BILL NO. 9901-19 ORDINANCE NO. 9901-19

AN ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR, APPOINTMENT, TENURE, QUALIFICATIONS FOR OFFICE, BOND, COMPENSATION, REMOVAL FROM OFFICE, DUTIES, POWERS, INTERFERENCE BY MEMBERS OF THE CITY COUNCIL, SEVERANCE CLAUSE, REPEAL OF CONFLICTING ORDINANCES, AND EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF WOOD HEIGHTS, RAY COUNTY, STATE OF MISSOURI, AS FOLLOWS:

SECTION 1. OFFICE OF CITY ADMINISTRATOR - THERE IS HEREBY CREATED AND ESTABLISHED THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF WOOD HEIGHTS, MISSOURI.

SECTION 2. APPOINTMENT AND TENURE - A QUALIFIED PERSON SHALL BE APPOINTED CITY ADMINISTRATOR FOR THE CITY OF WOOD HEIGHTS BY THE MAYOR; SUCH APPOINTMENT SHALL BE APPROVED BY A MAJORITY OF THE CITY COUNCIL. THE PERSON SO APPOINTED SHALL SERVE FOR AN INDEFINITE TERM.

SECTION 3. QUALIFICATIONS - THE PERSON APPOINTED TO THE OFFICE OF CITY ADMINISTRATOR SHALL BE AT LEAST TWENTY-ONE YEARS OF AGE AND SHALL BE A GRADUATE OF AN ACCREDITED UNIVERSITY OR COLLEGE, MAJORING IN PUBLIC OR MUNICIPAL ADMINISTRATION OR SHALL HAVE THE EQUIVALENT QUALIFICATIONS AND EXPERIENCE IN FINANCIAL, ADMINISTRATION AND/OR PUBLIC RELATIONS AND/OR HUMAN RESOURCES FIELDS.

SECTION 4. BOND - THE CITY ADMINISTRATOR, BEFORE ENTERING UPON THE DUTIES OF HIS/HER OFFICE, SHALL FILE WITH THE CITY A BOND IN THE AMOUNT OF ($15,000); SUCH BOND SHALL BE APPROVED BY THE CITY COUNCIL AND SUCH BOND SHALL INSURE THE CITY OF WOOD HEIGHTS FOR THE FAITHFUL AND HONEST PERFORMANCE OF THE DUTIES OF THE CITY OF WOOD HEIGHTS AND FOR RENDERING A FULL AND PROPER ACCOUNT TO THE CITY OF WOOD HEIGHTS FOR FUNDS AND PROPERTY WHICH SHALL COME INTO THE POSSESSION OR CONTROL OF THE CITY ADMINISTRATOR. THE COST OF SUCH BOND SHALL BE PAID BY THE CITY OF WOOD HEIGHTS; HOWEVER, SHOULD THE CITY ADMINISTRATOR BE COVERED BY A BLANKET BOND TO THE SAME EXTENT, SUCH INDIVIDUAL BOND SHALL NOT BE REQUIRED.

SECTION 5. COMPENSATION - THE CITY ADMINISTRATOR SHALL RECEIVED SUCH COMPENSATION AS MAY BE DETERMINED FROM TIME TO TIME BY THE CITY COUNCIL.

SECTION 6. REMOVAL OF CITY ADMINISTRATOR - THE CITY

ADMINISTRATOR SHALL SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY. THE MAYOR WITH THE CONSENT OF A MAJORITY OF THE CITY COUNCIL, MAY REMOVE THE CITY ADMINISTRATOR FROM OFFICE AT WILL, AND SUCH CITY ADMINISTRATOR MAY ALSO BE REMOVED BY A VOTE OF THE CITY COUNCIL INDEPENDENTLY OF THE MAYOR'S APPROVAL OR DISAPPROVAL. IF REQUESTED, THE MAYOR AND CITY COUNCIL SHALL GRANT THE CITY ADMINISTRATOR A PUBLIC HEARING WITHIN THIRTY (30) DAYS FOLLOWING NOTICE OF SUCH REMOVAL. DURING THE INTERIM, THE MAYOR, WITH THE APPROVAL OF A MAJORITY OF THE CITY COUNCIL, OR BY VOTE OF THE CITY COUNCIL WITHOUT THE MAYOR'S APPROVAL MAY SUSPEND THE CITY ADMINISTRATOR FROM DUTY, BUT SHALL CONTINUE HIS SALARY FOR TWO (2) CALENDAR MONTHS FOLLOWING THE FINAL REMOVAL DATE, PROVIDED, HOWEVER, THAT IF THE CITY ADMINISTRATOR SHALL BE REMOVED FOR ACTS OF DISHONESTY OR ACTS OF MORAL TURPITUDE, SUCH SALARY SHALL NOT BE CONTINUED.

