

## CHAPTER 6

**OFFICERS AND EMPLOYEES**

- 1-6-1: CITY CLERK
- 1-6-2: CITY TREASURER
- 1-6-3: OATH AND BOND

## 1-6-1: CITY CLERK

- A. City Seal; Public Records: The city clerk shall be the keeper of the city seal and shall affix it to all instruments and papers which by law or ordinance are required to be attested by the seal of the cities. He shall have the custody and safely keep all public records, documents, ordinances and orders of the city council and such other papers and documents in which the city is interested as may be delivered into his custody for safekeeping.
- B. Attendance At Meetings: It shall be the duty of the city clerk to attend all meetings of the city council, keep minutes of all its proceedings and record the same in a book to be provided by the city council and to be kept in his office.
- C. Financial Responsibilities:
  - 1. Countersign Warrants:
    - a. He shall countersign all warrants drawn on the city treasurer and deliver the same when called for by proper parties.
    - b. He shall draw and countersign all warrants on the city treasurer for compensation of officers upon their request; provided he shall not in any case draw or sign a warrant for any such compensation that is not at the time of signing such warrant, shown to be clearly due such officer. He shall do and perform such other duties as may from time to time be enjoined upon him by ordinance or resolution of the city council.
  - 2. Statement Of Receipts And Expenditures: He shall also at the close of each fiscal year, and oftener if required by the city council make out and lay before them a full and complete statement of receipts and expenditures and all the fiscal affairs of the city during such year, and cause the same to be published in some newspaper published in the city.
  - 3. Ex Officio Collector: The city clerk shall be ex officio collector of the city and shall in such capacity receive all monies due the city from any source whatsoever and shall issue proper receipts therefore to the officers or persons entitled thereto. He shall, upon the first Monday of each month, deliver to the city treasurer any/all such sums of money received by him as such collection during the previous months, together with the statement of the different accounts upon which the several sums were received and shall take the city treasurer's receipt for the gross amount so deposited with the city treasurer.
  - 4. Ex Officio Auditor:
    - a. The city clerk shall be ex officio city auditor and as such auditor, shall be the general accountant of the city and shall be constantly acquainted with

the condition of the city treasury and each demand thereon and shall furnish the city council any desired information as to the condition of such treasury, or any funds thereof, whenever requested so to do by the city council or any committee or member thereof.

- b. The city clerk as such Auditor shall keep according to some established system of bookkeeping, all accounts between the city and its officers or other persons; and shall keep an official record of all demands on the treasury allowed by him, showing the number, date, amount, name of original holders on which account allowed and out of what fund payable.
5. **Furnish Copies; Charge Fees:** Upon demand and payment of such fees therefore as a county recorder for the State might receive for similar services, the city clerk shall furnish any person applying therefore a copy of any records, papers or documents of any kind in his possession, which copy shall be certified under his hand and Seal of office. All of such fees shall be duly accounted for and paid to the city treasurer in the same manner as other receipts of the city clerk, and paid in and accounted for.
  6. **Purchase Necessary Supplies:** The city clerk shall buy all account books, stationery, receipt books, blanks, etc. that shall be necessary for the use of the city or its officers whenever they shall be ordered by the city council.

#### 1-6-2: CITY TREASURER

- A. **Receive And Keep Money:** The city treasurer shall, upon the first Monday of each month, receive from the city clerk and safely keep all monies belonging to the city, received by the city clerk during the preceding month. He shall keep a true and correct account thereof, stating from whom and on what account received and shall give the city clerk a receipt therefore.
- B. **Separate Accounts:** He shall keep a separate account of each fund and appropriation, and the debits and credits belonging thereto. He shall pay from the treasury all sums as he may be authorized so to do by warrants duly signed by the chairman of the city council and countersigned by the city clerk; providing such warrants distinctly states on its face for what the money is appropriated, to whom payable and on what fund drawn, and not otherwise. Such warrants shall be his vouchers therefore.

#### 1-6-3: OATH AND BOND

- A. **Oath:** All officers of the city, whether elected or appointed, shall before entering upon the duties of their respective offices, take and subscribe the constitutional oath of office.
- B. **Bond:** The city clerk and city treasurer shall, before entering upon the duties of their office, execute a bond with good and sufficient sureties, to be approved by the city council, payable to the city, conditioned for the faithful performance of the duties of office and the payment of all monies received by such officer according to law and the ordinances of the city.
  1. **Amount Specified:** The amount for which the respective officers shall give bond as stated in subsection B of this section shall be as follows:

City Clerk \$ 25,000.00

City Treasurer \$ 25,000.00

2. Filing of Bonds: All bonds given by the officers of the city shall be filed in the office of the city clerk, except the bond of the city clerk, which shall be filed with the city treasurer. (Ord. 2008-2)