

Chapter 74

**RESPONSIBILITIES OF OFFICERS AND EMPLOYEES**

Sections:

---

- 010. Conduct in Office
- 020. Oath
- 030. Delivery of Office
- 040. Reports
- 050. Resignations
- 060. Conflict of Interest

---

Section 10.74.010                      Conduct in Office; Investigation.

The Council, the Mayor, or any persons or committee authorized by either of them, shall have power to inquire into the conduct of any office, department, officer, or employee of the City.

---

Section 10.74.020                      Oath.

All elected officials of the City shall before entering upon the duties of the office, individually take an oath in writing to honestly, faithfully and impartially perform and discharge the duties of his or her office and trust, which oath shall be filed with the Clerk. The oath is provided in Chapter 5, Section 5.43 of this Code.

---

Section 10.74.030                      Delivery of Office.

Whenever an officer, appointed official, or employee leaves city office or employment for any reason, he or she shall promptly deliver to his or her successor in the office or to the Mayor all city property, including books, working papers, records, money, equipment, and effects, which are in his or her custody, possession, or control.

---

Section 10.74.040                      Reports.

Every department head shall make a monthly report to the Council of the activities of the department for the preceding month.

---

Section 10.74.050                      Resignation.

Resignations of city officers and appointed officials shall be made in writing and filed with the Clerk, who shall immediately notify the Mayor and Council. Appointed employees shall follow the procedures of Chapter 75, Personnel Policies for resignation.

Section 10.74.060 Conflicts of Interest.

---

- A. Conflicts of interest can only exist at the discretion of the City Council.
- B. No elected official, appointed officer, or city employee shall use his office or official position for the primary purpose of obtaining financial gain for himself or his spouse, child, mother, father or business with which he is associated or owns stock.
- C. No elected official, appointed city officer, or city employee shall participate in any official action in which he has a substantial financial interest. Prohibited participation includes voting as a Council Member.
- D. No elected official, appointed city officer, or city employee may accept from any other elected official, appointed city officer, or city employee, or any other person, money, gifts, promises of future benefits, or any other thing of value, for performing any function or service that is a normal part of his or her duties, or in exchange for voting or acting in any particular way on any matter that comes before him or her in the course of his or her duties. This subsection does not preclude any person from accepting any award or bonus authorized by the Council to be given meritorious service.