

Chapter 5

(Title 2, Chapter 5 adopted by Ordinance 2008-12, effective March 11, 2008)

City Officers

Sections:

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Section 2-5-1 Bonds.

A. Required: All elected officers of the city shall, before assuming duties of office, execute and file with the city recorder an official bond with good and sufficient sureties, payable to the city in the amounts as required by an applicable resolution of the city council, conditioned for the faithful performance of the duties of the respective offices and the payment of all monies received by such officer according to law and the ordinances of the city. Except as herein provided or as required by law, bonds for the performance of official duties shall not be required of the officers or employees of the city; however, nothing in this section prohibits public employee blanket bond coverage for the officers and employees of the city.

B. Approval of bonds: The bonds of members of the city council shall be approved by the mayor, and the bond of the mayor shall be approved by the city council, at the first meeting of the city council in January following a municipal election.

C. Sureties: In all cases where a bond or surety is required of any city officer a corporate surety bond shall be given.

D. Premiums paid by city: The premium charged by a corporate surety for any bond required by this chapter shall be paid by the city.

E. Additional bonds: The city council may at any time require further and additional bonds of any or all appointed officers or employees.

Section 2-5-2. Office creation.

The city council shall by ordinance, resolution or by the approval of a job description, from time to time prescribe the powers and duties to be performed by the city recorder and city treasurer and may divide the duties of the city recorder by creating a director of finance position.

Section 2-5-3. Appointment.

On or before the first Monday in February following a municipal election, the mayor, with the advice and consent of the city council, shall appoint a qualified person to each of the offices of city recorder and city treasurer and finance director if said position has been created. All other appointed officials shall continue in office until their successors are

appointed and qualified.

Section 2-5-4. Oaths of office: employees and volunteers.

A. City officers, employees and volunteers may be required by the city council to take an oath of office before entering upon the discharge of his or her duties. The oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the city recorder.

B. Once the oath is administered, the oath need not be readministered unless job assignments or descriptions change.

C. The form of the oath shall be as authorized by the laws of the state.

Section 2-5-5 Policies and procedures.

Each officer shall perform all duties required of his or her office by the laws of the United States, state law, this code and ordinances, resolutions, regulations and job descriptions of the city, and such other duties not in conflict therewith as may be required by the city.

Section 2-5-6. Mayor, council and appointed officers salaries, benefits and expenses.

A. Mayor, council members and appointed officer salaries: The compensation of the mayor, council members and appointed officers, shall be set by the city council by ordinance after conducting a public hearing as required by §10-3-818 of the Utah Code. Said compensation may be paid when other employees are paid but in no event less than once each month.

B. Expenses incurred for city business: The mayor, council members and appointed officers shall receive mileage reimbursements and per diem payments for training, travel and other city business as provided for other city employees.