

ENROLLED ORDINANCE NO. 17-018

AN ORDINANCE AMENDING TITLE 2 “ADMINISTRATION AND PERSONNEL”, TO REVISE CHAPTER 2.12 “CITY CLERK”, AND ESTABLISH CHAPTER 2.13 “FINANCE DIRECTOR”, OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:

Section 1.

2.12 City Clerk, is hereby revised to read as follows:

Chapter 2.12 CITY CLERK

2.12.010 Appointment.

The city administrator shall appoint a city clerk who shall serve such term and for such compensation as the city administrator may from time to time determine. (Ord. 05-016 § 1, 2005; Ord. 99-014 § 37, 1999; prior code § 2-73)

2.12.020 Term of office.

The city clerk shall hold office for a term of one year, unless sooner removed, and until his or her successor is appointed and qualified. (Ord. 99-014 § 38, 1999; prior code § 2-74)

2.12.030 Duties generally.

The city clerk shall:

- A. Keep the corporate seal, papers and books belonging to the city;
- B. Attend all regular and special meetings of the city council and keep an accurate journal of its proceedings, unless excused by the city administrator;
- C. Keep a record of all of the ordinances passed by the council;
- D. Issue all licenses authorized by this code and other ordinances of the city;
- E. Attest all warrants, bonds and licenses, except gas, sewer, building and water permits issued in pursuance of the orders and ordinances of the city council and affix the corporate seal thereto;
- ~~F. Keep an account in a suitable book under appropriate headings, of all funds drawn on the treasury, and an account of all licenses issued, showing the date and amount thereof and make a monthly report thereof in writing to the city council;~~
- G. Perform all other duties required of him or her by law, this code or other ordinance of the city; and
- H. 1. Authority. Wyoming Statute Section 9-2-410 states: “All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413.” These statutes and the Riverton Municipal Code provide the ~~director of administrative services~~ *City Clerk* the authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation and disposition of records developed by certain city agencies.
 2. Purpose. The citizens of the city of Riverton have a right to expect efficient and cost-effective government, and the management of city records is necessary for the economic operation of the city. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of city records is necessary for continuity of records procedures and access to records.
 3. Establishment of a Records Program. The governing body of the city of Riverton declares its support of the ~~director of administrative services~~ *City Clerk’s* efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records of the city. The creation of a records program will be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The state of Wyoming Records Management Manual shall be adopted by the city of Riverton as its records management manual.
 4. Benefit of Records Retention Program. The records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure that the city stays in compliance with state law.

5. Municipal Retention Schedules. The ~~director of administrative services~~ *City Clerk's* office will implement the records retention schedule for each city division according to the state of Wyoming Records Management Manual adopted by the Wyoming Archives, Museum and Historical Department, Archives Records Management Division.

6. Transfer of Records to Records Retention Facility. All divisions affected by this section are required to work directly with the ~~director of administrative services~~ *City Clerk's* office on records retention. The ~~director of administrative services~~ *City Clerk* shall be advised of all requests for indexing, locating, microfilming and disposing of records through utilization of certificates of disposition provided by the ~~director of administrative services~~ *City Clerk's* office. All records requested to be turned over to the state of Wyoming Archives office will be submitted through the ~~director of administrative services~~ *City Clerk* who shall consult with the director of the Department of State Parks and Cultural Resources, a successor to the State Archives per W.S. 9-2-404E, for the preservation of public records through reproductive processes (i.e., microfilming, microphotographic, photographic, photostatic) necessary for the archival retention of said records pursuant to W.S. 9-2-413C. Disposition of records submitted to the ~~director of administrative services~~ *City Clerk* will be archived or disposed of only after review and written approval of the respective division department heads. (Ord. 07-015 §§ 1—6, 2007; Ord. 05-016 § 2, 2005; Ord. 99-014 § 39, 1999; prior code § 2-75)

2.12.040 Ex officio treasurer generally.

~~—A. The city clerk shall be ex officio city treasurer. As the city treasurer, he or she shall keep a full and accurate account of all moneys received and disbursed by him or her in behalf of the city, specifying the date of receipt and disbursement, from who received and to whom disbursed, and on what account received and disbursed. He or she shall pay no money from the treasury, except upon order, to be drawn for the amount appropriated.~~

