

**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 appoint a City Clerk, who shall hold office for a term of two years, until re-appointed or until a successor is appointed and qualified in July of that year.**

**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**Section 5: All existing ordinances or parts of ordinances in conflict herewith are hereby repealed.**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 19<sup>th</sup> day of April, 2008.

  
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Mayor

Attested by:

  
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City Clerk