

BY: Councilmember Grimmer  
FIRST READING: January 3, 2024  
SECOND READING: January 17, 2024

AN ORDINANCE OF THE CITY OF BRIDGETON, MISSOURI, SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY AT THE GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY ON APRIL 2, 2024, PROPOSED AMENDMENTS TO SUBSECTION (D) OF SECTION 2.05 AND SECTION 5.01 OF THE CHARTER OF THE CITY OF BRIDGETON, MISSOURI, AND PROVIDING FOR THE OFFICE OF CITY ADMINISTRATOR.

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**WHEREAS**, pursuant to Article VI, Section 20 of the Missouri Constitution, amendments to the City’s Charter may be proposed by the City Council; and

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**WHEREAS**, On August 8, 2021, the Mayor with the Consent of the City Council, appointed the members of the Charter Review Commission (the “Commission”) whose task was to review and study the Charter, and make recommendations to the Mayor and City Council of any amendments deemed necessary or expedient to the good governance of the City; and

**WHEREAS**, on July 20, 2022, the Commission presented to the Mayor and City Council its Final Recommendation Report, dated June 7, 2022 (the “Recommendation Report”), recommending amendments to the City Charter; and

**WHEREAS**, having analyzed the Recommendation Report, the City Council desires to submit to the qualified voters of the City a proposed amendment to the City Charter to provide for the office of City Administrator.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BRIDGETON, MISSOURI, AS FOLLOWS:**

**Section One.** That the following proposition shall be placed on the ballot and submitted to the qualified voters of the City at the General Municipal Election to be held on the 2nd day of April 2024:

**PROPOSITION D**

Shall Subsection (D) of Section 2.05 and Section 5.01 of the City Charter of the City of Bridgeton be amended to provide for the office of City Administrator as set forth in Section Two of Ordinance No. 24-08

Yes

No

If you are in favor of the question, mark the box opposite "Yes". If you are opposed to the question, mark the box opposite "No".

**Section Two.** The amendments to Subsection (D) of Section 2.05 and Section 5.01 of the Charter of the City of Bridgeton proposed in Section One of this Ordinance shall read, as follows:

SECTION 2.05 Powers and Duties.

...

D. The Mayor shall appoint, subject to the approval of the City Council, a City Administrator, City Clerk, Chief of Police, City Attorney, City Engineer, such other officers as are designated in this Charter or by law to be appointed by the Mayor, and members of all boards and commissions whose appointments are not otherwise provided for in this Charter. If any appointment made by the Mayor is rejected by the City Council, the Mayor may make a temporary appointment of a person with the required qualifications to serve until an appointee named by him or her to such office is approved by the Council. In all such cases, however, within sixty (60) days after the rejection of such permanent nominee the Mayor shall submit to the Council the name of some person, other than such rejected nominee, for permanent appointment to such office, board, or commission.

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SECTION 5.01. City Administrator.

A. *Qualifications.* The City Administrator shall be selected solely on the basis of executive and administrative qualifications with special reference to his or her actual experience and knowledge of accepted practice in respect to the duties of the office, and such further qualifications that may be required by Ordinance, or by this Charter.

B. *Compensation.* The City Administrator shall receive such compensation as the City Council shall fix from time to time.

C. *Removal.* The City Administrator may be removed by executive order of the Mayor after receiving the consent of a majority of the entire City Council, or by a two-thirds (2/3rd) vote of the entire City Council on its own initiative.

D. *Powers and Duties.* The City Administrator shall be the chief administrative officer of the City, and subject to the direction and supervision of the Mayor. The

City Administrator shall be responsible for the administration of all City affairs placed in his or her charge by or under this Charter. In order to carry out these duties, the City Administrator shall have the following powers and duties:

1. *Appointment and Removal of City Employees.* Except as otherwise provided for in this Charter, the City Administrator may employ and, when the City Administrator deems it necessary for the good of the City, suspend or remove any City employees, consistent with the requirements of Article VIII of this Charter with the approval of the Mayor. The City Administrator may authorize any employee who is subject to the City Administrator's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office or agency.
2. *Administration of Departments.* The City Administrator shall have general superintending control of the administration and management of the government business, officers and employees of the City, and shall direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.
3. *Attend City Council Meetings.* The City Administrator shall attend all meetings of the City Council unless excused by the City Council. The City Administrator shall have the right to take part in discussions at meetings of the City Council but shall have no power to vote. The City Administrator shall receive notice of all meetings.
4. *Enforcement of Laws.* The City Administrator shall see that all laws, provisions of this Charter and acts of the City Council, subject to enforcement by the City Administrator or by officers subject to the City Administrator's direction and supervision, are faithfully enforced.
5. *Budget and Capital Program.* The City Administrator shall prepare and submit a recommended annual budget, budget message and capital improvement program of not less than five (5) years to the Finance Commission established pursuant to Section 6.03 of this Charter.
6. *Other Reports.* The City Administrator shall make such reports as the Mayor and City Council may require concerning the operations of City departments, offices and agencies subject to the City Administrator's direction and supervision.
7. *Report of Financial Condition of City.* The City Administrator shall keep the Mayor and City Council fully apprised as to the financial condition and future needs of the City and make recommendations to the Mayor and City Council concerning the affairs of the City as the City Administrator deems desirable.

8. *Contract Administration.* Notwithstanding the provisions of Section 2.05(G) of this Charter to the contrary, the City Council may authorize the City Administrator to sign, negotiate and administer in behalf of the City all instruments, contracts, agreements, leases, deeds, mortgages, bonds, and other instruments binding the City or conveying an interest in property or other rights of the City to any corporation, association, legal entity or person.

9. *Other Duties.* The City Administrator shall perform such other duties as are specified in this Charter or may be required by the Mayor or City Council that are not inconsistent with this Charter or law.

The phrase "administrative assistant" as used anywhere in this Charter shall mean the "City Administrator".

**Section Three.** The City Clerk is hereby authorized and directed to submit a certified copy of this Ordinance to the Board of Election Commissioners of St. Louis County, Missouri, and shall notify the Board of Election Commissioners of St. Louis County, Missouri, that the City is calling for an election within the City at the municipal general election to be held on the 2nd day of April, 2024, specifying the purpose of the election, the date of the election, the legal notice to be published, and the sample ballot language as set forth in this Ordinance, and to take such other action as may be required so this this election may be lawfully conducted.

**Section Four.** That said election shall be held and conducted by the Board of Election Commission of St. Louis County, Missouri, and the results thereof canvassed and returned in all respects in accordance with the laws of the State of Missouri and the Charter and Ordinances of the City of Bridgeton, Missouri.

**Section Five. Effective Date.** This Ordinance shall be in full force and effect from and after its final passage and approval.

**Section Six. Savings.** Nothing contained in this Ordinance shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in manner connected with the subject matter hereof, unless expressly set forth herein.

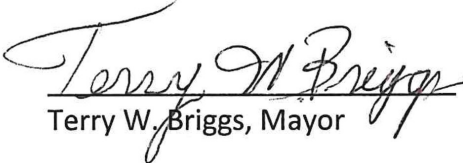
**Section Seven. Severability.** If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the City Council that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision, which had been held invalid, is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

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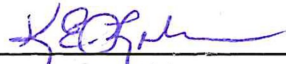
ORDINANCE NO. 24-08

PASSED THIS 17th DAY OF JANUARY, 2024

APPROVED THIS 17th DAY OF JANUARY, 2024

  
Terry W. Briggs, Mayor

ATTEST:

  
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Karen E. Robinson, MRCC-S/CMC  
City Clerk