

CITY OF GARIBALDI
ORDINANCE NO. 242

(ENACTED 8/21/2000, EFFECTIVE UPON PASSAGE; AMENDED BY ORD. 252, ENACTED
1/22/02, EFFECTIVE 2/22/02)

**AN ORDINANCE RE-DEFINING THE DUTIES OF CITY
TREASURER, AND REPEALING ORDINANCE NO. 3.**

SECTIONS

- 1 *Oath; Bond*
- 2 *Duties*
- 3 *Funds; Statements*
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THE CITY OF GARIBALDI ORDAINS AS FOLLOWS:

Section 1. OATH; BOND: The City Administrator shall be Treasurer of the City of Garibaldi. The Treasurer shall, before entering upon the duties of his or her office, take, subscribe, and file an oath that he or she will faithfully discharge the duties of his or her office; and he or she shall further, before entering upon the duties of his or her office, make and execute unto the City a bond, conditioned that he or she will faithfully perform the duties of his or her office and will well and truthfully account to the City for all sums coming into his or her possession by virtue of his or her office.

Section 2. DUTIES: The Treasurer shall be custodian of all the funds of the City and shall give receipts to all persons who shall turn money over to the credit of the City. The Treasurer shall keep all funds of the City in such banks or trust companies as may be designated by the Council as official depositories. It shall be the duty of the Treasurer to keep fair, clear, distinct, and separate accounts of all funds and revenues of the City and also of all expenditures, disbursements, and investments thereof.

Section 3. FUNDS; STATEMENTS: The City revenues shall be divided and kept in not less than the following separate and distinct funds: General Fund, Street Fund, Wastewater Fund, Water Fund, Transient Room Tax Fund, and Public Safety Equipment Reserve Fund, and such other funds as have been established by

the Council. The Council may, by resolution, establish such additional funds as the Council deems necessary or desirable for the efficient accounting of City business. The Treasurer shall make a monthly statement to the Council showing the receipts and disbursements and the state of each particular Fund at the close of business as of the end of each month.

Section 4. CREATION OF FUNDS:

A. The Wastewater Fund shall consist of all monies collected from City sewer assessments and all sums of money derived as revenue from the City sewer system and such other sums as the Council may by resolution appropriate from the General, Street, or other funds, as the same may be needed.

B. The Street Fund shall be created and maintained by monies raised by special levy and shall include all sums of money derived as revenue from the City street system and such other sums as the Council may by resolution appropriate from the General, Wastewater, Water, or other funds, as the same may be needed.

C. The Water Fund shall consist of all monies collected from City water assessments and all sums of money derived as revenue from the City water system and such other sums as the Council may by resolution appropriate from the General, Street, or other funds, as the same may be needed.

D. The Transient Room Tax Fund shall include all sums of money derived as revenue from transient room taxes, and such other sums as the Council may by resolution appropriate from the General or other funds, as the same may be needed.

E. The General Fund shall be created and maintained and shall consist of all revenues derived by the City from whatsoever source which shall not by resolution be directed to the credit of any other regular or special fund. The General Fund shall be available for payment of any debts or general obligations of the City.

Section 5. CHECKING SYSTEM: All disbursements of money by the City from any City funds shall be by written checks drawn upon appropriate checking accounts to be established with an authorized banking institution. It shall be the duty of the Treasurer to enter in a book to be kept for that purpose an abstract of all checks drawn upon any funds of the City, showing the date, number, and name of the claimants, the amount claimed, the amount allowed thereon and from which fund to be paid. All checks issued shall be signed by both the Treasurer and the Mayor of the City, or their designees.

Section 6. SPENDING AUTHORITY: The Council shall by resolution adopt procedures to ensure the prompt payment of bills. [*Sec. 6 appears as amended by Ord. 252 (1/22/02, eff. 2/22/02).*]

Section 7. ORD. NO. 3 REPEALED: Ordinance No. 3 is hereby repealed.

Section 8. EFFECTIVE DATE: It is hereby adjudged and decreed that this Ordinance is necessary for the immediate preservation of the peace, health, safety and general welfare of the people of Garibaldi, and therefore an emergency is declared to exist, and this Ordinance shall be in full force and effect from and after its passage by the Council and approval by the Mayor.