

ORDINANCE NO. 3

AN ORDINANCE CREATING THE OFFICE AND DEFINING THE DUTIES OF THE TREASURER OF THE CITY OF GARIBALDI.

The City of Garibaldi ordains as follows:

Section 1. The council shall appoint and keep in office at its pleasure a city treasurer, which office is hereby created. The treasurer may, in addition to the offices to which he is appointed under this ordinance, be appointed to other city offices by the council.

Section 2. It shall be the duty of the Treasurer to receive and safely keep all of the funds and moneys of the city and credit the same to such funds as the council shall direct and to pay out the same only upon a warrant signed by the mayor and attested by the city recorder. No claims against the city shall be paid until audited and allowed by the council.

Section 3. The Treasurer shall keep an account for the general fund and a separate account for each special fund that may be created for any specified object or purpose, and all warrants shall be paid from the particular fund upon which they are drawn.

Section 4. All warrants shall be paid out of the fund upon which they are drawn, in the order of their presentation to the treasurer. Whenever a warrant is paid by the treasurer, he shall cancel the same by writing across the face thereof the word "paid" and the date of payment. Whenever there is not sufficient money in the fund upon which a warrant is drawn to pay the same, he shall endorse on the face thereof the words "not paid for want of funds" and the date on which such endorsement is made.

Section 5. The treasurer shall keep a register in which shall be entered a list of all warrants paid and all warrants endorsed "not paid for want of funds" in the order in which said endorsements are made. Thereafter and upon notice, said unpaid warrants shall be paid in the order of their registration.

Section 6. The notice calling for payment of warrants endorsed "not paid for want of funds" shall contain the number, amount thereof, and other necessary description of the registered warrant, with a statement that the same will be paid, on or before a certain date, upon presentation at the office of the city treasurer and that interest thereon shall cease on and after the date provided for in said notice. The treasurer shall post one copy of said notice in a public place, one copy in the office of the city treasurer, and one copy in the office of the city recorder. Any warrant not presented for payment for a period of five years or more after the date prescribed in said notice of payment thereof shall not be paid by the treasurer except upon order of the council.

