

TITLE NINE PERSONNEL

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**Finance Officer
City Attorney
City Engineer
Chief of Police**

CHAPTER 9-1 FINANCE OFFICER

9-1-1 ESTABLISHMENT OF FINANCE OFFICER

The City Council shall appoint a Finance Officer instead of an auditor or clerk and treasurer. The Finance Officer shall perform all of the duties of the auditor or clerk and treasurer as provided by State law except where duplicate records are required, only one set of records will be necessary. The Finance Officer shall be bonded as required by State law for the treasurer.

*Authority:
SDCL Ch. 9-14 generally.*

9-1-2 TERMS OF OFFICE

The Finance Officer shall be appointed at the regular meeting of the City Council on the second Tuesday in May of each year, and shall subscribe as oath or affirmation of office as required by State law.

*Authority:
SDCL Ch. 9-14 generally.*

9-1-3 BONDING OF FINANCE OFFICER

The bond shall be annually established by the City Council in an amount equal to the maximum amount estimated to be on hand at any one time, but not to exceed fifty-thousand dollars (\$50,000.00).

*Authority:
SDCL Ch. 9-14 generally.*

9-1-4 DUTIES OF FINANCE OFFICER

The duties of the City Finance Officer shall be as follows:

- A. He/She shall keep the corporate seal, all papers and records of the municipality

and a record of the proceedings of the governing body whose meetings it shall be his/her duty to attend.

- B. He/She shall draw and countersign all warrants on the treasury in pursuance of orders or resolutions of the governing body and keep a full and accurate account thereof in books provided for that purpose.
- C. He/She shall cause to be made, estimates of the expenses of any work done by the municipality and countersign all contracts made on its behalf and certificates of work authorized by any committee of the City Council or by any town officer.
- D. He/She shall keep regular books of accounts in which he/she shall enter all indebtedness of the municipality and shall at all times show the financial condition of the city, the amount of bonds, warrant, certificates or other evidence of indebtedness issued by the City and the count of all bonds, warrants, certificates or other evidences of indebtedness which have been redeemed and the amount of each outstanding.
- E. He/She shall countersign all bonds, warrants or other evidences of indebtedness of the municipality and keep accurate accounts thereof, states to whom and for what purpose issued and the amount thereof.
- F. He/She shall keep an account with all receiving and disbursing officers of the City showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the governing body.
- G. He/She shall supervise the accounting system for all departments and offices of the municipality in accordance with the recommendations of the State Department of Audits and Accounts.
- H. He/She shall keep a list of all certificates issued for work or any other purpose; and before the levy by the City Council of any special tax shall, unless performed by the City engineer, report to the City Council a schedule of all lots which may be subject to the proposed special tax or assessment, which it may be necessary to levy on such lots, which schedule shall be verified by his/her affidavit.
- I. He/She shall examine all reports, books, papers, vouchers and amount of the treasury, audit and adjust all claims and demands against the municipality before they all are allowed by the governing body; keep a record of his/her accounts and doings, keep a record in which he/she shall enter all contracts with an index thereto which books shall be open to the inspection of all parties interested, and perform such other duties as may be required by ordinances or resolutions of the governing body.
- J. He/She shall make and keep a list of outstanding municipal bonds, to whom issued, for what purpose, when and where payable, and the rate of interest they respectively bear, and recommend such action to the governing body as will secure prompt payment of the principal and interest of such bonds.
- K. He/She shall attend all meetings of the City Council, and keep a record of its proceedings.

Authority:
SDCL Ch. 9-14 generally.

9-1-5

FINANCIAL REPORT BY THE FINANCE OFFICER

The Finance Officer shall report to the governing body, on or before March 1st of each year, the receipts, expenses and financial condition of the municipality, which report shall be published within thirty (30) days thereafter in the official paper, or such other paper as the City Council may direct.

Authority:
SDCL Ch. 9-14 generally.

CHAPTER 9-2 CITY ATTORNEY

9-2-1 ESTABLISHMENT OF CITY ATTORNEY

The City Council shall appoint an individual to assume the position and executive duties of City Attorney. The individual must be duly licensed in the profession of law and practice such profession within the county surrounding the city.

Authority:
SDCL Ch. 9-14 generally.

9-2-2 DUTIES OF CITY ATTORNEY

When required by the governing body or any officer of the city, the City Attorney shall furnish an opinion upon any matter relating to the affairs of the City or the official duties of such officer, conduct the prosecution of all actions or proceedings arising out of the violation of an ordinance, represent the City in all actions or proceedings to which it may be a party, and perform such other professional services incident to his office as may be required by ordinance or directed by the governing body or Mayor.

Authority:
SDCL Ch. 9-14 generally.

CHAPTER 9-3 CITY ENGINEER

9-3-1

ESTABLISHMENT OF CITY ENGINEER

The City Council shall appoint at the regular meeting held on the second Tuesday in May of each year an individual to assume the position of the City Engineer.

Authority:

SDCL Ch. 9-14 generally.

9-3-2

DUTIES OF CITY ENGINEER

The City Engineer shall supervise all planning, construction, maintenance and repair of all public works within the municipality and such other duties as may be directed to his office.

Authority:

SDCL Ch. 9-14 generally.

CHAPTER 9-4 CHIEF OF POLICE

9-4-1

CHIEF OF POLICE

The City of Hosmer hereby agrees to continue to cooperate with and contract with the Edmunds County Sheriff's Office, whereby the Edmunds County Sheriff will serve as the Chief of Police. Should said contractual arrangement be terminated by the City or County, the Mayor and City Council shall appoint a Chief of Police.

Authority:

SDCL Ch. 9-14 generally.