

CHAPTER 7

CITY CLERK/TREASURER

SECTION:

- 1-7-1: Appointment
- 1-7-2: Duties
- 1-7-3: Claims

1-7-1: **APPOINTMENT:** The city clerk/treasurer shall be appointed by the mayor, subject to the approval of the city council. He shall hold office for the duration of his appointment unless sooner removed. (1996 Code)

1-7-2: **DUTIES:**

- A. Generally: In all cases where the duty is not expressly charged to any other department or office, the city clerk/treasurer shall have supervision, control and responsibility of all of the records of the city. He shall serve as clerk/treasurer of the governing body and perform such other duties of a like nature as shall be required by that body.
- B. Records: The city clerk/treasurer shall:
 - 1. Be responsible for the recording, filing, indexing and safekeeping of all proceedings of the governing body and shall have published all proceedings, legal notices, ordinances and resolutions that are required to be published by this code or by state statute.
 - 2. Record in full, uniformly and permanently, all ordinances and shall authenticate the same.
 - 3. Keep and maintain all election records and have custody of all property used in connection with elections.
 - 4. Furnish to any member of the governing body a certified copy of any record or document in his custody; and he may furnish such a copy to any other person upon payment of a fee to be determined by the governing body.
 - 5. Keep a complete record of all outstanding bonds of the city and report such record regularly to the governing body.
 - 6. In all cases where the duty is not expressly charged to any other department or office, the clerk/treasurer shall issue all licenses in

accordance with the provisions of this code. A record of all licenses issued, including the name of the person to whom issued, the amount of the license fee and the purpose of the license shall be kept by the clerk/treasurer.

- C. Notify of Term Expirations: The clerk/treasurer shall notify the appointing authority of the impending expiration of the term of office of a member of any board or commission at least thirty (30) days before the expiration of the term.
- D. Custodian of Official Seal: The clerk/treasurer shall be the custodian of the official seal of the city.
- E. Accounts and Funds: The city clerk/treasurer shall:
 - 1. Keep in proper books a full and accurate account of all the monies received and disbursed by him in behalf of the city, specifying the time of receipt and disbursement, from whom received and to whom disbursed, on what account received and disbursed and how paid.
 - 2. Receive and have custody of all monies paid to the city and shall disburse monies upon the official warrant of the municipality when so ordered by the governing body.
 - 3. Demand and receive all monies and fees owing to the Municipality whenever any person is indebted to the Municipality in any manner, and the means of collection of such debt is not otherwise provided for by law. When any claim shall not be collectible by other methods, he shall report the same to the city attorney for prosecution.
- F. Reports:
 - 1. Monthly Report: The clerk/treasurer shall make a detailed report to the governing body during the first meeting of each month showing the business of his office during the month preceding, showing the balance on hand to the credit of different funds, the amounts received during the month and on what account, together with such information as may be required by the governing body.
 - 2. Quarterly Report: The clerk/treasurer shall cause to be published, for at least one insertion in a newspaper of general circulation in the Municipality, a full statement of the receipts and expenditures of the municipality showing sources of revenue and disposition of funds. This quarterly report shall be published January 31, April 30, July 31 and for the final quarter, thirty (30) days from completion of the annual audit.
- G. Deliver Records to Successor: The clerk/treasurer shall deliver to his successor in office all material, records and resources of the office. (1996 Code)

1-7-3: **CLAIMS:** All claims against the municipality must be filed, in writing, with the clerk/treasurer. (1996 Code)