

TOWN OF DUBACH

ORDINANCE NO. 431

AN ORDINANCE OF THE TOWN OF DUBACH ESTABLISHING
THE DUTIES OF THE TOWN CLERK

WHEREAS, an ordinance has been proposed to be adopted by the Board of Aldermen of the Town of Dubach; and

WHEREAS, the Town of Dubach is a Lawrason Act Town and is required by La. R.S. 33:381(A) to have a municipal clerk;

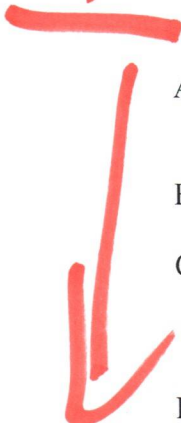
WHEREAS, La. R.S. 33:421 provides that the Town Clerk shall be the custodian of the municipal seal, shall maintain minutes of council minutes, and custodian of municipal ordinances, tax records, and other municipal records but does not specifically delineate all duties;

WHEREAS, La. R.S. 33:404(A)(1) & (3) provides that the mayor shall have the power, duty, and responsibility to supervise and direct the administration and operation of all municipal departments and appoint and remove municipal employees subject to applicable state law and ordinances adopted by the Board of Alderman;

WHEREAS it has been determined to be in the best interest of the Town of Dubach to more clearly define the duties and responsibilities of the Town Clerk

NOW THEREFORE, BE IT ORDAINED that the following ordinance is hereby adopted by the Board of Aldermen of the Town of Dubach:

Section 1. In compliance with and in addition to the duties set forth in La. R.S. 33:421, the Dubach Town Clerk shall have the following duties:

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- A. Attend, prepare minutes, and maintain records and proceedings of all meetings of the Town Council.
 - B. Maintain ordinances, resolutions, and municipal codes and records related to same.
 - C. Act as the Custodian of Records of the Town records and respond to public records requests, either directly or through review and supervision of appropriate Town employees.
 - D. Record and maintain records regarding Town projects, including all bid documents, contracts, required advertisement of same, progress records, payment records, and other documents required for public contracts and coordinate with Town engineers and counsel as necessary to ensure compliance with all legal requirements for same.

- E. Process payroll for Town employees and officials, including calculation of wages, supplemental pay, and deductions, and payment of federal and state taxes.
- F. Prepare checks for payment of Town bills, enter information regarding Town bills and payments in the Town's accounting system, maintain check register for Town's bank accounts, reconcile bank statements, and coordinate information with the Town's CPA and auditors as needed.
- G. Transfer funds between bank accounts as required and/or permitted by law and record all such transactions in the Town's accounting system.
- H. Assist and coordinate with other agencies as needed, including but not limited to the Louisiana Rural Water Association, EPA, DEQ, and others.
- I. Supervise the Water Clerk and other administrative employees working at Town Hall.
- J. Update and/or supervise the updating of the Town's digital board and website.
- K. Provide Administrative support to the Mayor and perform other administrative and municipal duties within the Clerk's scope of knowledge as needed.

Section 2. Unless prohibited by budget issues, the Town Clerk may attend Municipal Clerk Conferences annually to ensure the Clerk remains knowledgeable of her duties.

Section 3. This Ordinance was duly introduced, published in accordance with law, and then duly read and adopted by the following votes:

___ YEAS ___ NAYS ___ ABSENT ___ ABSTAIN.

This ordinance was adopted on the ___ day of October, 2022 and presented to the Mayor for her signature on the ___ day of _____, 2022 (which is less than 3 days from the date the ordinance was adopted).

TOWN CLERK

Approved by the Mayor on this ___ day of _____, 2022.

MAYOR