

The City Clerk shall take a bond to the city with two or more sureties to be approved by the mayor in the amount set by the city council, as well as an oath to uphold the city ordinances and both of them together shall be given to the city treasurer to hold in custody (Section 1). The city clerk shall keep the city seal and affix it to all public documents or official acts of the council which by law or ordinance are required to be attested by the city seal; he shall keep the seal in a secure place and free from interference, with this comes the responsibility of looking after all public records and other papers pertaining to city affairs which are delivered into his custody (Section 2). The city clerk shall attend all meetings of council and keep a good record of the proceedings in a minutes book, in a separate paper he shall keep titles and copies of ordinances which are published as well as seeing to it that all ordinances are published and preserve a copy (Section 3). The city clerk shall sign and affix the city seal to all licenses authorized to be issued, he shall keep a record of the officers of the city as well as seal and commissions issued and approved by the city council (Section 4). The city clerk shall annually at the appointed time have his books and accounts closed and ready for inspections of the finance committee who then submit a report to the city council and finally it shall be published (Section 5). At the first regular session of the council the clerk shall make a monthly report of the source of revenue, total amounts of warrants drawn and unpaid, and the fund of which they are to be paid, the number and amount of licenses issued and on hand, and generally make a specific showing of the financial condition of the city (Section 6). The clerk shall keep in a book known as the finance book, the information for all city warrants together with the name of the fund upon which said warrants are drawn (Section 7). It shall be the duty of the city clerk to keep track after a meeting of the city council of all warrants ordered during that session as well as give a list of them and pertaining information to the city treasurer (Section 8). No warrant shall be paid unless it corresponds with the official list and if it doesn't show up there then the mayor and city council shall both be informed (Section 9). The clerk shall keep a record of all licenses issued by him and all pertaining information to those licenses (Section 10). At the first regular session in each quarter the clerk shall submit to the council a list of licenses issued showing the particulars (Section 11). The clerk shall notify the city attorney on any person or person not taking out a license when they should and the attorney shall bring suit for the license money as well as prosecute the person or persons criminally (Section 12). The city clerk shall be required to have regular business hours prescribed by council and perform other function not listed here (Section 13).

The city treasurer shall execute a bond with sureties which is then to be approved by the council as well as the sum of the bond; he shall pay over to his successor all monies in his hands at the end of his term and that he will perform all the duties of his office as well as all other conditions as the city council may require (Section 14). It shall be the duty of the treasurer to receive and keep all funds or securities of any kind which may come into his hands and to disburse the same as set forth by ordinance or by warrant of the mayor which is then counter signed by the city clerk (Section 15). The treasurer shall keep a suitable book at the expense of the city, which details the accounts of all monies or funds received and paid out; certain kinds of information including when, to whom, on what account and in what kind of funds received or dispersed should be kept (Section 16). The treasurer shall keep the account of each source of revenue to the city, separate and distinct from and other, charging it with all payments, and crediting it with all funds received on account thereof (Section 17). All warrants or orders redeemed and paid by him, and all vouchers shall be delivered to the clerk each month or oftener and filed; all warrants

shall be stamped if redeemed and have cancelled written on them before they are filed by the city clerk (Section 18). The treasurer shall give receipts to anybody paying into the treasury which specifies the date, amount, and accounts involved; the receipts are to come from receipt books furnished to him by the city clerk which shall meet requirements as contained within this ordinance; duplicates shall be made and delivered to the city clerk and a copy delivered to the person when the money was received and all such stubs are to be deposited as the council shall direct (Section 19). The treasurer shall have the duty to make and file monthly itemized statements with the city clerk of all monies collected and paid on a timeline set forth by this ordinance (Section 20). On a specified date the finance committee shall review the books and report their proceedings to the city council at the next regular, at the council's approval markings shall be made in the book showing the books have been found correct and then all canceled warrants shall be destroyed (Section 21). Every fund in the hands of the treasurer shall be paid out in order in which payments are submitted, in the case that there is no fund which is applicable to pay a warrant the warrant shall be so stamped and entered into a book kept for this purpose and the warrant shall accumulate interest at a rate of seven percent annually until the warrant can be paid (Section 22). The treasurer shall deliver to his successor all books and property in his possession which pertains to his office and perform any services required of him either by council or ordinance (Section 23).

The city engineer shall have the responsibility to give lines, surveys of lots and the proper grades of the streets and sidewalks when applied for by contractors, or private individuals desiring to know the above and receive fees set forth in this ordinance by the person employing him (Section 24). The city engineer shall keep a copy of all records and surveys done as well as other documents issued under ordinance or order of the city council in a book set aside for such documents, any other documents which pertains to said subject matter shall still be kept in the office of the city clerk and open to public inspection with other records being preserved by the engineer for his successor (Section 25). It is the duty of the city engineer to examine all buildings of every kind which he believes to be insecure or unsafe and immediately post a printed notice warning all persons as well as serving written notice to the owner or his agent that they must immediately remedy the situation according to the city engineer (Section 26). If such owner or affiliate in charge of the property shall ignore or neglect the service for 24 hours then it shall be reported to the mayor, and the City engineer shall either fix it if is reasonable or else remove the building (Section 27). The cost of removal or repair shall be a charge against the owner and the city attorney shall be empowered to collect, by suit when necessary (Section 28). When the city engineer may not be personally present to serve notice then they may cause it to be published three times in a newspaper within the city and it shall be equivalent to a personal service (Section 29). It is the responsibility of the city engineer to see that the ordinance providing fire limits for Rexburg is not violated by any person by building within the fire limits set by said ordinance (Section 30).

The city physician shall have the duty to diagnose all cases of disease reported to him which may be contagious and report all facts to the Board of Health which may take steps to enforce a strict quarantine of the person or persons affected (Section 31).

The police judge shall execute a bond in a specified amount with at least two sureties which shall be approved by the mayor, and then file it together with the oath of office with the city clerk

(Section 32). The police judge shall have and exercise jurisdiction as defined within statutes, his compensation and fees shall be the same as specified by the state of Idaho for a justice of similar purposes (Section 33). The police judge shall before the first council meeting of each month file with the city treasurer all funds procured in the name of the city from the previous month and give duplicate receipts for all transactions (Section 34). No arrests shall be made for any violation of an ordinance without a warrant except where the violation is in the presence or view of the mayor, police judge or police of the city, and the police judge shall not issue a warrant for the arrest for the arrest of any person, except upon a sworn complaint charging an offense against the ordinances of the city (Section 35). The police judge shall have the same power as the district court in the issuance of process as well as to enforce die obedience to all ordinances, rules and judgments made by him, and all appeals from the action of the Police Judge shall be taken in the same manner, to the district court, as are, or may be provided by law for appeals from the justice courts (Section 36).

The City attorney shall, before entering upon the duties of his office, take and subscribe to the oath of office (Section 37). It shall be the city attorney's duty to prosecute any breaches of ordinances when requested by any of those in power; to draw all ordinances and any legal papers relating to the city of Rexburg and give legal advice to then council or any city officers relating to the government of the city; to attend all regular and special meetings of the city council in order to advise them; to see that the docket of the Police Judge is properly kept (Section 38).

Every city official mentioned in this ordinance which violates any of the provisions of said ordinance shall be deemed guilty of a misdemeanor and punished by a fine or by imprisonment in the city jail not to exceed 30 days or both (Section 39). All ordinances and parts of ordinances in conflict with this ordinances are hereby repealed (Section 40).