

AN ORDINANCE ESTABLISHING THE DUTIES OF THE CITY COLLECTOR; DESIGNATING THE BUSINESS OFFICE AND STATING WHEN THIS ORDINANCE SHALL TAKE EFFECT.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. MARY, MISSOURI, AS FOLLOWS:

ARTICLE I. GENERAL PROVISIONS

SECTION 1. BOND

The City Collector shall be bonded by the City of St. Mary in the amount so designated by the Board of Aldermen.

SECTION 2. DUTIES OF CITY COLLECTOR

The City Collector shall receive the tax books as made out by the Ste.. Genevieve County Assessor's Office each year and shall proceed to collect all taxes due thereon as prescribed by the laws of the State of Missouri, and the ordinances of the City of St. Mary. The City Collector shall collect all other taxes, city stickers, dog tags, licenses fees, fire tags, gross receipt taxes, building permits and penalties as well as any other moneys as directed by the Board of Aldermen. It shall be the duty of the City Collector to prepare all notices for fire tags, licenses, building permits as well as any other notices so directed by the Board of Aldermen. The City Collector shall, at the discretion of the Board of Aldermen, be required to prepare all municipal water and sewer bills and keep such records as may from time to time be designated by the Board of Aldermen, and to collect all such water and sewer bills as so directed by the Board of Aldermen.

SECTION 3. DELINQUENT TAXES

If any taxpayer shall fail, neglect or refuse to pay the Collector his/her taxes by the thirty-first (31st) day of December of the year in which such taxes are assessed, such taxpayer shall be charged, and it shall be the duty of the Collector to collect and account for the same as other taxes. The amount of the penalty shall be eighteen percent (18%) of each year's delinquency. Upon the first (1st) day of January of each year all unpaid taxes all become delinquent, and the taxes upon real property are hereby made a lien thereon. The enforcement of all taxes authorized by this article shall be made in the same manner and under the same rules and regulations as are or may be proved by law for the collection and enforcement of the payment of State and County taxes, including the seizure and sale of goods and chattels after said taxes shall become delinquent.

SECTION 4. COLLECTOR TO REPORT MONTHLY TO BOARD

The City Collector shall report to the Board of Aldermen at the regular meetings in each month, all moneys collected by said City Collector. The City Collector shall deposit the same into the Depository selected by the Board of Aldermen. The City Collector shall turn over to his successor in office all uncollected delinquent lists. Said monthly report shall include a breakdown of all collected moneys and also provided a list of unpaid water and sewer accounts.

SECTION 5. COLLECTOR TO REPORT DELINQUENT TAXES

It shall be the duty of the City Collector to report annually, on the first (1st) meeting of the Board of Aldermen in April in each year, or as soon thereafter as may be practicable, a list of all uncollected taxes both real and personal. After an examination of such, the Board of Aldermen shall approve the same and cause a record to be entered in the minutes of the meeting. The Board of Aldermen shall return such list to the Collector who shall proceed to collect the same, in the same manner and under the same regulations as are or may be provided by law for the collection of delinquent list of real and personal taxes for State and County purposes.

SECTION 6. COLLECTOR TO REPORT MONTHLY TO TREASURER

It shall be the duty of the City Collector to pay into the treasury, on a regular basis, all moneys received by him/her from all sources belonging to the City which may come into his hands. The City Collector shall turn over all deposit receipts to the City Treasurer shortly after the first (1st) day of each month of moneys collected and deposited for the month ended. A copy of the report provided to the Board of Aldermen shall also be given to the Treasurer.

SECTION 7. BOARD TO PROVIDE FOR LEVY AND COLLECTION OF TAXES.

The Board of Aldermen shall from time to time provide by ordinance for the levy and collection of all taxes, licenses, water/sewer rates, and other other fees and penalties as are now or may hereafter be authorized by law or ordinance.

SECTION 8. OFFICE OF CITY CLERK

Commencing with the term of office which begins immediately after the municipal election in April, 2000 the office of the City Collector of the City of St. Mary shall be located in the City Hall in St. Mary, or at such place in said City of St. Mary as may be designated by the Board of Aldermen. The person holding such office shall devote as much time as necessary in the active performance of his duties. The office of the City Collector shall be open and available to the public for transaction of business and said hours shall be on the approval of the Board of Aldermen.

SECTION 9. CITY COLLECTOR AUTHORIZED TO DELEGATE

The City Collector shall have the authority to delegate any or all ministerial duties of his office to one (1) deputy, as may be provided from time to time by appropriate action of the Board of Aldermen, and who has or have been properly appointed to such position. However, the elected City Collector shall continue at all times to be primarily responsible for the correct performance of all duties and responsibilities of said office and shall supervise the performance of all duties delegated to any such deputy.

ARTICLE II--DEPUTY COLLECTOR

SECTION 10. OFFICE OF DEPUTY CITY COLLECTOR--CREATED

The Board of Aldermen have the authority to create the appointive office of Deputy City Collector for the City of St. Mary. If at any time the Board of Aldermen feel it is in the best interest of the City of St. Mary they can create such position. The Deputy shall possess all of the

qualifications of the City Collector and may, in the name of his principal, perform all of the duties of the City Collector as may be delegated to him. The office of Deputy City Collector shall be a part-time position and may be held by a person then also serving in any other nonelective position of the City. The Deputy City Collector shall be bonded as directed by the Board of Aldermen. Salary for the Deputy City Collector shall be paid by the City Collector from his/her commission.

SECTION 11. DEPUTY COLLECTOR APPOINTED BY MAYOR

The Deputy City Collector shall be appointed by the Mayor, with the consent and approval of the majority of the members of the Board of Aldermen.

All ordinances or parts of ordinances in conflict are hereby repealed.

Passed and approved this the 14th day of December, 1999.



 MAYOR CARLTON WYATT

ATTEST:



 CITY CLERK JOANN E. DONZE

<u>ALDERMEN</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ROBERT BEQUETTE				X
ROGER ODEM	X			
DOUGLAS RODERIQUE	X			
ROBERT SCHULTZ	X			

I, JoAnn E. Donze, Clerk of the City of St. Mary, Missouri do hereby certify that the foregoing ordinance was duly passed and adopted by the Board of Aldermen at a regular meeting so convened on this the 14th day of December, 1999.



 CITY CLERK JOANN E. DONZE