or other officer of such bank, capital stock financial institution or qualifying mutual financial institution is also serving as a member of the council or as any other officer of the city shall not disqualify such bank, capital stock financial institution, or qualifying mutual financial institution from acting as a depository for such city funds.

B. The City Council shall require from all banks, capital stock financial institutions, or qualifying mutual financial institutions (1) a bond in such penal sum as may be the maximum amount on deposit at any time less the amount insured by the Federal Deposit Insurance Corporation or, in lieu thereof, (2) security given as provided in the Public Funds Deposit Security Act to secure the payment of all such deposits and accretions. The council shall approve such bond or giving of security. The city treasurer shall not be liable for any loss of any money sustained by reason of the failure of any such depository so designated and approved.

C. The insurance afforded to depositors in banks, capital stock financial institutions, or qualifying mutual financial institutions through the Federal Deposit Insurance Corporation shall be deemed and construed to be a surety bond to the extent that the deposits are insured by such corporation and for deposits so insured, no other surety bond or other security shall be required.

D. Neb. Rev. Stat. §77-2366 shall apply to deposits in capital stock financial institutions. Neb. Rev. Stat. §77-2365.01 shall apply to deposits in qualifying mutual financial institutions.

(Neb. Rev. Stat. §§17-607, 77-2362 through 77-2364)

SECTION 1-604: INVESTMENT OF FUNDS

A. *Investment of Surplus; Securities Authorized.* Whenever the city has accumulated a surplus of any fund in excess of its current needs or has accumulated a sinking fund for the payment of its bonds and the money in such sinking fund exceeds the amount necessary to pay the principal and interest of any such bonds which become due during the current year, the City Council may invest any such surplus in excess of current needs or such excess in its sinking fund in certificates of deposit, in time deposits, and in any securities in which the state investment officer is authorized to invest pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act and as provided in the authorized investment guidelines of the Nebraska Investment Council in effect on the date the investment is made.

B. *Interest-Bearing Deposits; Conditions*. Notwithstanding any other provision of law, to the extentthat the funds of the city maybe invested or deposited by the city treasurer incertificates of deposit or time interest-bearing deposits with banks, capitalstock financial institutions, or qualifying mutual financial institutions,such authorization may include the investment or deposit of funds incertificates of deposit and time interest-bearing deposits in accordance withthe following conditions as an alternative to the furnishing of securities orthe providing of a deposit guaranty bond pursuant to the Public Funds DepositSecurity Act:

1. The bank, capital stock financial institution, or qualifying mutual financial institution in this state through which the investment or deposit of funds is initially made arranges for the deposit of a portion or all of such funds in one or more certificates of deposit or time interest-bearing deposits with other banks, capital stock financial institutions, or qualifying mutual financial institutions located in the United States;

2. Each such certificate of deposit or time interest-bearing deposit is fully insured or guaranteed by the Federal Deposit Insurance Corporation;

3. The bank, capital stock financial institution, or qualifying mutual financial institution through which the investment or deposit of funds was initially made acts as a custodian for the city with respect to any such certificate of deposit or time interest-bearing deposit issued for the account of the city.

C. *State Investment Officer.* The state investment officer may provide assistance and furnish advice regarding the investment of money to the city whenever such advice is requested. In connection with the rendering of such service, the state investment officer may charge and collect any fee he determines to be reasonable.

(Neb. Rev. Stat. §§17-608, 17-609, 72-1259, 77-2341, 77-2365.02)

SECTION 1-605: CREDIT CARDS; AUTHORITY TO ACCEPT

A. The City Council has authorized city officials to accept credit cards, charge cards, or debit cards as a method of cash payment for City utilities as provided by Neb. Rev. Stat. §77-1702.

B. When authorizing acceptance of credit card or charge card payments, the City Council shall impose a surcharge or convenience fee, as set by resolution by the council and kept on file in the city office, upon the person making a payment by credit card or charge card so as to wholly or partially offset the amount of any discount or administrative fees charged to the city. The surcharge or convenience fee shall be applied only when allowed by the operating rules and regulations of the credit card or charge card involved or when authorized in writing by the credit card or charge card company involved. When a person elects to make a payment to the city by credit card or charge card and such a surcharge or convenience fee is imposed, the payment of such surcharge or convenience fee shall be deemed voluntary by such person and shall be in no case refundable.

C. If payment is made electronically by credit card, charge card, debit card, or electronic funds transfer as part of a system for providing or retrieving information electronically, the city shall impose an additional surcharge or convenience fee upon the person making a payment. “Electronic funds transfer” shall mean the movement of funds by non-paper means, usually through a payment system, including, but not limited to, an automated clearinghouse or the Federal Reserve’s Fedwire system.