SECTION 7. <u>DUTIES</u>

A.) ADMINISTRATIVE OFFICE: THE CITY ADMINISTRATOR SHALL BE THE CHIEF ADMINISTRATIVE ASSISTANT TO THE MAYOR AND AS SUCH SHALL BE THE ADMINISTRATIVE OFFICER OF THE CITY GOVERNMENT. EXCEPT AS OTHERWISE SPECIFIED BY ORDINANCE OR BY THE LAW OF THE STATE OF MISSOURI, THE CITY ADMINISTRATOR SHALL COORDINATE AND GENERALLY SUPERVISE THE OPERATION OF ALL DEPARTMENTS OF THE CITY OF WOOD HEIGHTS.

B.) PURCHASING. THE CITY ADMINISTRATOR SHALL BE THE PURCHASING AGENT FOR THE CITY OF WOOD HEIGHTS AND ALL PURCHASES AMOUNTING TO LESS THAN FIVE HUNDRED DOLLARS ($500.00) SHALL BE MADE UNDER HIS DIRECTION AND SUPERVISION, AND ALL SUCH PURCHASES SHALL BE MADE IN ACCORDANCE WITH PURCHASING RULES AND PROCEDURES APPROVED BY THE CITY COUNCIL.

C.) BUDGET: THE CITY ADMINISTRATOR SHALL BE THE BUDGET OFFICER OF THE CITY OF WOOD HEIGHTS AND SHALL ASSEMBLE ESTIMATES OF THE FINANCIAL NEEDS AND RESOURCES OF THE CITY OF WOOD HEIGHTS FOR EACH ENSUING YEAR AND SHALL PREPARE A PROGRAM OF ACTIVITIES WITHIN THE FINANCIAL POWER OF THE CITY, EMBODYING IN IT A BUDGET DOCUMENT WITH PROPER SUPPORTING SCHEDULES AND AN ANALYSIS TO BE PROPOSED TO THE MAYOR AND CITY COUNCIL FOR THEIR FINAL APPROVAL.

D.) FINANCIAL REPORTS: THE CITY ADMINISTRATOR SHALL MAKE REPORTS TO THE MAYOR AND CITY COUNCIL RELATIVE TO THE FINANCIAL CONDITION OF THE CITY. SUCH REPORTS SHALL SHOW THE FINANCIAL CONDITION OF THE CITY IN RELATION TO THE BUDGET.

E.) ANNUAL REPORT: THE CITY ADMINISTRATOR SHALL PREPARE AND PRESENT TO THE MAYOR AND CITY COUNCIL AN ANNUAL REPORT OF THE CITY'S AFFAIRS, INCLUDING IN SUCH REPORT A SUMMARY OF REPORTS OF DEPARTMENT HEADS AND SUCH OTHER REPORTS AS THE MAYOR AND CITY COUNCIL MAY REQUIRE.

F.) HUMAN RESOURCES: THE CITY ADMINISTRATOR SHALL ACT AS THE HUMAN RESOURCE OFFICER OF THE CITY AND SHALL RECOMMEND AN APPROPRIATE POSITION CLASSIFICATION SYSTEM AND PAY PLAN TO THE MAYOR AND CITY COUNCIL. THE CITY ADMINISTRATOR, AFTER CONSULTATION WITH DEPARTMENT HEADS, SHALL APPROVE ADVANCEMENTS AND APPROPRIATE PAY INCREASES WITHIN THE APPROVED PAY PLANS AND POSITION CLASSIFICATION SYSTEM. THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO APPOINT AND REMOVE (IN ACCORDANCE WITH PERSONNEL SYSTEM REGULATIONS BY THE CITY COUNCIL) ALL SUBORDINATE EMPLOYEES OF THE CITY OF WOOD HEIGHTS. THE CITY ADMINISTRATOR SHALL MAKE RECOMMENDATIONS OF APPOINTMENT AND REMOVAL OF DEPARTMENT HEADS.

