

**AN ORDINANCE OF THE CITY COUNCIL AMENDING TITLE I, CHAPTER 120, CITY ADMINISTRATOR-DUTIES**

***WHEREAS,*** the City of Republic, Missouri, (herein called the “City” or “Republic”) is a municipal corporation and Charter City located in Greene County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

***WHEREAS,*** the City desires to amend certain provisions of the Republic Code to ensure consistency with related provisions of the Charter and to otherwise maximize clarity in said provisions;

***WHEREAS,*** the proposed revisions, if passed, will ensure timely reporting of up-to-date budget and financial information by the City Administrator to the City Council consistent with the City Administrator’s obligations under the Charter, and will eliminate the unqualified requirement for the Mayor to specifically approve of all press releases, which is not required or otherwise specified as a mayoral duty under the Charter.

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

Section 1. Title I, “Government, Code”, Chapter 120, “City Administrator”, Section 120.090, “City Administrator—Duties” is hereby amended to read as follows:

120.090 City Administrator -- Duties

- A. Purchasing. The City Administrator shall be the purchasing agent for the City and all such purchases shall be made in accordance with purchasing rules and procedures approved by the City Council.
- B. Budget. The City Administrator shall be the budget officer for the City **and shall make the budget available in writing on a monthly basis to the City Council and the public.**
- C. Financial Reports. The City Administrator shall **provide a written report of the financial conditions of the City to the Mayor and City Council on a monthly basis or as otherwise requested by the City Council. Additionally, the City Administrator, or his/her duly authorized administrative officer, shall provide a quarterly budget update to the City Council upon the conclusion of each quarter of the fiscal year.** ~~make monthly reports to the Mayor and the 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.~~
- D. Personnel System. The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Mayor and the City Council. The City Administrator, after consultation with department heads, shall approve advancements and appropriately budgeted pay increases within the approved pay plans and position classification system. The City Administrator shall have the power to amend and create job descriptions and to appoint and remove employees in accordance with personnel system regulations approved by the City Council.

E. Policy Formulation. The City Administrator shall recommend to the Mayor and the City Council adoption of such measures as he/she may deem necessary or

expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City.

F. City Council Agenda. The City Administrator shall submit to the Mayor a proposed agenda for each Council meeting by the close of business on the Wednesday preceding Page 2 the time of the regular Council meeting.

G. Bid Specification. The City Administrator shall prepare all bid specifications for services and equipment for presentation to the City Council.

H. State And Federal Aid Programs. The City Administrator shall coordinate Federal and State programs which may have application to the City of Republic.

I. Conference Attendance. The City Administrator may attend State and regional conferences and programs applicable to his/her office and the business of the City of Republic.

J. Press Releases. The City Administrator, **or his/her duly authorized administrative officer,** shall be responsible for keeping the public informed ~~in~~ in the purposes and methods of City Government through all available news media. ~~after first having all news releases approved by the Mayor.~~

K. Planning. To engage in and to coordinate long-range planning activities for the City.

L. To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are fully observed and upon information of any violation thereof to take such steps as may be necessary to stop or prevent further violation of same.

M. 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 paper belonging to the City of Republic and entrusted to his/her care; all such records shall be and remain the property of the City of Republic and be open to inspection by the Mayor and City Council at all times.

EXPLANATION - Matter in **bold type** in the above is added language. Matter in ~~strike through~~ in the above is deleted.

Section 2. The whereas clauses are hereby specifically incorporated herein by reference.

Section 3. This Ordinance shall take effect and be in force from and after its passage as provided by law.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Republic, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Matt Russell, Mayor

Attest:

\_\_\_\_\_

BILL NO. 22-04

ORDINANCE NO.

Laura Burbridge, City Clerk

Approved as to Form: *Megan E. McCullough*, Megan McCullough, City Attorney

Final Passage and Vote: \_\_\_\_\_