

CITY OF STILWELL ORDINANCE NO. 344

AN ORDINANCE PROVIDING FOR ADDITIONAL DUTIES AND INCREASING SALARY OF THE CITY CLERK-TREASURER

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF STILWELL, STATE OF OKLAHOMA

SECTION 1: The person who serves as City Clerk-Treasurer is hereby appointed to perform additional administrative special duties not specified by State law as an employee of the City of Stilwell.

Such duties shall include:

- (a) Review and make recommendations to the city council for revising, modifying, updating, expanding and reforming the Personnel Policy of the City of Stilwell, including, but not limited to, Workmen's Compensation, Disciplinary Actions, FMLA/FLSA and any other needs of policy revision as mandated by the council.
- (b) Explore the development and acquisition of an Internet-based system of record keeping, time recording, employee linkage and the funding thereof.
- (c) Seek out grants available to municipalities applicable to all city functions and report to the council the best available means by which to apply for and obtain grants.
- (d) Explore/study the various revenue sources and report to the council as to these sources making recommendations as to any changes for the council's consideration.

SECTION 2. The pay period for performing the additional administrative duties shall be the same as for other municipal employees and shall be paid each pay period the amount of \$500.00 in accordance with any personnel policy or other policy of the City of Stilwell. The salary for performing the additional administrative duties shall not be subject to constitutional restrictions.

The person performing additional administrative duties shall perform such duties as may be prescribed by the City Council.

Further, such additional duties and compensation shall cease at the end of the elected term of the office of the City-Clerk Treasurer.

SECTION 3. WHEREAS, an immediate necessity exists; therefore, for the preservation of the public peace, health and safety, an emergency is hereby declared to exist by reason whereof this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED by the City Council this 4th day of February, 2008.

APPROVED by the Mayor this 4th day of February, 2008.

James Collins
James Collins, Mayor

ATTEST:

S. Miggetto
Sheldon L. Miggetto, City-Clerk Treasurer



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Carrie Phillipott - Adair County Clerk
State of Oklahoma