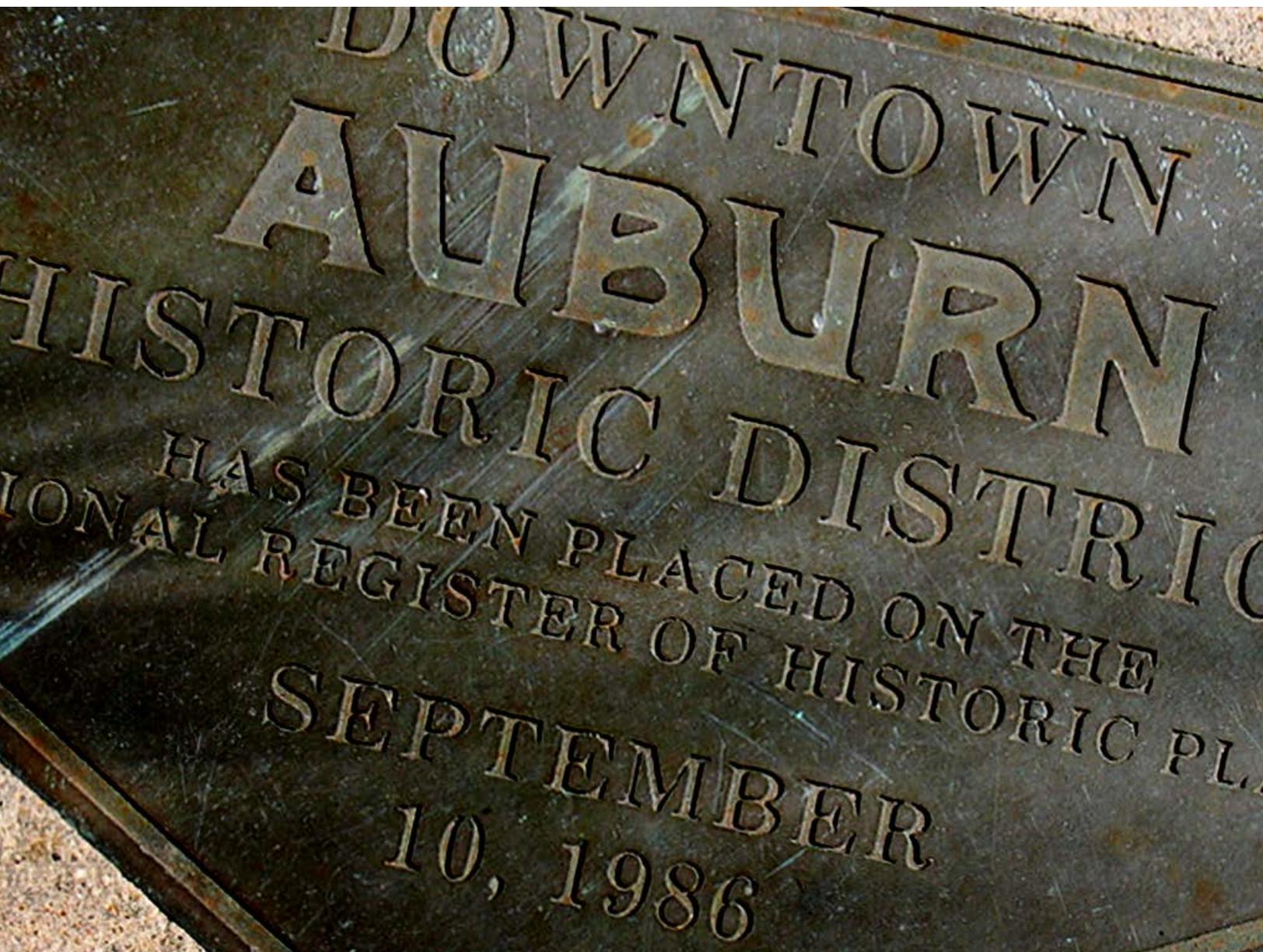




Code of Ordinances
CITY OF AUBURN





City Policies

CHAPTER
37

AUBURN



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SECTION GROUP HEADER

37.01 IDENTIFICATION ON ALL CITY VEHICLES REQUIRED

- A. Identification markings shall, for the purposes of this chapter, consist of the standard logo for the city with a department name and sequential numbering by department underneath the logo.
- B. Vehicles
 - 1. Vehicles are those pieces of motorized equipment owned or leased by the city for use by city employees and officials including, but not limited to, police, fire, parks, street, engineering, water, electric, sewage, building and administrative.
 - 2. Undercover or designated unmarked police units are exempt for purposes of this chapter.
- C. Requirements for identification
 - 1. All city vehicles shall be marked as designated in division (A) on the front doors or a location close thereto. The numbers shall be five inches tall. The identifications shall be completed within 30 days from passage of this chapter.
 - 2. All identification markings shall be maintained so as to be easily recognizable.
 - 3. Failure to either adequately mark the vehicle or maintain the markings may result in loss of use as determined by the Common Council.

