

Chapter 2.16 – CLERK^{1,2}

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2.16.010 Appointment and term of office.

The clerk shall be appointed by the Mayor subject to the approval of the council. He shall hold office for the duration of his appointment unless sooner removed by the mayor with the concurrence of the council. (Prior code §1-12-1).

2.16.020 Powers and duties.

In all cases where the duty is not expressly charged to any other department or office the clerk shall have supervision, control and responsibility of all of the records of the municipality. He shall serve as clerk of the governing body and perform such other duties of a like nature as shall be required by that body. (Prior code §1-12-2).

2.16.030 Governing body record keeping and publishing responsibilities.

The clerk shall be responsible for the recording, filing, indexing and safekeeping of all proceedings of the governing body and shall have published all proceedings, legal notices, or finances and resolutions that are required to be published by this code or by state statute. (Prior code §1-12-3).

2.16.040 Ordinance recordation and authentication.

The clerk shall record in full, uniformly and permanently, all ordinances and he shall authenticate the same. (Prior code §1-1204).

2.16.050 Election records and property.

The clerk shall keep and maintain all election records and have custody of all property used in connection with elections. (Prior code §1-12-5).

2.16.060 Notification of term expiration.

The clerk 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 days before the expiration of the term. (Prior code §1-12-6).

2.16.070 Seal custody.

The clerk shall be the custodian of the official seal of the municipality. (Prior code §1-12-7).

2.16.080 Records–Certified copies to be furnished.

The clerk shall 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. (Prior code §1-12-8).

2.16.090 Funds collected–Disposition required.

Within ten days after the first day of each month the clerk shall turn over to the treasurer all funds collected by him during the preceding month. (Prior code §1-12-9).

2.16.100 License issuance authority and record-keeping duty.

In all cases where the duty is not expressly charged to any other department or office the clerk 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 be kept by the clerk. (Prior code §1-12-10).

2.16.110 Records–Bonds of the municipality.

The clerk shall keep a complete record of all outstanding bonds of the municipality and report such record regularly to the governing body. (Prior code §1-12-11).

2.16.120 Warrants–Countersigning and register keeping required.

The clerk shall countersign all warrants and keep a "Warrant Register and Abstract of Expenditures" showing the number and amount 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. (Prior code §1-12-12).

2.16.130 Claims–Filing–Contents–Approval required.

All claims against the municipality must be filed in writing with the clerk. Claims must present a full account of the items and must contain a verification under oath by the claimant to the effect that the claim is correct, reasonable and just and that no part of said claim has been paid. All such claims must be approved by the governing body before payment can be made. (Prior code §1-12-13)

2.16.140 Damage claims–Filing time–Contents–Allowed when.

All claims for damages against the municipality must be filed with the clerk within six months after such time as the damage is alleged to have accrued. All such claims shall specify the time, place, character and cause of damages until after sixty days have elapsed after such presentation. Allowance of any claim for damages against the municipality shall be made only by ordinance. (Revised Code 242) (Prior code §1-12-14).

—— **NOTES** ——

- (1) This section has been editorially amended to reflect the provisions of Ord. 1975-5.
- (2) For statutory provisions concerning the duties of the city clerk, see Idaho Code 50-207.