

Title 2 ADMINISTRATION AND PERSONNEL

Chapters:

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Chapter 2.04 CLERK

Sections:

[2.04.010 Appointment.](#)

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2.04.010 Appointment.

The council of the city of Inkom, Idaho, shall appoint a clerk who shall hold office for the duration of his appointment or until such time as he shall be removed by the council.

(Prior code § 1-1001)

2.04.020 Duties.

- A. Clerk to Keep Seal, Ordinances and All City Records. The clerk shall be the custodian of the city seal and affix the same to documents as provided.

The clerk shall also be custodian of all public records, documents, ordinances, resolutions and orders of the council, and such other papers and documents as may be delivered into his custody.

- B. To Attend Meetings of the Council and Keep Minutes and Records. The clerk shall attend all sessions of the council, keep a correct journal, and shall keep in a separate book a record of ordinances passed by the council and of the titles of such ordinances; and all ordinances not published in book form shall be carefully indexed alphabetically. The clerk shall see that each ordinance is published as required by law and he shall keep on file the proof of such publication.
- C. To Report to City Council. The clerk shall prepare and present to the council at its regular meeting each month a full and complete statement of the financial transactions of his office during the month preceding, which said statement shall set forth all receipts or licenses issued, money received with applications for licenses which are to come before the council; all other funds received by him as clerk, and said report shall give a detailed explanation of disbursements redeemed including a statement of the aggregate of warrants of each fund issued, of warrants redeemed during the month and warrants outstanding against each fund at the close of each month.

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He shall also, at the close of each fiscal year, present to the council an annual report covering the operations of the entire year, which report shall contain a description of the bonds issued and sold during the year, and the terms of sale, and shall itemize each and every expense thereof. The clerk shall also make such additional reports and furnish such other data from the records and files of his office as may be requested by the mayor or be required by law.

- D. To Furnish Copies of City Records. It shall be the duty of the clerk to furnish any city officer with a certified copy of any record, paper or public document on file in his office or in his custody, for the use of such officer in the discharge of his official duties, and he shall also furnish a certified copy of any such record, paper or document to any person not an officer of the city, upon the payment in advance of fifteen cents (\$.15) per folio.
- E. To Keep Books and Records. The clerk shall keep such books and permanent records of the transactions and business of his office as may be necessary to accurately disclose all transactions and business of his office. He shall also countersign all warrants, and keep a "Warrant Register and Abstract of Expenditures" showing the number and amounts of warrants issued and the person to whom issued, the date redeemed, the interest paid, and the several funds against which each of said warrants is drawn.
- F. To Issue Licenses. The clerk shall issue all licenses approved by the council, a duplicate of which shall be kept on file, but no license shall be issued to any person unless the fees and charges fixed by ordinance shall have first been paid, for which payment the clerk shall issue a receipt in duplicate. The clerk shall endorse upon the receipt and duplicate receipt the number of the license issued, the number of the application for license, and the duplicate of such receipt so issued shall be kept on file in the same manner as other receipts.
- G. To Keep Record of Municipal Bonds. The clerk shall keep records of outstanding bonds of the city, showing the number and amount of each, for what and to whom said bonds were issued, and when any of said bonds are purchased or paid or cancelled, said record shall show the fact, and in his report at the close of each fiscal year he shall describe particularly the bonds issued and sold during the year, the terms of sale, and itemize each and every expense thereof.
- H. To Turn Money Over to Treasurer. Within ten days after the filing of his monthly report as provided herein, the clerk shall deposit with the treasurer all funds collected by him during the preceding month, less refunds which have been authorized by the council.
- I. City Warrants to Show Fund Drawn Upon and Amount Appropriated to Such Fund. Each warrant shall show the fund upon which the same is drawn and if against any fund based upon an appropriation, shall show the amount appropriated to such fund and the amount expended therefrom after deducting the amount of such warrant.
- J. Warrants—Order of Payment—Regis-tration. Every fund in the hands of the treasurer shall be paid out in the order in which the warrants are presented for payment; provided that applicable to the payment of any warrant, when presented, the treasurer shall endorse on the same "Not Paid for Want of Funds" and enter the same in a book to be kept for such purposes, known as the "Warrant Register" and thereafter said warrants shall bear interest at the rate of seven percent per annum, until there are funds in the hands of the treasurer with which to pay the same.
- K. Claims Filed with City. All claims against the city must be filed with the clerk, in writing, and by him presented to the council for their auditing, with a full account of the items, verified by the oath of the claimant or his agent, that the same is correct, reasonable and just, and that it or any part thereof has not been paid, and no claims or demands shall be audited or allowed unless presented and verified as provided for in this section.
- L. Claims for Damages. All claims for damages against the city must be filed with the clerk within six months after the time when such claim for damages shall have accrued, specifying the time, place, character and cause of said damages. No action shall be maintained against the city for any claim for damages until the same has been presented to the council, and until sixty (60) days have elapsed after such presentation. The allowance of any or all damage claims against the city shall be by ordinance and not otherwise.