G.) POLICY FORMULATION: THE CITY ADMINISTRATOR SHALL RECOMMEND TO THE MAYOR AND CITY COUNCIL ADOPTION OF SUCH MEASURES AS HE MAY DEEM NECESSARY OR EXPEDIENT FOR HEALTH, SAFETY, OR WELFARE OF THE CITY OR FOR THE IMPROVEMENT OF ADMINISTRATIVE SERVICES FOR THE CITY.

H.) CITY COUNCIL AGENDA: THE CITY ADMINISTRATOR SHALL SUBMIT TO THE MAYOR AND CITY COUNCIL AN AGENDA FOR EACH COUNCIL MEETING.

I.) BOARDS AND COMMITTEES: THE CITY ADMINISTRATOR SHALL WORK WITH ALL CITY BOARDS AND COMMITTEES TO HELP COORDINATE THE WORK OF EACH.

J.) ATTEND CITY COUNCIL MEETINGS: THE CITY ADMINISTRATOR SHALL ATTEND MEETINGS OF THE CITY COUNCIL.

K.) BID SPECIFICATIONS: THE CITY ADMINISTRATOR SHALL SUPERVISE THE PREPARATION OF ALL BID SPECIFICATIONS FOR SERVICES AND EQUIPMENT, AND RECEIVED SEALED BIDS FOR PRESENTATION TO THE CITY COUNCIL.

L.) STATE AND FEDERAL AID PROGRAMS: THE CITY ADMINISTRATOR SHALL COORDINATE FEDERAL AND STATE PROGRAMS WHICH MAY HAVE APPLICATION TO THE CITY OF WOOD HEIGHTS.

M.) CONFERENCE ATTENDANCE: THE CITY ADMINISTRATOR SHALL ATTEND STATE AND REGIONAL CONFERENCES AND PROGRAMS APPLICABLE TO HIS/HER OFFICE, AND THE BUSINESS OF THE CITY OF WOOD HEIGHTS, WHENEVER SUCH ATTENDANCE IS DIRECTED AND APPROVED BY THE CITY COUNCIL AND MAYOR.

N.) PRESS RELEASES: THE CITY ADMINISTRATOR SHALL BE RESPONSIBLE FOR KEEPING THE PUBLIC INFORMED IN THE PURPOSES ANT METHODS OF CITY GOVERNMENT THROUGH ALL AVAILABLE NEWS MEDIA.

O.) RECORD KEEPING: THE CITY ADMINISTRATOR SHALL KEEP FULL AND ACCURATE RECORDS OF ALL ACTIONS TAKEN BY HIM/HER IN THE COURSE OF HIS/HER DUTIES, AND HE/SHE SHALL SAFELY AND PROPERLY KEEP ALL RECORDS AND PAPERS BELONGING TO THE CITY OF WOOD HEIGHTS AND ENTRUSTED TO HIS/HER CARE: ALL SUCH RECORDS SHALL BE AND REMAIN THE PROPERTY OF THE CITY OF WOOD HEIGHTS AND BE OPEN TO INSPECTION BY THE MAYOR AND CITY COUNCIL AT ALL TIMES.

P.) DUTIES OF THE CITY CLERK: THE CITY ADMINISTRATOR SHALL BE AND SHALL PERFORM THE DUTIES OF THE CITY CLERK, AS DESIGNATED BY

THE BOARD OF ALDERMAN, THE ORDINANCES OF CITY OR LAWS OF THE STATE.

Q.) MISCELLANEOUS: IN ADDITION TO THE FOREGOING DUTIES, THE CITY ADMINISTRATOR SHALL PERFORM ANY AND ALL OTHER DUTIES OR FUNCTIONS PRESCRIBED BY THE MAYOR AND CITY COUNCIL.