37.02 ENCROACHMENT UPON CITY PROPERTY; LICENSE TO BE OBTAINED

- A. For the purposes of this section an "ENCROACHMENT" means a fixture or structure placed after the effective date of this section which encroaches upon city owned property or city easements or rights-of-way.
- B. The Board of Public Works and Safety shall have the authority and duty to review and act upon requests for licenses to encroach upon the property of the city.
- C. The applicant shall pay a fee of \$100 to the Clerk-Treasurer at the time of the request.
- D. The Board of Public Works and Safety may act upon the application for license to encroach only after the application has been submitted to a routing procedure of the department heads of the city and input is received from that routing procedure.
- E. Any license to encroach that is approved shall be subject to the following conditions:
 - 1. The approved encroachment shall not be altered or enlarged during the period of the license;
 - 2. The construction, erection, and maintenance of the encroachment shall not damage or destroy any city property;
 - 3. The encroachment shall not in any fashion interfere with or obstruct any access to the property by the city and/or its utilities and/or any other utility company, nor shall the encroachment in any way encroach or impair or interfere with the used streets or sidewalks or with the free and save flow of foot or vehicular traffic. It is understood that the Board shall have the right, as shall any other utility, to remove the encroachment in the event access is required by the city, its utilities, or any other utility company, and that the applicant shall not be entitled to any reimbursement for such removal;
 - 4. The applicant shall agree to indemnify and hold harmless the city or any other utility company from and against all liability and claims of any kind or character, including but not limited to possible damage, death, or personal injury resulting from construction, erection, maintenance, and existence and placement of any encroachment. If required, the applicant shall provide to the Board proof of insurance in amounts deemed appropriate by the Board and so insuring the



- city and all of its boards, utilities, commissions, agents, and employees from and against any liability;
5. The granting of a license hereunder does not relieve the applicant or any other person from obtaining any other relevant permits, permissions, and the like with respect to the placement of the encroachment and the construction and placement shall be subject to all appropriate federal, state, and local laws, ordinances, or rules and regulations. The grant of license hereunder is specifically subject to compliance with all sign codes and ordinances as now hereafter enforced;
 6. While the license is in effect the encroachment shall be maintained by the applicant in a neat and orderly fashion and the license shall not in any prejudice or preclude the city with respect to the future use of the city's property or right-of-way including that portion upon which the encroachment is located. The license approved hereunder may be terminated at any time by the Board upon such termination the applicant shall immediately remove or cause to be removed from the city's property, the encroachment at the applicant's sole cost, repairing any damage done to the city property as occasioned by such removal. The license granted hereunder in no way confers upon the applicant any right or title to the city's property and the rights of the applicant are limited to the terms and conditions contained herein. The license and its accompanying agreement shall be binding upon
 7. The license granted herein allows only the encroachment and thus does not take the place of any permits to do work in the right-of-way, which still must be obtained.

37.03 FILING AND ACCEPTANCE PROCEDURES FOR CONFLICT OF INTEREST DISCLOSURES

The disclosures required to be filed and accepted by IC 35-44-1-3 shall be as follows: Those of the Mayor, Common Council members and all other public servants of the city, whether elected or appointed, or employees, shall be filed with and accepted by the Board of Public Works and Safety.

37.04 CITY INTERNET WEB SITE

The following policies are adopted for the operation of the internet web site of the city:

- A. The site should include the following items:
 1. The city code;
 2. The minutes of the Common Council, Board of Public Works and Safety, Plan Commission, Park Board, and Board of Zoning Appeals;
 3. The upcoming agendas of the Common Council, Board of Works and Safety, Plan Commission, Park Board, and Board of Zoning Appeals;
 4. Meeting notices (including public hearing notices), significant, current non-codified ordinances, for example salary and budget;
 5. All resolutions passed by the Common Council;
 6. All pending ordinances and resolutions of the Common Council;
 7. Other information that communicates the business of the city and/or would be valuable information to the citizens of the city or other interested persons;
- B. It is a specific policy of the Council that items placed on the city's internet web site represent the best interests of the citizens of Auburn.
- C. The Management Information System Manager of the city has the authority and duty to edit information on the city internet web site to ensure these policies are followed.



37.05 PICK-UP OF ADDITIONAL EMPLOYEE CONTRIBUTIONS

- A. IC 5-10.2-3-2 authorizes employers, pursuant to Section 414(h)(2) of the Internal Revenue Code, to pick-up and pay employee contributions to an employee's annuity savings account which are made in addition to the mandatory employee's annuity savings account which are made in addition to the mandatory employee contribution. This section allows such additional employee contributions for the city employees. Due to a recent IRS ruling such contributions may be made on a pre-tax basis.
- B. Effective as of September 2003, the employer desires to pick up all of the additional employee contributions made by employees through a binding irrevocable payroll deduction authorization. No additional employee contributions prior to the employer's adoption of this section shall be picked up.
- C. Additional employee contributions for state law purposes, are being paid by the employer in lieu of said contributions by the employee.
- D. The employer shall comply with all of the terms and provisions of the pick-up regulation and applicable provisions of the Internal Revenue Code.