

CHAPTER 8

CITY OFFICERS AND PERSONNEL

SECTION:

- 1-8-1: Bonds
- 1-8-2: City Clerk Duties
- 1-8-3: City Treasurer Duties

1-8-1: **BONDS:** The city clerk and the city treasurer, before entering upon the performance of their respective duties, shall enter into and execute a good and sufficient bond, signed by sureties acceptable to the city council, in the sum of five hundred dollars (\$500.00) each, conditioned for the faithful performance of the duties of their offices; provided, however, an increase of any of such bonds may be required at any time, for cause, by the city council. Such bonds shall be filed with the Key Bank (Driggs, Idaho branch) or such other safe place as may hereafter be designated. (1985 Code § 2.32.010; amd. 2010 Code)

1-8-2: **CITY CLERK DUTIES:** The city clerk shall be the keeper of the seal of the city and shall affix said seal to all papers which by law or ordinance are required to be attested by the city seal. He shall have the custody of and shall safely keep all public records, documents, ordinances and orders of the city council; attend and take minutes and record such records of all meetings of the city council; countersign all contracts, checks and vouchers for the payment of monies; and have such other duties as may be required by the city council. (1985 Code § 2.16.010)

1-8-3: **CITY TREASURER DUTIES:**

- A. General Duties: The city treasurer shall be the custodian of all monies belonging to the corporation. He shall keep a separate account of each fund or appropriation and the debits and credits belonging thereto, and he shall give to every person paying money into the treasury a receipt therefor specifying the date of payment

and on what account paid. He shall also file copies of such receipts with his monthly reports. He shall, at the end of each and 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. He shall accompany such accounts with a statement of all receipts and disbursements, together with all warrants redeemed and paid thereby, which warrants, with any and all vouchers held by him, shall be filed with his account in the clerk's office, and if the city treasurer neglects or fails, for the space of ten (10) days from the end of each and every month, to render his account, his office shall be declared vacant, and the city council shall fill the vacancy by appointment until the next election for city officers. (1985 Code § 2.12.010; amd. 2010 Code)

- B. **Publication Of Statement Of Receipts And Expenditures:** It shall be the duty of the city treasurer to cause to be published, for at least one insertion, in the official newspaper, between the first and second Mondays of January, April and October of each year, a full statement of the receipts and expenditures of the city, giving the source from whence received, to what purpose applied and to whom paid. (1985 Code § 2.12.020; amd. 2010 Code)