SECTION 8. <u>POWERS</u>

A.) CITY PROPERTY: THE CITY ADMINISTRATOR SHALL HAVE RESPONSIBILITY FOR ALL REAL AND PERSONAL PROPERTY OF THE CITY OF WOOD HEIGHTS. HE/SHE SHALL HAVE RESPONSIBILITY FOR ALL INVENTORIES OF SUCH PROPERTY AND FOR THE UPKEEP OF SUCH PROPERTY. PERSONAL PROPERTY MAY BE SOLD BY THE CITY ADMINISTRATOR ONLY WITH APPROVAL OF THE CITY COUNCIL. REAL PROPERTY MAY BE SOLD ONLY WITH THE APPROVAL OF THE CITY COUNCIL.

B.) SET ADMINISTRATIVE POLICIES: THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO PRESCRIBE SUCH RULES AND REGULATIONS AS HE/SHE SHALL DEEM NECESSARY OR EXPEDIENT FOR THE CONDUCT OF ADMINISTRATIVE AGENCIES SUBJECT TO HIS/HER AUTHORITY, AND HE/SHE SHALL HAVE THE POWER TO REVOKE, SUSPEND, OR AMEND ANY RULE OR REGULATION OF THE ADMINISTRATIVE SERVICE EXCEPT THOSE PRESCRIBED BY THE CITY COUNCIL.

C.) COORDINATE DEPARTMENTS: THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO COORDINATE THE WORK OF ALL THE DEPARTMENTS OF THE CITY, AND AT TIMES OF AN EMERGENCY, SHALL HAVE AUTHORITY TO ASSIGN THE EMPLOYEES OF THE CITY TO ANY DEPARTMENT WHERE THEY ARE NEEDED FOR THE MOST EFFECTIVE DISCHARGE OF THE FUNCTIONS OF CITY GOVERNMENT.

D.) INVESTIGATE AND REPORT: THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO INVESTIGATE AND TO EXAMINE OR INQUIRE INTO THE AFFAIRS OR OPERATION OF ANY DEPARTMENT OF THE CITY UNDER HIS/HER JURISDICTION, AND SHALL REPORT ON ANY CONDITION OR FACT CONCERNING THE CITY GOVERNMENT REQUESTED BY THE MAYOR OR CITY COUNCIL.

E.) COORDINATE OFFICIALS: THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO OVERRULE ANY ACTION TAKEN BY A DEPARTMENT HEAD, AND MAY SUPERSEDE HIM/HER IN THE FUNCTIONS OF HIS/HER OFFICE.

F.) APPEAR BEFORE THE CITY COUNCIL: THE CITY ADMINISTRATOR SHALL HAVE THE POWER TO APPEAR BEFORE AND ADDRESS THE CITY COUNCIL AT ANY MEETING.

G.) AT NO TIME SHALL THE DUTIES OR POWERS OF THE CITY ADMINISTRATOR SUPERSEDE THE ACTION BY THE MAYOR AND OR CITY COUNCIL.

SECTION 9. <u>INTERFERENCE BY MEMBERS OF THE CITY COUNCIL</u> NO MEMBER OF THE CITY COUNCIL SHALL DIRECTLY INTERFERE WITH THE CONDUCT OF ANY DEPARTMENT OR DUTIES OF EMPLOYEES SUBORDINATE TO THE CITY ADMINISTRATOR EXCEPT AT THE EXPRESS DIRECTION OF THE CITY COUNCIL, OR WITH THE APPROVAL OF THE CITY ADMINISTRATOR.

SECTION 10. SEVERANCE CLAUSE - THE PROVISIONS OF THIS ORDINANCE ARE DECLARED TO BE SEVERABLE AND IF ANY SECTION, SENTENCE, CLAUSE, OR PHRASE OF THIS ORDINANCE, SHALL FOR ANY REASON BE HELD INVALID OR UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING SECTIONS SENTENCES, CLAUSES AND PHRASES OF THIS ORDINANCE BUT THEY SHALL REMAIN IN EFFECT, IT BEING THE LEGISLATIVE INTENT OF THE CITY COUNCIL THAT THIS ORDINANCE SHALL STAND NOTWITHSTANDING THE INVALIDITY OF ANY PART.

SECTION 11. REPEAL OF ORDINANCES IN CONFLICT. - ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE ARE HEREBY REPEALED.

SECTION 12. EFFECTIVE DATE - THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE FROM AND AFTER ITS PASSAGE AND APPROVAL.

READ TWO TIMES AND PASSED THIS 19th DAY OF Jan, 1999.

MAYOR

ATTEST:

CITY CLERK

SEAL