

Ordinance No. 3 1895,

Relating to Duties and Bond of City Clerk

Be it Ordained by the city Council of the City of Fort Collins,

Section 1. It shall be the duty of the city clerk to record and keep the proceedings of the city Council in books provided for that purpose. ~~He shall countersign all instruments drawn~~ on the Treasurer, under the seal of the city. He shall collect and receipts for all license and other fees required to be paid by the ordinance of the city; except water rents fines and fees collected by the police magistrate and promptly pay the same over to the city Treasurer taking his receipt therefor. He shall submit monthly statements of the cash collections of his office to the city Council, and shall ~~report~~ render a report of the financial transactions of his office when required by the city Council, and at the close of each fiscal year. He shall be keeper and custodian of the city seal and shall affix it to all instruments required to be attested by the city seal. He shall be the keeper of all records, books, and documents of the city and city Council.

Sec. 2 The city Clerk, before entering upon the duties of his office, shall give bond <sup>to the city in its corporate name</sup> in the sum of ~~Three~~ <sup>Five</sup> thousand dollars, with sureties to be approved by the city Council, conditioned for the faithful performance of all his duties as clerk of the city - so long as he shall serve as such city Clerk, that he will promptly pay over to the city Treasurer all moneys collected by him as city clerk for and in behalf of the city and that when he shall vacate the <sup>and</sup> office he will turn over and deliver to his successor all moneys, books, papers, property or other things belonging to the city and remain in his charge as city clerk.

# City Hall

Fort Collins, Colo., \_\_\_\_\_ 189

Section 3. All ordinances or parts of ordinances in conflict with the foregoing provision of the City Charter, the ordinance are hereby repealed.

Passed and adopted the 15<sup>th</sup> day of April 1895

Jas. B. Arthur  
Mayor,

attest C. E. Leach  
City Clerk.