(Neb. Rev. Stat. §13-609)

SECTION 1-606: DEBT COLLECTION; AUTHORITY TO CONTRACT WITH COLLECTION AGENCY

A. The city may contract to retain a collection agency licensed pursuant to Neb. Rev. Stat. §§45-601 to 45-622, within or without this state, for the purpose of collecting public debts owed by any person to the city. No debt owed pursuant to this subsection (A) may be assigned to a collection agency unless (1) there has been an attempt to advise the debtor by first-class mail, postage prepaid, at the last known address of the debtor, of the existence of the debt and that the debt may be assigned to a collection agency for collection if the debt is not paid; and (2) at least 30 days have elapsed from the time the notice was sent. A collection agency which is assigned a debt under this section shall have only those remedies and powers which would be available to it as an assignee of a private creditor.

B. For purposes of this section, “debt” shall include all delinquent fees or payments except delinquent property taxes or real estate. In the case of debt arising as a result of an order or judgment of a court in a criminal or traffic matter, a collection fee may be added to the debt. The collection fee shall $25.00 or 4½% of the debt, which-ever is greater. The collection fee shall be paid by the person who owes the debt directly to the person or agency providing the collection service.

(Neb. Rev. Stat. §45-623)

SECTION 1-607: CLAIMS

A. All liquidated and unliquidated claims and accounts payable against the city shall be presented in writing; state the name and address of the claimant and the amount of the claim; and fully and accurately identify the items or services for which payment is claimed or the time, place, nature and circumstances giving rise to the claim. As a condition precedent to maintaining an action for a claim, other than a tort claim as defined in Neb. Rev. Stat. §13-903, the claimant shall file such claim within 90 days of the accrual of the claim in the office of the city clerk. The clerk shall notify the claimant or his or her agent or attorney by letter mailed to the claimant’s address within five days if the claim is disallowed by the City Council.

B. No costs shall be recovered against the city in any action brought against it for an unliquidated claim which has not been presented to the City Council to be audited nor upon claims allowed in part, unless the recovery shall be for a greater sum than the amount allowed, with the interest due. No order or warrant shall be drawn in excess of 85% of the cur­rent levy for the purpose for which it is drawn unless there shall be sufficient money in the city treasury for the appropriate fund against which it is to be drawn; provided, in the event there exist obligated funds from the federal and/or state government for the general purpose of such war­rant, then such warrant may be drawn in excess of 85% but not more than 100% of the current levy for the purpose for which said warrant is drawn.

(Neb. Rev. Stat. §§17-714, 17-715)

SECTION 1-608: WARRANTS

All warrants drawn upon the city treasury must be signed by the mayor and countersigned by the city clerk, stating the particular fund to which the warrant is chargeable, the person to whom it is payable, and the purpose of the expenditure. No money shall be otherwise paid than upon warrants so drawn. Each warrant shall specify the amount included in the adopted budget statement for the fund upon which it is drawn and the amount already expended of such fund. (Neb. Rev. Stat. §17-711)

SECTION 1-609: EXPENDITURES

No city official shall have the power to appropriate, issue or draw any order or warrant on the city treasury for money unless the same has been appropriated or ordered by ordinance, or the claim for the payment of such order or warrant has been allowed according to the provisions of Neb. Rev. Stat. §§17-714 and 17-715, and funds for the class or object out of which such claim is payable have been included in the adopted budget statement or transferred according to law. (Neb. Rev. Stat. §17-708)

SECTION 1-610: BOND ISSUES

The City Council may, after meeting all the requirements of state law, issue bonds, fund bonds, and retire bonds for such purposes as may be permitted by state law. The council shall have the authority to levy special assessments for the payment of interest and principal on such bonds and may spread the payments up to the maximum number of years permitted by state law. (Neb. Rev. Stat. §§10-209 through 10-411, 10-606 through 10-612, 12-1001, 17-529.01, 17-529.08, 17-534, 17-905, 17-908, 17-911, 17-939, 17-958, 17-968, 18-1801 through 18-1805, 23-3513, 39-836)

SECTION 1-611: SINKING FUNDS; GIFTS OF MONEY OR PROPERTY

A. The city is hereby empowered to receive money or property by donation, bequest, gift, devise, or otherwise for the benefit of any one or more of the public purposes for which sinking funds are established by the provisions of this section, as stipulated by the donor. The title to the money or property so donated shall vest in the City Council or in its successors in office, who shall become the owners thereof in trust to the uses of the sinking fund or funds; provided, if the donation is real estate, the council may manage the same as in the case of real estate donated to the city for city library purposes under the provisions of Neb. Rev. Stat. §§51-215 and 51-216.

B. The City Council, subject to all the limitations set forth in this section, shall have the power to levy a tax of not to exceed $0.105 on each $100.00 in any one year upon the taxable value of all the taxable property within the city for a term not to exceed ten years, in addition to the amount of tax which may be annually levied for the purposes of the adopted budget statement of the city, for the purpose of establishing a sinking fund for the construction, purchase, improvement, extension, original equipment, or repair, not including maintenance, of any one or more of the following public improvements, including acquisition of any land incident to the making thereof: city library; city auditorium or community house for social or recreational purposes; city hall; city public library, auditorium, or community house in a single building; city swimming pool and appurtenances thereto; city jail; city building to house equipment or personnel of a fire department, together with firefighting equipment or apparatus; city park; city cemetery; city medical clinic building, together with furnishings and equipment; or city hospital. The city shall not be authorized to levy the tax or to establish the sinking fund as provided in this subsection if, having bonded indebtedness, such city has been in default in the payment of interest thereon or principal thereof for a period of ten years prior to the date of the passage of the resolution providing for the submission of the proposition for establishment of the sinking fund as required in subsection (C).

