

**DATE: September 22, 2015**  
**CITY OF RIO COMMUNITIES**  
**ORDINANCE # 2015-41**

**CHAPTER 2: ADMINISTRATIVE AND PERSONNEL**

**ARTICLE 12: MUNICIPAL TREASURER**

**Section 1 APPOINTMENT**

**Section 2 GENERAL DUTIES**

**Section 3 OATH AND BOND**

**Section 4 CUSTODIAN OF, DOCUMENTS, AND RECORDS**

**Section 5 JOB DESCRIPTION**

**2-12-1 APPOINTMENT**

The City Treasurer shall be appointed by the Mayor, with the approval of the City Council. NMSA 1978 § 3-11-5.

**2-12-2 GENERAL DUTIES**

It shall be the duty of the city treasurer to:

- Receive all money belonging to the municipality;
- Keep the accounts and records in the manner prescribed by the governing body;
- Keep the money of the municipality separate from any other money in his/her possession;
- Expend the money only as directed by the governing body;
- Submit monthly, or more often if required by the governing body, a report of the receipts and expenditures of the municipality; and
- Prepare annually, at the close of the fiscal year, a financial report showing the receipts, expenditures and balances for each fund. A copy of the financial report shall be filed in the office of the municipal clerk as a public document (3-37-3)

**2-12-3 OATH AND BOND**

The City Treasurer shall, prior to entering into or performing the duties of the office of Treasurer, take an oath or affirmation complying with the provisions of the oath set forth in NMSA 1978. § 3-10-2. The City Treasurer shall, within ten days after entering into the duties of office, furnish a surety bond in an amount and in such form as is set an approved by the City Council, conditioned upon the faithful discharge of the duties of such office. The City shall pay the premium of the bond.

**2-12-4 CUSTODIAN OF CITY RECORDS**

The City Treasurer shall be responsible for maintaining financial records and archives for the City.

**2-12-5 JOB DESCRIPTIONS**

A comprehensive current job description will be on file in the Policy and Procedure Manual for the City.

PASSED, ADOPTED AND APPROVED this 22<sup>nd</sup> day of September, 2015 by the Governing Body of the City of Rio Communities.

**City of Rio Communities Governing Body**

\_\_\_\_\_  
Mark Gwinn, Mayor

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Mary Lee Serna, Councilor Mayor Pro-temp

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Robert Chavez, Councilor

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Margaret (Peggy) Gutjahr, Councilor

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Frank Stasi, Councilor

ATTEST:

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Elizabeth (Lisa) Adair, Municipal Clerk