

CHAPTER 9. TREASURER

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1-9-1. Appointment by mayor - removal.

(1) The Mayor, with the consent of the City Council, shall appoint a qualified person to the office of treasurer.

(2) The Mayor, with the consent of the City Council, may remove the treasurer from appointed office, subject to the Tooele City Charter, with or without cause.

(Ord. 2015-23, 08-19-2015) (Ord. 1988-29, 12-07-1988)

1-9-2. Duties generally.

(1) The treasurer shall not assume the duties of the finance director.

(2) The treasurer shall:

(a) be custodian of all money, bonds, or other securities of the City;

(b) determine the cash requirements of the City and provide for the investment of all idle cash;

(c) ensure compliance with the State Money Management Act and other applicable laws, and to prepare the reports required by the Act; and,

(d) maintain and resolve any matters relating to bank, financial, or other short-term investment services including electronic service, on-line access, with primary concerns being to provide for account security from fraud or other unwarranted access..

(Ord. 2015-23, 08-19-2015) (Ord. 1988-29, 12-07-1988)

1-9-3. Duties with respect to issuance of checks.

The treasurer shall:

(1) ensure that a roster of authorized check signers is maintained and that all checks are signed and countersigned by authorized individuals;

(2) be authorized to sign all checks prepared by the finance director and/or the city recorder, but not the payroll office; and,

(3) ensure that a sufficient amount is on deposit in the appropriate bank accounts of the city to honor the warrants to be tendered by checks, including by receiving and reviewing any records relating to warrants.

(Ord. 2015-23, 08-19-2015) (Ord. 1988-29, 12-07-1988)

1-9-4. Warrants - Order of payment.

In the absence of appropriate monies, as set forth in Utah Code Annotated section 10-6-140, the treasurer shall pay all warrants in the order in which presented and as money becomes available for payment thereof in the appropriate funds of the city. The treasurer shall note upon the back of each warrant presented the date of presentation and the date of payment.

(Ord. 2015-23, 08-19-2015) (Ord. 1988-29, 12-07-1988)

1-9-5. Deposit of city funds - Commingling with personal funds unlawful - suspension from office.

The treasurer shall receive from the finance director all public funds and monies paid to the City and promptly deposit all city funds in the appropriate bank accounts of the city. It shall be unlawful for any person to commingle city funds with his or her own money. Whenever it shall appear that the treasurer or any other officer is making profit out of public money, or is using the same for any purpose not authorized by law, such treasurer or officer shall be suspended from office.

(Ord. 88-29, 12-07-88)

1-9-6. Bond.

The treasurer shall be included with the public employee blanket bond of the City at the sum of 5% of budgeted revenues for the previous year but not less than \$300,000.

(Ord. 2015-23, 08-19-2015)