

AN ORDINANCE AMENDING SECTIONS 2, 3, 5 AND 6 OF CHAPTER 14 OF TITLE 1 OF THE MUNICIPAL CODE OF THE CITY OF PAYETTE, IDAHO TO PROVIDE FOR THE COUNTER-SIGNATURE ON CHECKS INSTEAD OF WARRANTS, TO PROVIDE FOR THE FURNISHING OF A MONTHLY FINANCIAL STATEMENT, TO PROVIDE FOR THE PAYMENT OF FEES INTO THE CITY TREASURY TO PROVIDE FOR THE DRAWING OF CHECKS BY THE CLERK.

Be it ordained by the Mayor and Council of the City of Payette, Idaho, that Sections 2, 3, 5 and 6 of Chapter 14 of Title 1 of the Municipal Code of the City of Payette, Idaho be amended to read as follows:

1-14-1: ~~CLERK TO KEEP SEAL:~~ The Clerk shall be the keeper of the Seal of the City, and shall affix it to all instruments and papers, which by law are required to be attested by the Seal of the City. He is to have the custody of, and to safely keep all public records, documents, ordinances, and orders of the Council, and such other papers and documents, in which the City is interested, as may be delivered into his custody for safekeeping.

1-14-2: ~~DUTIES:~~ It shall be the duty of the Clerk to attend all meetings of the Council, keep minutes of all their proceedings, and record the same in a book to be provided by the Council, and to be kept in his office. He shall countersign all warrants checks drawn upon the ~~Treasurer~~ Treasury and deliver the same when called for by the proper parties.

He shall issue such licenses as are provided for by the provisions of this Code, do and perform such other duties as may from time to time be enjoined upon him by the Mayor and Council.

He shall also, at the close of each fiscal year, and more often, if required by the 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.

1-14-3: ~~COLLECTOR FOR CITY:~~ The Clerk shall be ex officio Collector of the City, and shall, in such capacity, receive all moneys due the City from any source whatever, 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 Treasurer any and all such sums of money received by him as such Collector during the previous month, together~~ furnish the Council with a statement of the different accounts upon which the several sums were received by him as Collector during the previous month; ~~and shall take the Treasurer's receipt for the gross amount so deposited with the Treasurer.~~

1-14-4: ~~COLLECTOR OF WATER CHARGES:~~ The Clerk shall also be the collector of water charges for the City Waterworks System, and when water users fail to pay water charges as provided for in this Code, he shall forthwith notify the water superintendent whose duty it shall be to shut the water off as provided by the provisions of this Code.

1-14-5: ~~CLERK TO FURNISH COPIES OF RECORDS:~~ Upon demand and payment of such fees therefor, as a County Recorder of the State might receive for similar services, the Clerk shall furnish to any person applying therefor a copy of any record, papers or documents of any kind in his possession, which copy shall be certified to under his hand and seal of office. All such fees shall be duly accounted for and paid ~~to the Treasurer~~ into the Treasury in the same manner as other receipts of the Clerk are paid in and accounted for.

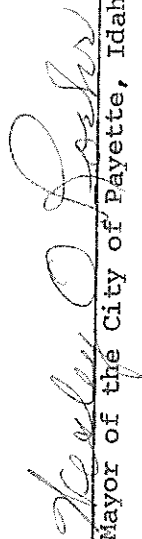
1-14-6: ~~WARRANTS CHECKS DRAWN BY CLERK:~~ The Clerk shall draw all warrants checks on the ~~Treasurer~~ Treasury that shall be ordered by the Council.

I-14-7: EX OFFICIO AUDITOR: The Clerk shall be ex officio Auditor and as such Auditor shall be the general accountant of said City, and shall be constantly acquainted with the condition of the City Treasury, and shall demand thereon, and shall furnish to the Council any desired information as to the condition of such Treasury or any fund thereof, whenever requested so to do by such Council or any committee or member thereof. (Ord. 118)


This Ordinance shall take effect and be in force from and after its publication in the Independent Enterprise, a newspaper of general circulation in the City of Payette, Idaho.

Passed and Approved by the Mayor and Council this 5th day of

February, 1973.


Mayor of the City of Payette, Idaho

ATTEST:


Clerk of the City of Payette, Idaho