

## CHAPTER 26

### CITY ENGINEER

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**26.01 APPOINTMENT.** At its first regular meeting each year the Council shall appoint a City Engineer for a one-year term. The City Engineer shall attend all regular Council meetings and such other meetings as required by the Council or Mayor.

**26.02 SUPERVISORY DUTIES.** The City Engineer shall advise and assist the City Administrator in the supervision and operation of City departments and shall perform additional duties as assigned by the Mayor and Council or as provided in any engineering agreement, ordinance or resolution. The City Engineer shall also formulate and draw the technical and financial aspects of bids, submit contracts for municipal needs to the Council for approval and authorization, and enforce quality standards for goods purchased.

**26.03 SURVEYS, PLATS AND ESTIMATES.** The City Engineer shall make or cause to be made all the necessary surveys, plats, drawings and estimates, together with suitable specifications for all public works when ordered by the Council. The City Engineer shall make all necessary surveys of streets, alleys and public grounds, the lines of which shall be marked in some substantial and permanent manner, and make a plat of all such surveys which shall be filed in the office of the City Engineer together with the usual field notes. All surveys, plats, estimates, and other official documents prepared by the City Engineer shall be kept on file in some convenient place and manner, and shall be properly indexed.

**26.04 STREET GRADES.** The City Engineer shall report a grade for all streets at the time and in the order required by the Council, and when required to report a change in grade of any street, the City Engineer shall also report plans and estimates for grading or changing the grade thereof, as the case may be, and shall make a suitable plat or profile of all such surveys and grades to be filed in the City Engineer's office. The City Engineer shall establish landmarks for surveying or grading the street, by placing stones or other monuments from which grades or surveys may be readily ascertained.

**26.05 PUBLIC IMPROVEMENT CONSTRUCTION.** The City Engineer shall, when directed by the Council, superintend the construction of all public improvements.

**26.06 PUBLIC WORKS PROGRAM.** The City Engineer shall be in charge of all public works of the City, whether in the nature of new construction, maintenance or repair, and shall plan and organize work programs when directed by the Council or City Administrator.

**26.07 BUDGET PREPARATION DATA.** The City Engineer shall collect figures, data and information, including estimated costs of public works or improvements for the next year, for the purpose of aiding the Council and City Clerk in preparing the budget.

**26.08 REPORTS TO COUNCIL.** The City Engineer shall be subject to the Council and shall make such reports as they may, from time to time, require or that may be necessary to apprise the Council of the condition of various matters under the City Engineer's department.

**26.09 OTHER DUTIES.** The City Engineer shall have such other powers and perform such other duties compatible with such office as may be required by law, ordinance or resolution.