

TITLE 1 CHAPTER 7

CITY OFFICERS AND EMPLOYEES

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1-7-1: BONDS OF CITY OFFICERS, EMPLOYEES

(A) Bond Amounts, Certain Officers: The following City officers, before entering upon duties of their respective offices, shall file good and sufficient surety bonds, to be approved of their respective offices in the following amounts:

City Clerk	\$25,000.00
City Treasurer	\$25,000.00

(B) Filing: The bonds of the City Treasurer and of the City Clerk shall be filed with the City Attorney.

(C) Other Officers or Employees: The Mayor and Council of the City, may, whenever they deem it advisable, require any other officer or employee of the City to furnish bonds in such amounts as may be set by the Mayor and Council.

1-7-2: SALARIES: The Mayor and City Council may, by resolution, set the salaries and compensation for all appointive officers and employees of the City.

1-7-3: VACATIONS, SICK LEAVE AND MILITARY LEAVE: City employees will be allowed vacation time, sick leave and military leave as established in the Albion Personnel Policies and Procedures Manual adopted by the City Council.

174: CITY CLERK:

(A) Duties of Clerk; Journal; Record of Outstanding Bonds: The City Clerk shall have the custody of all laws and ordinances and shall keep a correct journal of the proceedings of the City Council. The City Clerk shall also keep a record of all outstanding bonds against the City, showing the number and amount of each, for and to whom the said bonds were issued; and when any bonds are purchased or paid or canceled, said record shall show such fact. In the City Clerk's

annual report, he/she shall describe particularly the bonds issued and sold during the year and the terms of sale, with each and every item of expense thereof.

The City Clerk shall also perform such other duties as may be required by the ordinances of the City and the Statutes of the State of Idaho, or as prescribed by the Mayor and Council as set forth in the official position description adopted for the Clerk.

(B) Seal and Records: In Addition to the powers and duties provided by the Statutes of the State, the City Clerk shall have the power and it shall be his/her duty to keep the Seal of the City, and affix it to all instruments and papers which by law or by ordinance are required to be attested by the City Clerk. He/She shall have the custody of and safely keep all public papers, 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/her custody for safekeeping.

(C) Attend Council Meetings: It shall be the duty of the City Clerk to attend all meetings of the City Council, keep the minutes of all their proceedings and record the same in a book to be provided by the Council and keep the same in his office. The City Clerk shall on a quarterly basis, or as often as required by the Council, make out and submit to said Council a complete statement of receipts and expenditures and all the financial affairs of the City during such year.

(D) Certifying Moneys to Treasurer: It shall be the duty of the City Clerk when any moneys are to be paid to the City, to certify the same to the City Treasurer, and the City Treasurer shall receive no moneys except on certificate of the City Clerk. The certificate shall state the source from which said moneys are received and shall apportion the said moneys so received to the proper funds.

(E) Furnish Copies of Records: Upon the payment of such fees therefore as set by Idaho law, the City Clerk shall furnish to any person applying therefore, a copy of any record, paper or document of any kind in his/her possession. Upon request, such copies shall be certified under his/her hand and seal of office. All fees for such certified copies shall be as received by the County clerk for similar services and shall be accounted for and paid to the Treasurer in the same manner as other receipts of the Clerk are paid in and accounted for.

(F) Bookkeeping System: The City Clerk shall keep, according to some established system of bookkeeping, all accounts between the City and its officers and other person, and shall keep an official record of all demands on the Treasury.

175: CITY TREASURER:

(A) Duties: The City Treasurer shall be the custodian of all moneys belonging to the City; he/she shall keep a separate account of each fund or appropriation, and the debits and credits belonging thereto. The City Treasurer shall give every person paying money into the Treasury a receipt therefore specifying the date of payment and on what account paid. He/she shall also file copies of such receipts with his/her monthly reports. The City Treasurer 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. He/she shall also accompany such accounts with a statement

of all receipts and disbursements, together with all checks redeemed and paid by him/her which said checks, with any and all vouchers held by him/her, shall be filed with his/her said account in the Clerk's office. If said Treasurer neglects or fails, for the space of ten (10) days from the end of each and every month, to render his/her said account, his/her office shall be declared vacant and shall thereafter be filled by the Mayor by appointment until the next election for City officers.

(B) Report to Council: The City Treasurer shall be constantly acquainted with the financial operations of the City Treasury and each demand thereon, and shall furnish to the City Council any desired information as to the condition of such Treasury, or any fund thereof, whenever required so to do by such Council.

(C) Deposit and Investment of Municipal Funds: The City Treasurer may be required to keep all money in his/her hands belonging to the City in such place or places of deposit as may be provided by ordinance but no such ordinance shall be passed by which the custody of such money shall be taken from the City Treasury and deposited elsewhere than in some regularly organized bank, nor without a bond being taken from such bank in such penal sum and with such security as the City Council shall direct and approve, sufficient to save the City from any loss, but such penal sum shall not be less than the estimated maximum amount on deposit at any one time from taxes and special assessments levied and to be levied by the City; provided, however, that the City Treasurer may be directed and empowered, by ordinance, to invest any money in his/her hands in securities of the United States Government or of the State of Idaho, County bonds, highway bonds or in local improvement district bonds or in the general security of the City.

176: CITY ATTORNEY: The City Attorney shall be the legal advisor to the City. The City Attorney 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 Council.

177: OTHER OFFICERS: All other officers appointed by the Mayor and confirmed by the Council shall have such duties as may be prescribed by said Mayor and Council.