

**MILLVILLE CITY CODE**  
**TITLE 2 - ADMINISTRATION AND PERSONNEL**  
**CHAPTER 2.12 - CITY OFFICERS GENERALLY**

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**2.12.010: DUTIES OF ALL OFFICERS:**

It is the duty of all officers of the municipality to:

- A. Deliver to their successor within one week after the change of office all records, documents and property which belong to the municipality;
- B. Deliver to the treasurer within one week after receipt of such funds all funds of the municipality which the officer receives;
- C. Sign within a reasonable time all papers, documents and records received by him or her which require his or her signature;
- D. Perform all duties imposed on him or her by virtue of the office held;
- E. Give receipts on forms provided by the recorder for all sums of money received, collected or paid them or their assistants. (Prior code § 3-631)

**2.12.020: AMOUNT OF BOND**

- A. Before taking the oath of office and entering on the duties of their respective office, municipal officials shall each give a bond or theft or crime insurance with good and sufficient securities, payable to the municipality conditioned for the faithful performance

of the duties of their office and the payment of all monies received by such officers according to law and the ordinance of this municipality in the amounts required and set forth by Utah State Code.

- B. The treasurer's bond or theft or crime insurance shall be superseded by any rules, regulation or directive of the state money management council when such rule, regulation or directive is binding on this municipality.
- C. The premium charged by any corporate surety for any bond or theft or crime insurance required in this section shall be paid by this municipality.
- D. The bond or theft or crime insurance required in this section may be a blanket bond or theft or crime insurance. (Ord. 2019-3, 2019: Prior code § 3-521)

## **2.12.030: MONTHLY SALARY SCHEDULE FOR APPOINTED AND ELECTED OFFICIALS**

- A.
  - 1. Mayor: Seven hundred dollars (\$700.00), effective July 1, 2015;
  - 2. Council members: Three hundred dollars (\$300.00), effective July 1, 2015;
  - 3. Recorder: At an hourly rate as set by ordinance or resolution of the City Council;
  - 4. Treasurer: At an hourly rate as set by ordinance or resolution of the City Council;
- B. Members of the planning and zoning commission shall receive twenty five dollars (\$25.00) per complete planning and zoning meeting attended;
- C. In addition to the monthly salary paid to the mayor, recorder/auditor and treasurer of this municipality, they shall receive ten dollars (\$10.00) per city council meeting that they attend.
- D. In addition to the monthly salary paid the officers and employees of this municipality, they shall receive the following benefits:
  - 1. The employees' share of the social security tax;

2. Health and accident insurance for themselves and their families on such basis and cost to the employee or officer as the governing body may from time to time establish by resolution;
3. Vacation and sick leave on such basis as the governing body may from time to time establish by resolution;
4. Participation in the Utah state retirement program on such basis as the governing body may from time to time establish by resolution. (Ord. 2019-7, 2019: Ord. 2019-3, 2019: Ord. 2015-3, 2015: Ord. 2007-8, 2007: Ord. 2007-5, 2007: Ord. 2002-3, 2002: Ord. 2001-3 § 1, 2001: Ord. 98-03-05 § 1: Ord. 96-002 § 1: prior code § 3-552)

#### **2.12.040: COMPENSATION LIMITED FOR SEVERAL POSITIONS**

Whenever any person serves in two (2) or more positions either as officers or employees of this municipality, unless otherwise specifically provided in the employment agreement, by ordinance or resolution, the person shall receive the salary or compensation of the office or employment paying the greater amount. (Prior code § 3-553)

#### **2.12.050: EXPENSES**

In addition to all other compensation or salaries any officer or employee of this municipality may receive, following the submission to the recorder of a claim, travel expenses and per diem to be reimbursed in an amount not to exceed the rates and per diem established by the Utah state department of finance for expenses actually incurred by the person for attending any meeting, conference, seminar or training session, provided attendance shall have been approved by the governing body. (Prior code § 3-554)