C. Before any sinking fund or funds are established or before any annual tax is levied for any such planned city improvement mentioned in subsection (B) by the city, the City Council shall declare its purpose by resolution to submit to the qualified electors of the city at the next general city election the proposition to provide the city with the specific municipal improvement planned for consummation under this section. The resolution of submission shall, among other things, set forth a clear description of the improvement planned, the estimated cost according to the prevailing costs, the amount of annual levy over a definite period of years, not exceeding ten years, required to provide such cost, and the specific name or designation for the sinking fund sought to be established to carry out the planned improvement, together with a statement of the proposition for placement upon the ballot at such election. Notice of the submission of the proposition, together with a copy of the official ballot containing the same, shall be published in its entirety three successive weeks before the day of the election in a legal newspaper published in the city. No such sinking fund shall be established unless the same has been authorized by a majority or more of the legal votes of the city cast for or against the proposition. If less than a majority of the legal votes favor the establishment of the sinking fund, the planned improvement shall not be made, no annual tax shall be levied therefor, and no sinking fund(s) shall be established in connection therewith, but such resolution of submission shall immediately be repealed. If the proposition shall carry at such election in the manner prescribed in this subsection, the City Council and its successors in office shall proceed to do all things authorized under such resolution of submission but never inconsistent with this section. Provisions of the statutes of the state relating to election of officers, voting places, election apparatus and blanks, preparation and form of ballots, information to voters, delivery of ballots, conduct of elections, manner of voting, counting of votes, records and certificates of elections, and recounts of votes, so far as applicable, shall apply to voting on the proposition under this section.

D. All funds received by the city treasurer, by donation or by tax levy, as hereinbefore provided, shall be immediately invested by the treasurer as they accumulate, with the written approval of the City Council, in the manner provided in Neb. Rev. Stat. §77-2341. Whenever investments of such sinking fund or funds are made as aforesaid, the nature and character of the same shall be reported to the council and the investment report shall be made a matter of record by the city clerk in the proceedings of the council. The sinking fund(s) accumulated under the provisions of this section shall constitute a special fund for the purpose for which the same was authorized and shall not be used for any other purpose unless authorized by 60% of the qualified electors of the city voting at a general election favoring such change in the use of the sinking fund; provided, the question of the change in the use of the sinking fund, when it fails to carry, shall not be resubmitted in substance for a period of one year from and after the date of such election.

(Neb. Rev. Stat. §§19-1301 through 19-1304, 77-2337, 77-2339)

SECTION 1-612: COLLECTION OF SPECIAL ASSESSMENTS; PROCEDURE

A. The city shall collect the special assessments which it levies and perform all other necessary functions related thereto including foreclosure. Notice that special assessments are due shall be mailed or otherwise delivered to the last known address of the person against whom such special assessments are assessed or to the lending institution or other party responsible for paying such special assessments. Failure to receive such notice shall not relieve the taxpayer from any liability to pay such special assessments and any interest or penalties accrued thereon.

B. The city shall:

1. File notice of the assessments and the amount of assessment being levied for each lot or tract of land with the register of deeds; and

2. File a release of assessment upon final payment of each assessment with the register of deeds.

(Neb. Rev. Stat. §18-1216)

SECTION 1-613: SPECIAL ASSESSMENT FUND

All money received on special tax assessment shall be held by the city treasurer as a special fund to be applied to the payment of the improvement for which the assessment was made, and such money shall be used for no other purpose unless to reimburse the city for money expended for any such improvement. (Neb. Rev. Stat. §17-710)

SECTION 1-614: CONTRACTS; APPROPRIATION

No contracts shall hereafter be made by the City Council or any committee or member thereof and no expense shall be incurred by any of the officers or departments of the city, whether the object of the expenditures shall be ordered by the council or not, unless an appropriation shall have been previously made concerning such expense or the funds necessary for the payment of such expense have been duly transferred according to law. (Neb. Rev. Stat. §§17-708, 17-709)

SECTION 1-615: CONTRACTS AND PURCHASES; BIDDING AND OTHER REQUIREMENTS

A. Except as provided in Neb. Rev. Stat. §18-412.01 for a con­tract with a public power district to operate, renew, replace, or add to the electric distribution, transmission, or generation sys­tem of the city, no contract costing over $30,000.00 shall be made for enlargement or general improvements such as water extensions, sewers, public heat­ing system, bridges, work on streets, or any other work or im­provement when the cost of such enlargement or improvement is assessed to the property, unless it is first approved by the City Council.

B. Except as provided in Neb. Rev. Stat. §18-412.01, before the City Council makes any contract in excess of $30,000.00 for enlargement or gener­al improvements, such as water extensions, sewers, public heating system, bridges, work on streets, or any other work or improvement when the cost of such enlargement or improve­ment is assessed to the property, an estimate of the cost shall be made by the city engineer and submitted to the council. In advertising for bids as provided herein, the council may publish the amount of the estimate.

