

BILL NO. 01-05-15

ORDINANCE NO. 01-05-05

AN ORDINANCE CREATING THE OFFICE OF CITY TREASURER, APPOINTMENT, TENURE, QUALIFICATIONS FOR OFFICE, BOND, COMPENSATION, DUTIES, REMOVAL FROM OFFICE, SEVERANCE CLAUSE, REPEAL OF CONFLICTING ORDINANCES, AND EFFECTIVE DATE.

Be it ordained by the Board of Aldermen of the City of Wood Heights, Ray County, State of Missouri, as follows:

Section 1. Office of City Treasurer - There is hereby created and established the Office of City Treasurer for the City of Wood Heights, Missouri.

Section 2. Appointment and Tenure - A qualified person shall be appointed City Treasurer for the City of Wood Heights by the Mayor; such appointment shall be approved by the majority of the City Council. The person so appointed shall serve for an indefinite term.

Section 3. Qualifications - The person appointed to the Office of City Treasurer shall be at least twenty one (21) years of age and shall be a citizen of the City of Wood Heights. The person shall be or have the equivalent of a high school graduate or have the equivalent experience with a working knowledge of accounting, subject to background checks, such as, but not limited to prior employment and criminal histories, as may be required for said position.

Section 4. Bond - The City Treasurer, before entering upon the duties of his/her office, shall file with the City a bond in the amount of (\$50,000); such bond shall be approved by the City Council and such bond shall insure the City of Wood Heights for the faithful and honest performance of the duties of City Treasurer and for rendering a full and proper account to the City of Wood Heights for funds which shall come into the possession or control of the City Treasurer. The cost of such bond will be paid by the City of Wood Heights; however should the City Treasurer be covered by a blanket bond to the same extent, such individual bond shall not be required.

Section 5. Compensation - The City Treasurer shall receive such compensation as may be determined from time to time by the City Council.

Section 6. Removal of City Treasurer - The City Treasurer will serve at the pleasure of the appointed authority. The Mayor, with the consent of a majority of the City Council, may remove the City Treasurer from office at will, and such City Treasurer may also be removed by a vote of the City Council, independently of the Mayor's approval or disapproval.

Section 7. Duties

- A.) Bank Accounts: The City Treasurer shall be in charge of deposits, withdrawals, transfers, and maintaining accurate records of all bank accounts for the City of Wood Heights. He/She will, upon request, make available all records for review by the Mayor and/or the City Council.
- B.) Preparation of bills for payment: The City Treasurer will be responsible for preparing, in a timely manner, all invoices for approval of payment by the City Council. The City Treasurer shall be responsible for preparing all checks for payment of approved invoices and collect the proper signatures on checks.
- C.) Financial Reports: The City treasurer shall make monthly reports to the Mayor and City Council relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget. It shall be the City Treasurer's responsibility to prepare and publish any financial statement as prescribed by State statutes.

- D.) **Keep Records:** The City Treasurer will have the responsibility of setting up and maintaining his/her own records. Any records that are maintained on computer files shall be duplicated and made compatible with the computer system used by personnel at City Hall. All computer files shall be maintained and updated on a regular basis.
- E.) **Budget:** The City Treasurer shall be the Budget Officer of the City of Wood Heights and shall assemble estimates of the financial needs and resources of the City of Wood Heights for each ensuing year. The City Treasurer shall prepare a program of activities within the financial power of the City, embody in it a budget document with proper supporting schedules, and an analysis to be proposed the Mayor and City Council for their approval.
- F.) **Attend City Council meetings:** The City Treasurer shall attend meetings of the City Council.

**Section 8. Severance Clause** – The provisions of this ordinance are declared to be severable and if any section, sentence, clause, or phrase of this ordinance, shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent of the City Council that this ordinance shall stand notwithstanding the invalidity of any part.

**Section 9. Repeal of Conflicting Ordinances** – All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 10. Effective Date** – This ordinance shall take effect and be in force from and after it's passage and approval.

Read two times and passed this 15<sup>th</sup> day of May, 2001.

  
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Autry Williams, Mayor

Attest:

  
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City Clerk

Seal: