

AN ORDINANCE ESTABLISHING THE POSITION OF CITY CLERK FOR THE CITY OF WOOD HEIGHTS.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WOOD HEIGHTS, MISSOURI, AS FOLLOWS:

Section 1: The Board of Aldermen shall elect a City Clerk, who shall hold office for a term of two years, until re-elected or until a successor is elected and qualified. — *just meetings in public.*

Section 2: The City Clerk shall, in addition to other duties which are or may be required of him/her by this Code or other ordinance, attend all meetings of the Board of Aldermen.

Section 3: The City Clerk duties and responsibilities include the following:

- A. To keep a journal of the proceedings of the Board of Aldermen.
- B. Safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care.
- C. Act as the general accountant of the City.
- D. Administer official oaths.
- E. Handle the administration of special tax bills.
- F. Arrange for the publishing of requests for bids, notices of hearings, ordinances and other official notices.
- G. Assist in preparing the city budget.
- H. Administer the city's payroll and insurance programs.
- I. Issue licenses and permits.
- J. Prepare semi-annual statements of the receipts and expenditures of the city, and cause the same to be published in a newspaper published in the city, or supervise its preparation by the city's auditor.
- K. Record the certificates, oaths and bonds of all the city officers.
- L. Collect city revenues.
- M. Prepare and collect utility bills and account for the revenue from same.
- N. Prepare and keep accurate tax information and account for the revenue from same.
- O. Maintain published office hours.

Section 4: The salary of the City Clerk shall be determined by the Board of Aldermen, payable in 26 payments per year, and may be determined on a yearly basis.

Section 5: All existing ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6: Effective Date: This ordinance shall be in full force and effect from and after its passage and approval.

Read two times and passed by the Board of Aldermen.

Passed this _____ day of _____, 2008.

Mayor

Attested by:

City Clerk

Original



800.552.7583