C. Advertisements for bids shall be required for any contract costing over $30,000.00 en­tered into for enlargement or general improvements, such as water extensions, sewers, public heating system, bridges, work on streets, or any other work or improvement when the cost of such enlargement or improvement is assessed to the property or for the purchase of equipment used in the construction of such enlargement or general improvements.

D. The advertisement provided for in subsections (B) and (C) of this section shall be published at least seven days prior to the bid closing in a legal newspaper published in or of general circulation in the city or, if no newspaper has general circulation in the city or county, by posting a written or printed copy thereof in each of three public places in the city at least seven days prior to the bid closing. In case of a public emergency resulting from infectious or contagious diseases, destructive windstorms, floods, snow, war, or an exigency or pressing necessity or unforeseen need calling for immediate action or remedy to prevent a serious loss of, or serious injury or damage to, life, health, or property, estimates of costs and advertising for bids may be waived in the emergency ordinance authorized by Neb. Rev. Stat. §17-613 when adopted by a three-fourths vote of the City Council and entered of record.

E. If, after advertising for bids as provided in this sec­tion, the City Council receives fewer than two bids on a contract or if the bids received by the council contain a price which exceeds the estimated cost, the council may negotiate a contract in an attempt to complete the pro­posed enlargement or general improvements at a cost commen­surate with the estimate given.

F. If the materials are of such a nature that, in the opinion of the manufacturer and with the concurrence of the City Council, no cost can be estimated until the materials have been manufactured or assembled to the specific qualifica­tions of the city, the council may authorize the manufacture and assemblage of such materials and may thereafter approve the estimated cost expenditure when it is provided by the manufacturer.

G. Any city bidding procedure may be waived by the City Council when materials or equipment are pur­chased at the same price and from the same seller as materials or equipment which have formerly been obtained pursuant to the state bidding procedure in Neb. Rev. Stat. §§81-145 to 81-162 or when the contract is negotiated directly with a shel­tered workshop pursuant to Neb. Rev. Stat. §48-1503 or when required to comply with any federal grant, loan or program.

(Neb. Rev. Stat. §§17-568.01, 17-568.02)

SECTION 1-616: ANNUAL AUDIT

The City Council shall cause an audit of the city accounts to be made by a qualified account­ant as expeditiously as possible following the close of the fiscal year. Such audit shall be made on a cash or accrual method at the discretion of the council. The said audit shall be completed and the annual audit report made not later than six months after the close of the fiscal year. The accountant making the audit shall submit no fewer than three copies of the audit report to the council. All public utilities or other enter­prises which substantially generate their own reve­nue shall be audited separately and the results of such audits shall appear separately in the annual audit report. Such audits shall be on an accrual basis and shall contain statements and materials which conform to generally accepted accounting principles. The audit report shall set forth the financial position and results of financial operations for each fund or group of accounts of the city as well as an opinion by the accountant with respect to the financial statements. Two copies of the annual audit report shall be filed with the city clerk, becoming a part of the public records of the clerk's office, and will at all times thereafter be open for public in­spection. One copy shall be filed with the auditor of public accounts. The City Council shall provide and file with the city clerk, not later than August 1 of each year, financial statements showing the city’s actual and budgeted figures for the most recently completed fiscal year. (Neb. Rev. Stat. §§13-606, 19-2901 through 19-2909)

SECTION 1-617: GENERAL FUND

All money not specifically appropriated in the annual appropriation bill shall be deposited in and known as the general fund.

SECTION 1-618: BUDGET STATEMENT; APPROPRIATIONS

The City Council shall adopt a budget statement pursuant to the Nebraska Budget Act, to be termed "The Annual Appropria­tion Bill," in which are appropriated such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the city. (Neb. Rev. Stat. §17-706)

SECTION 1-619: BUDGET PROCEDURE; FORM AND MANUAL INCORPORATED

Budgets shall be prepared as provided in the Nebraska Budget Act, Neb. Rev. Stat. §§13-501 to 13-513. For the purpose of proper budget preparation, the *City/Village Budget Form* and the *Budget Form Instruction Manual*, prepared by the state auditor of public accounts, are incorporated by reference.

SECTION 1-620: EXPENDITURES PRIOR TO ADOPTION OF BUDGET

A. On and after the first day of its fiscal year and until the adoption of the budget by the City Council in September, the council may expend any balance of cash on hand for the current expenses of the city. Except as provided in subsection (B) of this section, such expenditures shall not exceed an amount equivalent to the total amount expended under the last budget in the equivalent period of the prior budget year. Such expenditures shall be charged against the appropriations for each individual fund or purpose as provided in the budget when adopted.

B. The restriction on expenditures in subsection (A) of this section may be exceeded upon the express finding of the City Council that expenditures beyond an amount authorized are necessary to enable the city to meet its statutory duties and responsibilities. The finding and approval of the expenditures in excess of the statutory authorization shall be adopted by the council in open, public session. Expenditures authorized by this section shall be charged against appropriations for each individual fund or purpose as provided in the budget when adopted, and nothing in this section shall be construed to authorize expenditures by the city in excess of that authorized by any other statutory provision.

