



**ORDINANCE NO. 2021-12**

**AN ORDINANCE AMENDING SECTION 2-4. 2. OF THE CODE OF ORDINANCE OF THE CITY OF ORANGEBURG TITLED "CLERK AND TREASURER" FOR THE PURPOSE OF SEPARATING SAID POSITIONS AND SETTING FORTH THE DUTIES OF THE CITY CLERK AND TREASURER**

**WHEREAS,** the City Administrator has recommended the separation of the offices of City Clerk and City Treasurer, and;

**WHEREAS,** City Council has reviewed said recommendation and by this Ordinance consents thereto.

**NOW, THEREFORE, BE IT ORDAINED** by City Council of the City of Orangeburg that Section 2-4.2. of the Code of Ordinances Clerk and Treasurer. is amended and after amendment shall read as follows:

**§ 2-4.2. Clerk and Treasurer.**

a. Compensation. The City Clerk and Treasurer shall receive such salary as the City Council may determine.

b. Bond.

1. Required. The City Clerk and Treasurer shall each enter into bond conditioned for the faithful discharge of the duties of their offices with good and sufficient sureties, to be approved by the City Administrator, in such sum as shall be fixed by the City Administrator.

2. Failure to Furnish. Should the person elected to either office fail to furnish the required bond within thirty (30) days after appointment, the appointment shall be deemed null and void, and the office shall be declared vacant.

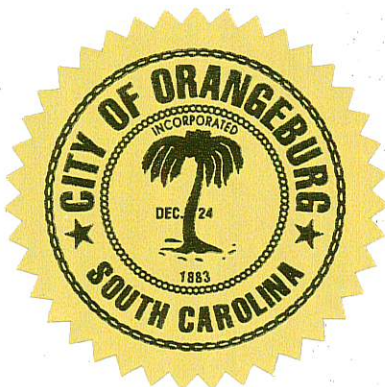
c. Duties as Clerk. As City Clerk, the Clerk shall perform the duties prescribed in this subsection and as otherwise directed by the City Administrator.

1. The Clerk shall attend all meetings of the City Council, shall keep minutes thereof, and record the same in a suitable book or books for that purpose.
2. The Clerk shall have charge of and be responsible for the preservation of all papers, records and documents of every description pertaining to the City and its business, and shall arrange and file all such papers, records and documents so as to facilitate access to them. The Clerk shall also keep in suitable books an index in which shall be entered such papers, records and documents of the City Council.
3. The Clerk shall not permit any original paper, document or record of the City to be removed from his office, except upon written request of the Mayor or City Administrator.
4. The Clerk shall transcribe and make available for public inspection minutes of all meetings of the City Council, except for executive sessions, prior to the next regular meeting of the City Council, unless otherwise ordered by the City Council or the City Administrator. All minutes are subject to City Council approval.
5. The Clerk shall be responsible for the issuance of all notices, personal and general which are applicable to the City Council, and which the laws, orders and interest of the City require in the administration of its government.
6. The Clerk shall be responsible for agenda preparation for all City Council meetings, act as corporate secretary for the City.
7. The Clerk shall be the custodian of the seal of the City and shall provide administrative research and clerical support services to the City Council.
8. The Clerk shall discharge and perform all such other and further duties pertaining to the office, as directed or required by the City Administrator. The Clerk shall perform all other duties which are now or may hereafter be imposed upon the Clerk by the laws, ordinances or resolutions of the City or by the direction of the City Council or City Administrator.
9. In case of the unavoidable absence or sickness of the Clerk, the Mayor shall appoint a Clerk pro tempore, who, during such appointment, shall perform all duties of the Clerk.

d. Duties as Treasurer. As City Treasurer, the Treasurer shall perform the duties prescribed in this section.

1. The Treasurer shall collect all taxes levied by the City Council and business license fees, according to the laws and ordinances governing the same, and collect and receive all monies, and the entire revenue of the City derived from all sources, except revenue of the Department of Public Utilities, and after the receipt thereof, shall be responsible to the City for the same. All monies and revenue received shall be deposited on the same day or the next day in such bank or banks as may be designated by the City Administrator for that purpose.
2. The Treasurer shall attest all executions issued for the collection of delinquent taxes due to the City, and as Treasurer, shall deposit to the credit of the City all such taxes received on the same or the next day, in such bank or banks as may be designated by the City Administrator for that purpose.
3. The Treasurer shall pay any bill or account payable against the City when authorized or approved by the City Administrator or his designee. Interest and salaries shall be paid pursuant to prior general authorization or approval to pay when due.
4. The Treasurer shall keep a regular set of books in which shall be entered in plain detail all money and financial transactions of every kind relating to the City and its business. The Treasurer shall keep an itemized account of all receipts and disbursements.
5. The Treasurer shall draw and affix the Treasurer's official signature to all checks and drafts upon the funds of the City deposited in the bank to its credit.
6. The Treasurer shall account for moneys and revenue received, and whenever required so to do shall submit all books and records of the office for audit annually and at such other times as may be required by City Council or City Administrator.
7. The Treasurer shall prepare monthly a statement of all receipts and disbursements and shall furnish a copy of such report to the City Administrator as early after the last day of each month as practicable and after receipt by the City Administrator said monthly statement shall be distributed to Council on or before the next scheduled Council meeting.
8. The Treasurer shall do and perform all such other duties as pertain to the office of Treasurer, and as shall from time to time perform such duties as may be directed by the City Administrator.

**PASSED BY** the City Council of the City of Orangeburg, South Carolina, on this 19th day of October 2021.



Michael C. Butch  
Mayor

James Haire  
Dandrea P. Kross  
Keefe

Richard J. Hume  
James Lee  
Zimmerman Kent  
Members of Council

Attest: Reida McDaniel  
City Clerk

First Reading	09-21-2021
Second Reading	10-05-2021
Third Reading	10-19-2021