

Chapter 1-06

OFFICERS

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Section 1-06-01 APPLICABILITY OF ORDINANCE

The provisions of this Ordinance shall apply to all Municipal employees, unless otherwise fixed by collective bargaining agreement.

(Ord-24-16, Amended, 8/9/16; 5056, Amended, 12/15/1987; 3393, Added, 02/20/1973)

Section 1-06-02 DEFINITIONS

(6736, Repealed, 08/25/2009; 5307, Amended, 04/23/1991)

Section 1-06-03 APPOINTMENT, CONFIRMATION, REMOVAL, SETTING AND CHANGING OF SALARIES FOR APPOINTIVE OFFICERS

- A. The Mayor with the consent of the Council shall appoint all Department Heads, the Ex-Officio City Treasurer, the Ex-Officio City Clerk, and all employees covered by Section 1.01.02 of the Mayor's Office. All positions shall be collectively referred to as "Appointive Officers".
- B. If the Council shall refuse to confirm any nomination, the Mayor shall then within ten (10) days thereafter nominate another person to fill the office and he or she may continue to so nominate until his or her nominee is confirmed. If the Mayor fails to make another nomination for the same office within ten (10) days after the rejection of a nominee, the Council shall appoint a suitable person to fill the office. The affirmative vote of one-half (1/2) plus one of the full Council shall be required to confirm any nomination made by the Mayor.
- C. Whenever a vacancy shall occur in an appointive office, the vacancy shall be filled by appointment in the same manner as the original appointment.
- D. Any Appointive Officer may be removed by the Mayor for any cause deemed sufficient, but such removal shall be by and with the affirmative vote of one-half (1/2) plus one of the members of the

full Council; provided that the Council, by the unanimous vote of all of its members, may upon their own initiative remove any appointive officer.

- E. Initial salaries and any salary changes for all Appointive Officers shall be set by the Mayor with the consent of the Council.

(6736, Amended, 08/25/2009; 6658, Amended, 04/15/2008, 6634, Amended, 01/15/02008; 6520, Amended, 11/28/2006; 6335, Amended, 07/27/2004; 6225, Amended, 04/15/2003; 6220, Amended, 04/08/2003; 5307, Amended, 04/23/1991)

Section 1-06-04 ESTABLISHED DEPARTMENTS AND DIRECTOR DUTIES

The following are established departments within the City of Boise;

- Arts and History
- Aviation
- Finance and Administration
- Fire
- Human Resources
- Information Technology
- Legal
- Library
- Mayor
- Parks
- Planning and Development Services
- Police
- Public Works

It shall be the director of each department's duty:

- A. To be responsible for the effective administration of their respective departments and all activities assigned thereto;
- B. To keep informed as to the latest practices in their particular field and inaugurate, with the approval of the Mayor and Council, such new practices as appear to of benefit to the City and to the public;
- C. To establish and maintain records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for reports required by the Mayor and Council.
- D. To be responsible for the proper maintenance of all City property and equipment used in his department.

(6736, Amended, 08/25/2009; 5307, Amended, 04/23/1991; 5056, Amended, 12/15/1987)

Section 1-06-05 ACCIDENTS

(6736, Repealed, 08/25/2009; 5056, Amended, 12/15/1987; 3393, Added, 02/20/1973)

Section 1-06-06 RETIREMENT CONTRIBUTIONS

(6736, Repealed, 08/25/2009)

Section 1-06-07 BASE PERIOD OF EMPLOYMENT

(6736, Repealed, 08/25/2009; 5307, Renumbered, 04/23/1991; 5056, Amended, 12/15/1987)

Section 1-06-08 PERSONNEL POLICIES, PRACTICES AND PROCEDURES OF THE CITY OF BOISE CITY

(6736, Repealed, 08/25/2009; 5307, Amended, 04/23/1991; 5056, Amended, 12/15/1987; 4518, Amended, 03/24/1980)

Section 1-06-09 BONDS

(6736, Repealed, 08/25/2009; 5307, Amended, 04/23/1991; 5056, Amended, 12/15/1987)

Section 1-06-10 AMOUNT

The minimum penal sum of the bond for the respective officers and employees of the City shall be:

Ex-Officio Treasurer \$500,000.00
Ex-Officio City Clerk 50,000.00

and fifty thousand dollars (\$50,000.00) for every other officer or employee. The bond for officers or employees, other than the Treasurer, may be a blanket employee's bond, but the penalty thereof shall be several. The penalty of all bonds shall be yearly.

(6736, Amended, 08/25/2009; 5307, Renumbered, 04/23/1991; 5056, Amended, 12/15/1987; 3393, Renumbered, 02/20/1973; 2715, Amended, 09/27/1965)

Section 1-06-11 INSPECTION, COPIES OF CITY DOCUMENTS; FEES

Every officer having the custody of an instrument, paper or document which is required by Statute of this State or by ordinance of this City to be made, kept and maintained, shall upon the request and demand of a citizen, permit a citizen to inspect such instrument, paper or document, under the supervision and such reasonable rules and regulations as shall be prescribed by that officer having custody of such instrument, paper or document. Unless otherwise specified, Department heads shall be the custodians of all records, reports and documents within their respective departments. At no time shall such officer of the City ever authorize a citizen to remove such instrument, paper or document from his immediate presence. Requests for copying or inspection of documents shall be processed in a manner consistent with provisions of the Idaho Code regarding public records. Except as provided in Boise City Code Section 1-23-19, no instrument, paper or document shall be inspected or copied by the public which is exempted from disclosure by the Idaho Code. Fees charged the public for copies of public records shall be promulgated pursuant to §74-102, Idaho Code. The City Council shall adopt the fee schedule by resolution if it finds that it is consistent with §74-102 Idaho Code, or as that section may be amended.

(Ord-31-15, Amended 7/28/2015; 5640, Amended, 06/27/1995; 5435, Amended, 02/02/1993; 5307, Renumbered, 04/23/1991; 4911, Amended, 03/11/1986; 4889, Amended, 12/30/1985; 6634, Amended, 01/15/2008)