(Neb. Rev. Stat. §§13-509.01, 13-509.02)

SECTION 1-621: EMERGENCY; TRANSFER OF FUNDS

Whenever during the current fiscal year it becomes ap­parent to the City Council that due to unforeseen emergencies there is temporarily insufficient money in a particular fund to meet the requirements of the adopted budg­et of expenditures for that fund, the council may by a majority vote, unless otherwise provided by state law, transfer money from other funds to such fund. No expenditure during any fiscal year shall be made in excess of the amounts indi­cated in the adopted budget statement, except as authorized in Neb. Rev. Stat. §13-511. (Neb. Rev. Stat. §§13-510)

SECTION 1-622: PROPERTY TAX; CERTIFICATION OF AMOUNT

The City Council shall, at the time and in the manner provided by law, cause to be certified to the county clerk the amount of tax to be levied upon the taxable value of all the taxable property of the city which the city requires for the purposes of the adopted budget statement for the ensuing year, including all special assessments and taxes assessed as otherwise provided. The county clerk shall place the same on the property tax lists to be collected in the manner provided by law for the collection of county taxes in the county where the city is situated. In all sales for any delinquent taxes for municipal purposes, if there are other delinquent taxes due from the same person or a lien on the same property, the sale shall be for all the delinquent taxes. Such sales and all sales made under or by virtue of this section or the provision of law herein referred to shall be of the same validity and in all respects be deemed and treated as though such sales had been made for the delinquent county taxes exclusively. Subject to Neb. Rev. Stat. §77-3442, the maximum amount of tax which may be so certified, assessed, and collected shall not require a tax levy in excess of the amounts specified in Neb. Rev. Stat. §17-702. (Neb. Rev. Stat. §17-702)

SECTION 1-623: ALL-PURPOSE LEVY; ALLOCATION; ABANDONMENT; EXTRAORDINARY LEVIES

The City Council has decided to certify to the county clerk for collection one all-purpose levy required to be raised by taxation for all municipal purposes instead of certifying a schedule of levies for specific purposes added together. Subject to the limits in Neb. Rev. Stat. §77-3442, the all-purpose levy shall not exceed the annual levy specified in Neb. Rev. Stat. §19-1309, to be levied upon the taxable valuation of all taxable property in the city. The amount of the all-purpose levy shall be certified as a single amount for general fund purposes. The City Council shall allocate the amount raised by the all-purpose levy to the several departments of the city in its annual budget and appropriation ordinance or in other legal manner as the council deems wisest and best. The city shall be bound by its election to follow the all-purpose levy method during the ensuing fiscal year but may abandon such method in succeeding fiscal years. Otherwise authorized extraordinary levies to service and pay bonded indebtedness of the city may be made by the city in addition to the all-purpose levy. (Neb. Rev. Stat. §§19-1309 through 19-1312)

SECTION 1-624: PROPERTY TAX LEVY AND REQUEST; AUTHORITY TO SET

A. The property tax request for the prior year shall be the property tax request for the current year for purposes of the levy set by the County Board of Equalization in Neb. Rev. Stat. §77-1601 unless the City Council passes by a majority vote a resolution or ordinance setting the tax request at a different amount. Such resolution or ordinance shall only be passed after a special public hearing, called for such purpose, is held and after notice is published in a newspaper of general circulation in the city at least five days prior to the hearing.

B. The hearing notice shall contain the following information:

1. The dollar amount of the prior year's tax request and the property tax rate that was funding that tax request;

2. The property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; and

3. The proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request.

C. Any resolution setting a tax request under this section shall be certified and forwarded to the county clerk on or before October 13 of the year for which the tax request is to apply.

D. Any tax levy which is not in compliance with this section and Neb. Rev. Stat. §77­-1601 shall be construed as an unauthorized levy under Neb. Rev. Stat. §77-1606.

(Neb. Rev. Stat. §§77-1601, 77-1601.02)

SECTION 1-625: PROPERTY TAX LEVY; MAXIMUM; AUTHORITY TO EXCEED

Provisions for property tax levy, maximum levy, and authority to exceed the maximum levy for the support of the city shall be as provided in Neb. Rev. Stat. §§77-3442 through 77-3444.

SECTION 1-626: PROPERTY TAX LEVY FOR GENERAL REVENUE PURPOSES

The city shall have power to levy taxes for general revenue purposes in any one year not to exceed $0.35 on each $100.00 upon the taxable value of all the taxable property in the city. The valuation of such property shall be ascertained from the books or assessment rolls of the county assessor. (Neb. Rev. Stat. §17-506)

SECTION 1-627: LEVY FOR OTHER TAXES AND SPECIAL ASSESSMENTS

The city shall have power to levy any other tax or special assessment authorized by law. (Neb. Rev. Stat. §17-507)

section 1-628: SALES AND USE TAX

A. On August 29, 1995, at a special city election held pursuant to the Nebraska Local Option Revenue Act and the election laws of Nebraska, a majority of the qualified electors of the city voting at the election passed a proposition to continue imposing a sales and use tax in the amount of 1% upon the same transactions within the city on which the State of Nebraska is authorized to impose a tax. No expiration date was provided for.