(Prior code § 1-1002)

Chapter 2.08 TREASURER

Sections:

[2.08.010 Appointment.](#)

[2.08.020 Duties.](#)

2.08.010 Appointment.

The council shall appoint a treasurer who shall hold office for the duration of his appointment or until such time as he shall be removed by the council.

(Prior code § 1-1301)

2.08.020 Duties.

- A. To Receive and Safely Keep Funds. It shall be the duty of the treasurer to receive and safely keep in designated depositories, as required by law, all moneys or funds belonging to the city, which may come into his hands; to disburse the same upon an appropriation by ordinance or resolution of the council after audit and allowance by the council of claims therefor, and upon warrant of the mayor, countersigned by the clerk, and not otherwise. Securities belonging to the city, incapable of deposit in a checking account, shall be kept by the treasurer in a safety deposit box in some banking institution designated by the council. All bonds or securities delivered to the treasurer by any designated depository of city funds, as security for such funds, shall be deposited with the county auditor or some other public official as may be provided by law.
- B. To Keep Proper Books and Records. The treasurer shall keep in a suitable book or books a full and accurate account of city money and funds received by him, showing the date of the receipt thereof, the person from whom received, on what account and to what fund the same is credited, with the date of disbursement, the person to whom disbursed, on what account, and against what fund.
- C. To Deliver all Paid Vouchers and Warrants to Clerk. All warrants or orders paid and redeemed, and all vouchers shall be delivered to the clerk immediately upon payment or redemption, and such redeemed warrants shall have written or stamped on the face thereof the word "Paid."
- D. To Issue Duplicate Receipts for Money Received. The treasurer shall execute and deliver to every officer or other person paying money or funds, including water rentals, into the treasury, a receipt therefor, specifying the date of payment, the amount thereof, and upon what fund or account the same is received.
- E. To Deliver Books and Papers to Successors. The treasurer shall deliver to his successor in office all books, money, papers and other property pertaining to his office.
- F. To Publish Quarterly Reports of Receipts and Expenditures. It shall be the duty of the treasurer to cause to be published for at least one insertion in official newspapers, as designated herein, a full statement of the receipts and expenditure of the city for the fiscal year, giving the source from where received, to what purposes applied, and to whom paid.
- G. To Collect all Moneys. The treasurer shall receive, and all officers or other persons shall pay to the treasurer except as otherwise provided by this code, all moneys due the city on any account whatsoever.

- H. To Make Monthly Report to Council. The treasurer shall at the end of each and every month, and at other times when required by the council, render an account, including in and showing, under oath, the condition of the treasury at the date of such account, including in said statement the balance of money in the treasury, with a detailed statement of the specified amount in each designated depository, and of the amount and class of security held to guarantee each deposit. Such account shall also contain a statement of receipts and disbursements and of all warrants redeemed and paid by him, which said warrants, with all vouchers held by him, shall be filed with his said accounts in the clerk's office. The council shall have free access to any and all books or papers in the office of the treasurer, for the purpose of inspection or examination.

(Prior code § 1-1302)

Chapter 2.12 ATTORNEY

Sections:

[2.12.010 Appointment.](#)

[2.12.020 Duties.](#)

2.12.010 Appointment.

The council shall appoint a city attorney who shall hold office for the duration of his appointment, or until such time as he shall be removed by the council.

(Prior code § 1-1101)

2.12.020 Duties.

The city attorney shall be the legal advisor of the council. He shall commence, prosecute and defend all suits and actions necessary to be commenced, prosecuted or defended on behalf of the municipal corporation, or that may be ordered by the council. When requested, he shall attend meetings of the council, and give them his opinion upon any matter submitted to him, either orally or in writing as may be required.

(Prior code § 1-1102)

Chapter 2.16 DEPARTMENT OF ADMINISTRATION AND RECORDS

Sections:

[2.16.010 Department of administration and records.](#)

2.16.010 Department of administration and records.

This department shall consist of the mayor and council and the office of the city clerk and treasurer, including the Inkom city waterworks system collections office. In conformity with the laws of the state of

Idaho, the corporate powers and duties of the city of Inkom, Idaho, including the department of administration and records is vested in the council. The city clerk and treasurer is in charge of the records office, including all collections and disbursements of the city funds.

(Prior code § 3-401)

Chapter 2.20 DEPARTMENT OF PUBLIC SAFETY

Sections:

[2.20.010 Department of public safety.](#)

2.20.010 Department of public safety.

This department shall consist of police and fire departments, and shall be headed by a director of public safety, who shall also be, unless otherwise provided by the council, the city marshal and chief of the volunteer fire department. Inspections relating to general sanitation, health and safety, unless otherwise provided by the council, shall be vested in this department.

(Prior code § 3-501)