

AN ORDINANCE OF THE CITY OF WARRENTON, MISSOURI ESTABLISHING THE CITY ADMINISTRATOR AS AN OFFICER OF THE CITY

WHEREAS, pursuant to §77.042-77.048 RSMo the Board of Aldermen of a fourth class city may establish a City Administrator as an officer of the City and employ a City Administrator to exercise general superintending control of the administration and management of the government business, officers and employees of The City; and

WHEREAS, the Board of Aldermen and Mayor believe that it is in the best interest of the City and the general health, safety and welfare of its citizens to adopt a City Administrator form of government in order to provide for the professional management of the City's officers, employees, property, development and finances.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WARRENTON, AS FOLLOWS:

SECTION 1. §110.300 of the City's Municipal Code is hereby deleted in its entirety and replaced with the following words and phrases:

Section 110.300 **City Administrator**

The office of City Administrator is hereby established and shall be subject to the following requirements:

- A) **Appointment:** the Board of Aldermen shall appoint a suitable person as City Administrator, subject to the approval of the Mayor.
- B) **Qualifications:** The City Administrator shall be at least twenty-one years of age and shall be chosen solely on the basis of education, experience and executive and administrative qualifications. The City Administrator shall hold, at a minimum, a bachelor's degree in finance, business administration, public administration, or have at least five (5) years practical experience in public administration. Within one (1) year of taking office, the City Administrator shall establish a permanent residence within ten (10) miles of City Hall.
- C) **Bond:** The City Administrator, before entering upon the duties of his/her office, shall file with the City a bond in the amount of \$50,000.00 which shall be subject to the Board of Aldermen's approval. Such bond shall insure the City for the faithful and honest performance of the duties of the City Administrator and for rendering a full and proper account to the City 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, however, should the City Administrator be covered by a blanket bond to the same extent, such individual bond may be waived by the Board of Aldermen.
- D) **Oath of Office:** Before entering upon the duties of his/her office, the City Administrator shall take and subscribe to an oath or affirmation before the City Clerk or some other person authorized to administer oaths, that he/she possesses all the qualifications prescribed for him/her office by law, that he/she will support the Constitutions of the United States and of the State of Missouri, the laws of the State of Missouri and the ordinances of the City, and that she will faithfully demean himself/herself while serving as an officer of the City.

E) The City Administrator shall have the following duties and powers:

1. Administrative. The City Administrator shall:

- i. serve as the Administrative Officer of the City.
- ii. serve as a liaison between City staff, the Mayor, and the Board of Aldermen and respond to inquiries of the Mayor and the Board of Aldermen by providing information on the status of City operations and projects.
- iii. have the power to hire, discharge, promote, and discipline all employees of the City in accordance with personnel policies approved by the Board of Aldermen. Upon the hire, discharge, promotion or discipline of any employee of the City, the City Administrator shall promptly notify the Mayor and Board of Aldermen of any and all such decisions. The City Administrator shall have the authority to bring any decision to hire, discharge, promote or discipline an employee to the Mayor and Board of Aldermen for their consideration. The powers granted to the City Administrator herein shall not apply to any appointive officer of the City or to any member of a City board requiring appointment by Missouri statute, City ordinance or resolution. The Mayor and Board of Aldermen shall retain all powers related to appointive officer, except for the City Clerk, as set forth below.
- iv. have the power to appoint a City Clerk and may remove the City Clerk from office.
- v. provide recommendations for the removal of appointive officers of the City and shall provide recommendations to fill vacancies of appointive officers and any City board requiring appointment by Missouri statute, City ordinance or Resolution.
- vi. have the power to overrule any action taken by a City department head and may supersede him or her in the functions of the City department head's job.
- vii. shall have the authority to investigate, examine or inquire into the affairs or operation of any department of the City and shall report on any condition or fact concerning City governance as requested by the Mayor and Board of Aldermen.
- viii. shall oversee all contractors and consultants providing services to City by:
 - a) Assisting department heads in reviewing bid proposals and recommendations of contractors and consultants;
 - b) Ensuring department heads monitor contractors and consultants to ensure timely and quality completion of projects; and
 - c) Providing information and support to department heads, contractors and consultants, as needed.