B. The terms and conditions of the proposition are as follows:

1. *Use of Net Proceeds*. The City Council shall be required to appropriate the first $50,000.00 of the net proceeds of the city sales and use tax during each fiscal year for the provision of police protection and law enforcement within the city. The council shall have the discretion to determine how the police protection and law enforcement is to be provided to include contracting with other governing bodies or law enforcement agencies for the provision of this service.

2. *Excess Proceeds*. In the event that the net proceeds of the city sales and use tax during any one fiscal year exceed $50,000.00, the excess net proceeds shall be appropriated to the general fund of the city or, at the discretion of the council, to any cost of providing police protection and law enforcement within the city in excess of $50,000.00.

(Ord. No. 294, 9/7/95)

Article 7 – Elections

SECTION 1-701: GENERALLY

A. The city primary and general election shall be held in accord­ance with the provisions of Neb. Rev. Stat. Chapter 32. Said elections shall be held in conjunction with the state primary and general election. The county clerk shall have charge of the election and shall have the authority to deputize the city clerk for city election purposes. Commencing with the statewide primary election in 1976 and every two years there­after, those candidates for mayor and for positions on the City Council whose terms will be expiring shall be nominated at the statewide primary election and elected at the statewide general election.

B. All city issues and offices shall be combined on the statewide primary and general election ballots whenever possible. The issuance of separate ballots shall be avoided in a statewide election if city offices or issues can reasonably be combined with the nonpartisan ballot and state law does not require otherwise. Any other election held by the city shall be held as provided in the Election Act unless otherwise provided by the charter, code, or bylaws of the city.

(Neb. Rev. Stat. §§32-404, 32-533, 32-556) (Am. Ord. No. 115, 1/3/74)

SECTION 1-702: CERTIFICATIONS REQUIRED

No later than January 5 of each even-numbered year, the City Council shall certify to the election commissioner or the county clerk, on forms prescribed by such official, the name of the city, the number of officers to be elected, the length of the terms of office, the vacancies to be filled by election and length of remaining term, and the number of votes to be cast by a registered voter for each office. (Neb. Rev. Stat. §32-404)

SECTION 1-703: CITY COUNCIL

City Council members shall be elected from the city at large unless the residents of the city have voted to elect its council members by wards. Council members shall serve for terms of four years, until their successors are elected and have qualified, and shall be residents and qualified electors. “Elector” as used in this article shall mean a citizen of the United States whose residence is within the state and who is at least 18 years of age or is 17 years of age and will attain the age of 18 years on or before the first Tuesday after the first Monday in November of the then current calendar year. (Neb. Rev. Stat. §§32-110, 32-533, 32-602)

SECTION 1-704: CANDIDATE QUALIFICATIONS

Any person seeking elected office in the city shall be a registered voter prior to holding such office and shall not hold any other public elective public office. (Neb. Rev. Stat. §17-103)

SECTION 1-705: PETITION CANDIDATES

A. Any registered voter who was not a candidate in the primary election may have his or her name placed on the general election ballot for a partisan office by filing petitions as prescribed in Neb. Rev. Stat. §§32-617 to 32-621, or by nomination by political party convention or committee pursuant to Neb. Rev. Stat. §§32-627 or 32-710.

B. Any candidate who was defeated in the primary election and any registered voter who was not a candidate in the primary election may have his or her name placed on the general election ballot if a vacancy exists on the ballot under subsection (2) of Neb. Rev. Stat. §32-625 and the candidate files for the office by petition as prescribed herein.

C. Petitions for nomination of candidates for City Council shall conform to the requirements of Neb. Rev. Stat. §32-628. Petitions shall state the office to be filled and the name and address of the candidate. Petitions for partisan office shall also indicate the party affiliation of the candidate. A sample copy of the petition shall be filed with the filing officer prior to circulation. Petitions shall be signed by registered voters residing in the city and shall be filed with the filing officer in the same man­ner as provided for candidate filing forms in Neb. Rev. Stat. §32-607. Petition signers and petition circulators shall conform to the requirements of Neb. Rev. Stat. §§32-629 and 32-630. No petition for nomination shall be filed unless there is attached thereto a receipt showing the payment of the filing fee required. Such petitions shall be filed by September 1 in the year of the general election.

D. The number of signatures of registered voters needed to place the name of a nonpartisan candidate upon the ballot for a city office for the general election shall be at least 10% of the total number of registered voters voting for governor or president of the United States at the immediately preceding general election in the city, not to exceed 2,000. The number of signatures of registered voters needed to place the name of a candidate upon the partisan ballot for the general election shall be at least 10% of the registered voters entitled to vote for the office.

