

Ordinance Number 2022-562

General Financial Provisions

City of Roberts

AN ORDINANCE ESTABLISHING GENERAL FINANCE PROVISIONS; DESIGNATING OFFICIAL DEPOSITORIES; ALLOWING FOR THE CHARGING OF CERTAIN FEES; DESIGNATING PAYMENT SERVICES; REPEALING POLICIES IN CONFLICT; CREATING FOR SEVERABILITY AND PROVIDING FOR A EFFECTIVE DATE.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Roberts, in the State of Idaho, as follows:

**Section 1: Official City Depositories**

- A. Designated: The following financial institutions are hereby designated as the official depositories for funds of the City:
  - 1. Local Government Investment Pool (LGIP)
  - 2. Idaho Central Credit Union (ICCU)
  - 3. Zions Bank (ZIONS)
  - 4. DL Evans
  - 5. The Bank of Commerce
- B. Clerk/Treasurer To Deposit Or Invest: The City Clerk/Treasurer is hereby ordered, required and directed to keep all monies belonging to or in a the care of the City Clerk/Treasurer in the depositories named in subsection A of this section; provided, however, when so authorized by the Mayor and City Council, said funds may be invested by the City Clerk/Treasurer in securities authorized by law.
- C. Signers will be established or changed by the City Council, by resolution.

**Section 2: Administrative Fees and Charges**

- 1. Definitions:
  - NOTARIAL ACT: Any official act performed by a notary public under the provisions of Idaho Code Section 51-107 as currently or subsequently adopted or changed.
  - PUBLIC RECORD: Any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by the City of Roberts, regardless of physical form or characteristics.
  - PUBLIC RECORD CERTIFICATION: Any public record in which the requester has requested a statement from the City Clerk/Treasurer certifying the record to be a true and correct copy under seal of the City Clerk/Treasurer.
  - RETURNED FINANCIAL INSTRUMENT: Any financial instrument such as check or money order, debit or credit card transaction, automatic bank draft paid to the order of the City of Roberts which has been returned as uncollectible for any reason.
- 2. Identifying Fees And Establishing Charges:
  - 1. Identifying Fees and Charges:
    - 1. Idaho Code Section 51-133 allows for a fee to be charged for a notarial act and the City wishes to provide notarial services for the community; and

2. Idaho Code Chapter 74 allows for the public to examine, copy, request a certified copy(ies) of a public record held by the City upon receipt of a public records request, and shall not charge a fee with the exception(s) of Idaho Code Section 74-102(10)(b). The City wishes to recoup costs in processing and fulfilling public records requests for the public; and
3. Idaho Code Title 28, Chapter 42, Part 3 allows for a dishonored check fee and from time to time, the City receives a financial instrument identified as uncollectible, and wishes to recoup the costs of processing said instruments.
3. Fees and Charges established by the City Council may set fees for the items listing in subsection B of this section by resolution.
4. Statute References Cited: Idaho Code Title 51, Chapter 1 (Idaho Notary Public Act Idaho Code Title 74, Chapter 1 (Public Records Act) Idaho Code Title 28, Chapter 42, Part 3 (Dishonored Check Fees).

### **Section 5: Payment Services**

- A. Designated: The following pay services are hereby designated as the official payment services for credit card payments to the City:
1. allpaid
  2. Access Idaho
  3. BDS (Billing Document Specialist)
  4. Square
  5. Paypal
  6. Venmo

### **Section 4: Repealer Clause**

All ordinances or parts thereof, which are in conflict here within, are hereby repealed.

### **Section 5: Severability Clause**


Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

### **Section 6: Effective Date**

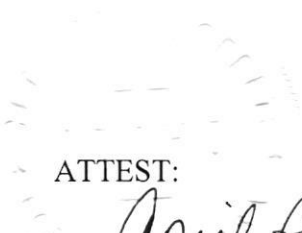
This Ordinance shall be in full force and effect from date of passage, publication and signature of the Mayor according to law.

PASSED AND ADOPTED BY THE CITY OF ROBERTS MAYOR AND CITY COUNCIL

30 of August 2022.

  
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Robert "BJ" Berlin, Mayor

ATTEST:

  
  
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April Galbraith  
City Clerk/Treasurer