2. Financial: The City Administrator shall:

- i. shall act as the purchasing agent for the City and all purchases shall be made under his/her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures as set forth in the City's purchasing policy, as amended. The City Administrator shall have the authority to make any purchase in the amount of five thousand dollars (\$5,000.00) or less without prior approval of the Mayor and Board of Aldermen.
- ii. shall supervise the preparation of all requests for proposals, requests for qualifications, bid specifications for services and bid specifications for equipment. The City Administrator shall have the authority to receive and open all sealed bids for presentation to the Board of Aldermen.
- iii. shall supervise and coordinate efforts on behalf of the City to obtain financial grants from any source.
- iv. shall assist the budget officer of the City and shall supervise and support the preparation of estimates of the financial needs and resources of the City for each ensuing year and shall supervise and support the preparation of a program of activities within the financial power of the City, embodied in a budget document with proper supporting schedules and an analysis to be proposed to the Mayor and Board of Aldermen for their final approval.
- v. shall supervise and support the presentation of monthly reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.
- vi. shall prepare and present to the Mayor and Board of Aldermen an annual report of the City's affairs, including in said report a summary of reports of department heads and such other reports as the Mayor and Board of Aldermen may require.
- vii. shall oversee employee benefit plans of the City, including but not limited to ensuring that all policies are bid in compliance with State law and all City ordinances, policies and practices. The City Administrator shall make recommendations regarding all insurance policies in order to provide the most effective and affordable coverage for the City and its employees. The City Administrator shall be responsible for notifying employees of any changes in insurance or insurance coverage.

3. Policy Determination: The City Administrator shall:

- i. shall have the power to establish and prescribe policies and procedures to City employees as he/she deems necessary for the effective operation of the City. Personnel policies related to hours, pay, and benefits of employees of the City shall require Board of Aldermen approval prior to implementation.

- ii. shall have the power to amend or revoke any rule directing administrative services excepting those prescribed by the Board of Aldermen.
 - iii. shall coordinate special projects for the City by providing financial analysis, developer assistance, and recommendations to the Board of Aldermen and Mayor.
 - iv. shall assist the Mayor and Board of Aldermen with strategic and long-range planning of the City. The City Administrator shall apprise the Mayor and Board of Aldermen of developments and issues as they arise that may impact the City.
 - v. shall oversee compliance with new legislation or policy affecting the City.
- 4. Economic Development: The City Administrator shall oversee all economic development opportunities and responsibilities of the City and shall be responsible for the administration of economic development initiatives designed to maintain and expand the City's residential, commercial and industrial tax base and create and retain jobs for city residents. The City Administrator shall oversee and participate in the negotiations of comprehensive development agreements between the City and the private sector, evaluate fiscal impacts and present reports and agreements to the Mayor and Board of Aldermen.
- 5. Property Management: The City Administrator shall have responsibility for all real and personal property of the City. He/She shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal and real property may be sold by the City Administrator only with the approval of the Board of Aldermen.
- 6. Miscellaneous:
 - i. City Meetings:
 - a) The City Administrator or his/her designee shall attend all meetings of the Board of Aldermen.
 - b) The City Administrator or his/her designee shall attend all meetings as directed by the Mayor or Board.
 - ii. Professional Development: The City Administrator shall participate in national, regional, state and local associations and organizations necessary for the professional development and growth which provide a direct benefit to the City. As long as the City's financial situation permits, the City shall pay dues for professional organizations and provide for reasonable travel expenses for national, state and local conferences which provide a direct benefit to the City.
- F) Compensation: The City Administrator shall receive such compensation as set by ordinance.

- G) Removal: The Mayor may, with the consent of two-thirds vote of all the members elected to the Board of Aldermen, remove the City Administrator at will, and the City Administrator may be removed by a two-thirds vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval. The City of Warrenton shall provide for ninety (90) days severance upon the removal of the City Administrator without cause.

SECTION 2. Except as provided herein and in state law, the Mayor and Board of Aldermen shall retain all the powers given to each by the laws applying to the City before adoption of this Ordinance, and all laws governing the City prior to adoption of this Ordinance and not inconsistent with the applicable provisions of State law shall apply to and govern the City after it adopts this Ordinance. All ordinances and resolutions lawfully passed and in force at the time of adoption of this Ordinance shall remain in force until repealed or altered by the Board of Aldermen.

SECTION 3. If any portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that portion is to be deemed severed from the ordinance and in no way affects the validity of the remainder of the ordinance.


SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval by the Board of Aldermen.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Warrenton, Missouri, this 17th day of April, 2018.



President of the Board of Aldermen

APPROVED BY THE MAYOR of the City of Warrenton, Missouri, this 17th day of April, 2018.



Eric Schlueter, Mayor
City of Warrenton

ATTEST:



City Clerk