E. The filing officer shall verify the signatures according to Neb. Rev. Stat. §32-631. Within three days after the signatures on a petition for nomination have been verified pursuant to such section and the filing officer has determined that pur­suant to Neb. Rev. Stat. §32-618 a sufficient number of registered voters signed the petitions, the filing officer shall notify the candidate so nominated by registered or cer­tified mail and the candidate shall, within five days after the date of receiving such notification, file with such officer his or her acceptance of the nomination or his or her name will not be printed on the ballot.

F. A candidate placed on the ballot by petition shall be termed a candidate by petition. The words “By Petition” shall be printed upon the ballot after the name of each candidate by petition.

(Neb. Rev. Stat. §§32-616, 32-617, 32-618)

SECTION 1-706: CAUCUS CANDIDATES

A. The City Council may by ordinance call a caucus for the purpose of nominating candidates for offices to be filled in the city election. Such caucus shall be held at least ten days prior to the filing deadline for such election. Notice of such caucus must be published at least once in each of two consecutive weeks prior to said caucus in a newspaper of general circulation in the city.

B. The chairman of the caucus at which candidates are nominated shall notify in writing the city clerk of the candidates so nominated, not later than two days following the caucus. The city clerk shall then notify the persons so nominated of their nomination, such notification to take place not later than five days after such caucus. No candidate so nominated shall have his or her name placed upon the ballot unless, not more than ten days after the holding of such caucus, he or she files with the city clerk a written statement accepting the nomination of the caucus and pays the filing fee, if any, for the office for which he or she was nominated.

C. The provisions of Neb. Rev. Stat. §§17-601.01 and 17-601.02 shall not preclude in any manner any person from filing for the offices to which such sections are applicable, either by direct filing or by petition.

(Neb. Rev. Stat. §§17-601.01 through 17-601.03)

SECTION 1-707: WRITE-IN CANDIDATES

Any candidate engaged in or pursuing a write-in campaign shall file a notarized affidavit of his or her intent, together with the receipt for any filing fee, with the filing officer as provided in Neb. Rev. Stat. §32-608 no later than ten days prior to the election. Any registered voter who was not a candidate in the primary election and who was not registered to vote with a party affiliation on or after March 1 and before the general election in the calendar year of the general election may have his or her name placed on the general election ballot for a partisan office by filing petitions as prescribed in Neb. Rev. Stat. §§32-617 to 32-621 or by nomination by political party convention or committee pursuant to Neb. Rev. Stat. §§32-627 or 32-710. A candidate who has been defeated as a candidate in the primary election or defeated as a write-in candidate in the primary election shall not be eligible as a write-in candidate for the same office in the general election unless a vacancy on the ballot exists pursuant to Neb. Rev. Stat. §32-625(2), and the candidate files for the office by petition as prescribed in Neb. Rev. Stat. §§32-617 and 32-618 and files as a write-in candidate or is nominated by political party convention or committee as prescribed herein. A candidate who files a notarized affidavit shall be entitled to all write-in votes for the candidate even if only the last name of the candidate has been written if such last name is reasonably close to the proper spelling. (Neb. Rev. Stat. §§32-­615, 32-616)

SECTION 1-708: FILING FORMS

Any candidate may place his or her name on the primary election ballot by filing a candidate filing form prescribed by the secretary of state as provided in Neb. Rev. Stat. §32-607. If a candidate is an incumbent of any elective office, the filing period for filing the candidate filing form shall be between December 1 and February 15 prior to the date of the primary election. No incumbent who resigns from elective office prior to the expiration of his or her term shall file for any office after February 15 of that election year. All other candidates shall file for office between December 1 and March 1 prior to the date of the primary election. Candidate filing forms shall be filed in the office of the election commissioner or county clerk. (Neb. Rev. Stat. §§32-­606, 32-607)

SECTION 1-709: FILING FEE

A. Except as provided in subsection (C) or (D) of this section, a filing fee shall be paid to the city treasurer by or on behalf of each candidate prior to filing for of­fice. The fee shall be a sum equal to 1% of the annual salary as of November 30 of the year preceding the election for the office for which the candidate files and shall be placed in the general fund of the city. No candidate filing forms shall be filed until the proper receipt showing payment of such filing fee is pre­sented to the filing officer. On the day of the filing deadline, the city treasurer's office shall remain open to receive filing fees until the hour of the filing deadline.

B. All declared write-in candidates shall pay the filing fees that are required for the office at the time that they present the write-in affidavit to the filing officer. Any undeclared write-in candidate who is nominated or elected by write-in votes shall pay the filing fee required for the office within 10 days after the canvass of votes by the Canvassing Board and shall file the receipt with the person issuing the certificate of nomination or the certificate of election prior to the certificate being issued.

C. No filing fee shall be required on any candidate filing for an office in which a per diem is paid rather than a salary or for which there is a salary of less than $500.00 per year.

D. No filing fee shall be required of any candidate completing an affidavit re­questing to file for elective office *in forma pauperis*. The definition of “pauper” and requirements regarding income and assets shall be as provided in Neb. Rev. Stat. §32-608.

