

City of Chillicothe, MO
Wednesday, March 30, 2022

Chapter 120. Officers and Employees

Article III. City Clerk

Section 120.260. Custodian of Seal, Other City Property.

[CC 1999 §2-116; Ord. No. 80-3, 1-14-1980]

The City Clerk shall have the custody of the City Seal, the public records, the original ordinances and resolutions of the City Council and all other papers, records and documents that may be committed to his/her charge; he/she shall affix the City Seal to all public instruments or official acts of the Mayor which, by law or ordinance, are required to be attested by the City Clerk, to certify any documents, copies or papers in his/her office required for individual use or by any officer of the City, taking therefore the receipts of the person or officer to whom the same are delivered; he/she shall, in addition to the above, keep a journal of the proceedings of the City Council.

Section 120.270. Prepare Commissions.

[CC 1999 §2-117]

The City Clerk shall prepare all commissions and other official documents which the Mayor is required to sign and whenever it is required, affix the seal, to countersign the same and shall keep a record of the issuing of all commissions and such other documents as from their nature it may be necessary or proper to record.

Section 120.280. Publication of Ordinances.

[CC 1999 §2-118]

The City Clerk shall cause the ordinances of this City to be published as required by the Charter or ordinance and shall superintend the printing thereof, examine and correct the proof.

Section 120.290. Record of Ordinances.

[CC 1999 §2-119]

The City Clerk shall keep a suitable book, a complete and perfect record of all ordinances passed by the City Council which shall become laws and an index to such ordinances and a record of all acts and resolutions of the Council and an index thereof.

Section 120.300. File Deeds, Bonds.

[CC 1999 §2-120]

The City Clerk shall file and keep all documents executed to the City and all other public papers committed to his/her charge which shall include, but not be limited to, deeds, bonds, contracts, easements and leases.

Section 120.310. Other Duties.

[CC 1999 §2-121]

The City Clerk shall perform such other duties as may be imposed upon him/her by this Code, State law or City ordinance as Clerk of the Council.

Section 120.320. Possession of Records Restricted.

[CC 1999 §2-122]

The Clerk shall not permit any records or documents in his/her charge to be removed from his/her office, except by some City Officer entitled to the use therefor, for the inspection of the Council or upon order of the Mayor.

Section 120.330. Publication of Annual Report.

[CC 1999 §2-123]

The City Clerk shall have published in the official paper of the City the annual report of the City Auditor as soon as such report has been submitted to and approved by the City Council.

Section 120.340. Statement of Bills, Accounts.

[CC 1999 §2-124]

The City Clerk shall enter upon the records of all Council proceedings an accurate statement of all bills and accounts allowed against the City.

Section 120.350. Bonds For Dramshops.

[CC 1999 §2-125]

It shall be the duty of the City Clerk to write and deliver all bonds that may be required for dramshops and billiard tables.

Section 120.360. Compensation.

[CC 1999 §2-126; Ord. No. 2010-76 §3, 10-11-2010]

The City Clerk shall receive a salary as set by ordinance by the City Council from time to time.

Section 120.370. Additional Duties of City Clerk.

[Ord. No. 2011-17 §1(2-127.1), 3-14-2011]

- A. *Ex-Officio Collector And Ex-Officio Treasurer.* The City Clerk, by virtue of the office, shall be City Collector of taxes, general and special licenses and revenues of the City, and be subject to the liabilities prescribed by this Code, except as otherwise provided by contract with Livingston County, Missouri, and the appointed City Treasurer, with all duties and powers of the appointed City Treasurer set forth in the City Charter.
- B. *Other Duties.* In addition to other provisions of this Code, State law and City ordinances, the duties of the City Clerk shall include the following duties:

1. To receive and receipt for, on behalf of the City all monies that may come into his/her hands as Collector of the City, and in like manner to receive and cancel all warrants that may come into his/her hands.
2. To keep and preserve all monies and warrants that may so come into his/her hands, and not to use or dispose of any such monies or warrants, except as directed by ordinance.
3. To pay over out of any monies in his/her hands subject to any appropriation, such sums as he/she may be directed by ordinance to pay, or upon him/her in accordance with any ordinance appropriating such sum to the holder of the warrant.
4. To return all warrants so received and cancelled, as vouchers in his/her settlement with the City Council.
5. To keep accurate and correct books of account, showing the amount received by him/her on behalf of the City, and all warrants paid out by him/her on behalf of the City, and showing also the fund on account of which the same is received or paid out, and the amount paid into the treasury by the officers of the City.
6. To make full reports to the Council at the end of each fiscal year of all monies in his/her hands at the commencement of the period embraced in such reports, and of the amount received by him/her or paid out during such period, and of amount remaining in his/her hands at the end of such period, and also such further reports as may be required of him/her by the Council.
7. To issue all required occupational licenses and permits upon receipt of any taxes or fees due under the provisions of the Charter or ordinances of the City.
8. To make a monthly report to the City Council, showing bank balance, cash and undeposited funds on hand including checks together with amount of petty cash at the close of business on the last day of each month, and showing also bank balances of the various funds on deposit, which statement shall show all outstanding warrants or checks drawn on the separate funds and showing a complete, correct and true reconciliation between said Treasurer's books and the bank statements together with all cash on hand, which report shall be certified as being true and correct.
9. Whenever any warrant drawn upon the City, and which, according to the terms thereof is due and payable, shall be presented to the City for payment, and there shall be no fund in his/her hands to pay the same, the Clerk shall note the fact of presentment and the date thereof on the back of such warrant, and such warrant shall bear interest from the date of such presentment at the rate as prescribed by law, unless otherwise provided by ordinance.
10. All other duties in any Code Section or other ordinances which are designated to be performed by the Treasurer unless specifically provided to be performed by the elected Treasurer.

Section 120.380. through Section 120.440. (Reserved)