~~—B. The city clerk, as water commissioner, shall supervise the billing and collection of all water and utility service charges and fees and shall maintain appropriate journals and records.~~

~~—C. Monthly, the treasurer shall provide to the mayor and each member of the city council financial statements of the city, including a balance sheet and income statement, sufficient to fully inform the mayor and city council concerning the financial conditions of the city for the month immediately preceding the date of such financial statements. (Ord. 99-014 § 40, 1999; prior code § 2-76)~~

2.12.040 Ex officio Human Resource Director generally.

~~A. The City Clerk shall be ex officio Human Resource Director. As the Human Resource Director, he or she shall supervise, administer, and assume responsibility for all Human Resource services including but not limited to classification and compensation, recruitment and selection, employee relations, benefits administration, as well as the EEOC, FMLA, FLSA, ADA, Workers' Comp, and Unemployment.~~

~~B. The City Clerk, as payroll administrator, shall supervise, administer, and assume responsibility for the payroll portion of the finance department; and maintain the payroll books of accounts in accordance with generally accepted standard of accounting and reporting and State Statutes. The City Clerk is responsible for payroll tax reporting, payments, and filings; as well as, clearing payroll liabilities from the books in a timely manner.~~

2.12.050 Deputy city clerk.

~~A. Appointment. The city clerk may appoint designate a deputy city clerk or clerks as needed.~~

~~—B. Term of Office.~~

~~—1. The deputy city clerk or clerks shall hold office for a term as established by the city clerk when the deputy is appointed.~~

~~—2. 1. The deputy city clerk or clerks shall assist the city clerk to properly administer the affairs of the office of the city clerk.~~

~~—3. The deputy city clerk or clerks may be appointed ex officio deputy city treasurer and ex officio deputy water commissioner upon resolution by the city council. (Ord. 05-017 § 1, 2005; Ord. 99-014 §§ 41, 42, 1999; prior code §§ 2-78, 2-79)~~

Section 2.

2.13 Finance Director, is hereby established to read as follows:

Chapter 2.13 Finance Director

2.13.010 Appointment.

The City Administrator shall appoint a Finance Director who shall serve such term and for such compensation as the City Administrator may from time to time determine.

2.13.020 Term of office.

The Finance Director shall hold office for a term of one year, unless sooner removed, and until his or her successor is appointed and qualified.

2.13.030 Duties generally.

The Finance Director shall:

A. Attend all regular and special meetings of the city council, unless excused by the city administrator;

B. ~~Keep an account in a suitable book under appropriate headings, of all funds drawn on the treasury, showing the date and amount thereof and make a quarterly report thereof in writing to the city council;~~ Responsible for the day-to-day accounting activities, including but not limited to, accurate accounting for cash, bank reconciliations, journal entries, month-end balancing, reports, and city financial records; and

C. Perform all other duties required of him or her by law, this code or other ordinance of the city;

2.13.040 Ex officio treasurer generally.

A. The Finance Director shall be ex officio city treasurer. As the city treasurer, he or she shall keep a full and accurate account of all moneys received and disbursed by him or her in behalf of the city, specifying the date of receipt and disbursement, from who received and to whom disbursed, and on what account received and disbursed. He or she shall pay no money from the treasury, except upon order, to be drawn for the amount appropriated.

B. The Finance Director shall supervise the billing and collection of all water and utility service charges and fees and shall maintain appropriate journals and records.

C. Quarterly, the Finance Director shall provide to the Mayor and each member of the City Council financial reports of the city, sufficient to fully inform the Mayor and City Council concerning the financial conditions of the city for the quarter immediately preceding the date of such financial reports.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING	<u>August 15, 2017</u>
PASSED ON SECOND READING	<u>September 5, 2017</u>
PASSED ON THIRD READING	<u>September 19, 2017</u>

PASSED, ADOPTED AND APPROVED this 19th day of September, 2017.

CITY OF RIVERTON

By: _____
John L. Baker, Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

ATTESTATION

I, Kristin Watson, Clerk of the City of Riverton, attest that Ordinance No. 17-018 was passed, adopted, and approved by the Governing Body of the City of Riverton on the 19th day of September, 2017. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being *September 22, 2017*.

Kristin S. Watson
City Clerk/Human Resource Director