

CHAPTER 15
ADMINISTRATIVE PROVISIONS

SECTION:

- 1-15-1: Corporate Seal Design
- 1-15-2: Adoption of Seal
- 1-15-3: Custodian of Corporate Seal
- 1-15-4: Official Newspaper
- 1-15-5: Datum Point Established
- 1-15-6: Official City Map
- 1-15-7: City Clerk

1-15-1: **CORPORATE SEAL DESIGN:** The corporate seal of the City shall be one and eleven sixteenths inches (1-1/16") in diameter and the inner circle shall be one and one sixteenths inches (1-1/16") in diameter. The space between the two (2) circles shall bear the words "City of Idaho Falls, Bonneville County, Idaho," and the space within the inner circle shall bear the words "Corporate Seal." A facsimile of such seal is as follows:

1-15-2: **ADOPTION OF SEAL:** The seal described above is adopted as the corporate seal of the City of Idaho Falls, Bonneville County, Idaho.

1-15-3: **CUSTODIAN OF CORPORATE SEAL:** The Clerk shall be the custodian of the corporate seal of the City.

1-15-4: **OFFICIAL NEWSPAPER:** The Post-Register is designated as the official newspaper of the City. All writings required to be published by the City under any law of the State, or any provision of this Code, shall be published in the official newspaper.

1-15-5: **DATUM POINT ESTABLISHED:** For the purpose of surveys and establishing grades in streets, avenue, alleys and block intersections in the City, the following datum points shall be taken as a base or starting point:

(A) **Vertical Datum Point:** A brass cap disk at the corner of South Boulevard and 10th Street in the west brick wall of the City pumping plant, Well #10, set four (4) feet above the ground and set one (1) foot north of the south wall of the pumping plant (elevation 4706.141), Idaho State Geodetic Survey-1934, Line H-1, #H-3457.

(B) **Horizontal Datum Point:** A brass cap set in a concrete monument located S 300 35' 08" W 688.88 feet from the northeast corner of Section 18, T. 2 N., R. 38 E.B.M., said point lying along the railroad tracks 620 feet more or less southwest of the intersection of Anderson St. and Holmes Ave. Said point is stamped "IDAHO FALLS S.W. BASE 1946 of the U.S. Coast and Geodetic Survey." The Idaho State Plane Coordinates (sea level) of said point are N 671757.270 and E 537808.840.

1-15-6: OFFICIAL CITY MAP: A map of the City, kept current by the Director of the Community Development Services Department and drawn to a scale of one inch to five hundred feet (1" to 500'), shall, at all times, be kept on file in the Community Development Services Department, which map shall be known as the Official Map of the City. The boundaries of the City as shown on said map shall constitute the official city limits of the City. Such map shall be deemed to be a part of this Code as fully as if set forth herein.

1-15-7: CITY CLERK:

- (A) APPOINTMENT: The Clerk shall be appointed by the Mayor, subject to confirmation by at least four (4) members of the Council. The Clerk may be removed by the Mayor, with or without cause, subject to confirmation by a vote of at least four (4) members of the Council, or by the Council upon its own initiative upon a unanimous vote thereof.
- (B) DUTIES: The Clerk shall have custody of all laws and ordinances of the City; keep a correct journal of the proceedings of the Council; be the custodian of the Corporate Seal of the City; countersign all licenses issued by the City and collect all fees therefor; keep the records of all City cemeteries; and perform all other duties required this Code or the laws of the State of Idaho or as otherwise directed or delegated by the Council.
- (C) PUBLIC RECORDS CUSTODIAN: The Clerk is hereby designated as the custodian of City public records to receive public record requests and for other purposes of Idaho Code Title 74, Chapter 1 (Idaho Public Records Act). Additionally, the Deputy Clerk, and any other custodian designated from time to time by Resolution by the Council, shall serve as an alternate public records custodian where necessary to comply with the Idaho Code.