E. If any candidate dies prior to an election, the spouse of the candidate may file a claim for refund of the filing fee with the City Council prior to the date of the election. Upon approval of the claim by the board, the filing fee shall be re­funded. (Neb. Rev. Stat. §32-608)

SECTION 1-710: CERTIFICATE OF NOMINATION OR ELECTION

The county clerk shall, within 40 days after the election, prepare, sign, and deliver a certificate of nomination or a cer­tificate of election to each person whom the Canvassing Board has declared to have received the highest vote for each city office. No person shall be issued a certificate of nomination as a candidate of a political party unless such person has received a number of votes at least equal to 5 percent of the total ballots cast at the primary election by registered voters affiliated with that political party in the district which the office for which he or she is a candidate serves. (Neb. Rev. Stat. §§[32-558](http://nebraskalegislature.gov/laws/statutes.php?statute=32-558), [32-1033](http://nebraskalegislature.gov/laws/statutes.php?statute=32-1033))

SECTION 1-711: BALLOTS

It shall be the duty of the county clerk to provide printed ballots for every general city election, and the expense of printing and delivering the ballots and cards of instruction shall be a charge upon the city. (Neb. Rev. Stat. §§32-805, 32-1202)

SECTION 1-712: PRIMARY OR GENERAL ELECTION NOTICE

The county clerk shall publish in a newspaper designated by the County Board the no­tice of the election no fewer than 40 days prior to the primary or general election. This no­tice will serve the notice requirement for all city elections which are held in conjunction with the county. (Neb. Rev. Stat. §32-802)

SECTION 1-713: PRIMARY ELECTION; NUMBER OF CANDIDATES FILING

If the number of candidates properly filed for nomination at the pri­mary election does not exceed two for each va­cancy to be filled, all candidates properly filed shall be considered nominated and no primary elec­tion for their nomination shall be required.

SECTION 1-714: GENERAL ELECTION; PREPARATION OF BALLOT

A. When more than one person becomes a candidate by filing, petition, or write-in procedures for the same position in the primary, the county clerk, in preparing the official ballot for the general election, shall place thereon the names of the persons who received the greatest num­ber of votes in the primary but in no event shall the names on the general election ballot be more than twice the number of vacancies to be filled at the general election.

B. The county clerk shall place the names of the candidates on the general election ballot in the direct order according to the number of votes received at the primary election. If no primary elec­tion was held, the name of the candidates shall be placed upon the general election ballot in the order of their filing. The candidates receiving the greatest num­ber of votes shall be elected to terms of the longest duration, and those receiving the next greatest num­ber of votes shall be elected to the remaining term or terms.

SECTION 1-715: RECOUNT OF BALLOTS

The losing candidate for any office at the city election may request a recount of the ballots cast when the official canvass of such votes cast reveals that there is a difference of 25 votes or fewer between the total cast for the winner and the loser. Such recount shall be made if the losing candidate files a written request therefor with the city clerk within three days following the completion of the official canvass. (Neb. Rev. Stat. §§19-3042 through 19-3050)

SECTION 1-716: SPECIAL ELECTION

A. Except as provided in Neb. Rev. Stat. §77-3444, any issue to be submitted to the registered voters at a special election by the city shall be certified by the city clerk to the election commissioner or county clerk at least 50 days prior to the election. A special election may be held by mail as provided in Neb. Rev. Stat. §§32-952 to 32-959. Any other special election under this section shall be subject to Neb. Rev. Stat. §32-405.

B. In lieu of submitting the issue at a special election, the city may submit the issue at a statewide primary or general election or at any scheduled county election, except that no such issue shall be submitted at a statewide election or scheduled county election unless the issue to be submitted has been certified by the city clerk to the election commissioner or county clerk by March 1 for the primary election and by September 1 for the general election. The city clerk shall be responsible for the publication or posting of any required special notice of the submission of such issue other than the notice required to be given of the statewide election issues.

C. The election commissioner or county clerk shall prepare the ballots and issue ballots for early voting and shall also conduct the submission of the issue, including the receiving and counting of ballots on the issue. The election returns shall be made to the election commissioner or county clerk. The ballots shall be counted and canvassed at the same time and in the same manner as the other ballots. Upon completion of the canvass of the vote by the County Canvassing Board, the election commissioner or county clerk shall certify the election results to the City Council. The canvass by the Canvassing Board shall have the same force and effect as if made by the council.

D. Any special election under the Election Act shall be held on the first Tuesday following the second Monday of the selected month unless otherwise specifically provided. No special election shall be held under the Election Act in April, May, June, October, November, or December of an even-numbered year unless it is held in conjunction with the statewide primary or general election.

(Neb. Rev. Stat. §§32-405, 32-559)

SECTION 1-717: RECALL PROCEDURE

Any or all of the elected officials of the city may be removed from office by recall pursuant to Neb. Rev. Stat. §§32-1301 to 32-1309.

Article 8 – Penal Provision

SECTION 1-801: VIOLATION; PENALTY

Any person who shall violate or refuse to comply with the enforcement of any of the provisions of this chapter, set forth at full length herein or in­corporated by reference, shall be deemed guilty of a misdemean­or and upon conviction thereof shall be fined not more than $500.00 for each offense. A new violation shall be deemed to have been committed every 24 hours of such failure to comply.