

INTRODUCED BY: ALDERMAN KRAMME

AN ORDINANCE AMENDING CHAPTER 115 OF THE CITY OF OWENSVILLE, MISSOURI MUNICIPAL CODE PERTAINING TO THE DUTIES OF THE CITY ADMINISTRATOR.

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

SECTION ONE: Section 115.210 of the City of Owensville, Missouri Municipal Code is hereby amended to read as follows:

POWERS.

The Marshal shall have power at all times to make or order an arrest, with proper process, for any offense against the laws of the City or of the State, and to keep the offender in the City prison or other proper place to prevent his/her escape until a trial can be had before the proper officer, unless such offender shall give a good and sufficient bond for his/her appearance for trial. The Marshal shall also have power to make arrests without process, in all cases in which any offenses against the laws of the City or of the State shall be committed in his/her presence. The Marshal shall serve as the department head of the Police Department, and will report to the City Administrator in the same manner as other department heads.

SECTION TWO: Section 115.300 of the City of Owensville, Missouri Municipal Code is hereby amended to read as follows:

DUTIES.

A. Generally. The City Administrator shall be the Chief Administrative Assistant to the Mayor and as such shall be the Administrative Official of the City Government. Except as otherwise specified by ordinance or by the law of the State, the City Administrator shall coordinate and supervise the operation of all City departments. The City Administrator shall report and answer directly to the Board of Aldermen.

B. Purchasing. The City Administrator shall be a purchasing agent for the City. All such purchases shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen.

C. Budget. The City Administrator shall be the Budget Officer of the City and shall assemble estimates of the financial needs and resources of the City 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 Board of Aldermen for their final approval.

D. Financial Reports. The City Administrator shall make 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.

E. Annual Report. The City Administrator shall prepare and present to the Mayor and Board of Aldermen 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 Board of Aldermen may require.

F. Duties Relating To Personnel. 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 Board of Aldermen. The City Administrator, after consultation with department heads (including the City Marshal and Police Department), 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 all subordinate employees of the City of Owensville, Missouri. The City Administrator shall make recommendations of appointment and removal of department heads.

G. Recommendations To Board Of Aldermen. The City Administrator shall recommend to the Mayor and Board of Aldermen 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.

H. Submission Of Agenda To Board Of Aldermen. The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board of Aldermen meeting at least forty-eight (48) hours before the time of the regular Board meeting.

I. Coordination Of Work Of Boards And Committees. The City Administrator shall work with all City boards and committees to help coordinate the work of each.

J. Attendance At Meetings Of Board Of Aldermen. The City Administrator shall attend all meetings of the Board of Aldermen.

K. Preparation And Receiving Of Bids. The City Administrator shall supervise the preparation of all bid specifications for services and equipment and receive sealed bids for presentation to the Board of Aldermen.

L. Coordination Of Aid Programs. The City Administrator shall coordinate

Federal and State programs which may have application to the City.

M. Attendance At Conferences And Programs. The City Administrator shall attend State and regional conferences and programs applicable to his/her office and the business of the City, whenever such attendance is directed and approved by the Board of Aldermen and Mayor.

N. Preparation Of Press Releases. The City Administrator shall be responsible for keeping the public informed in the purposes and methods of City Government through all available news media.

O. Additional Duties. In addition to the duties otherwise described in this Section, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor and Board of Aldermen.

SECTION THREE: It is hereby declared to be the intention of the Board of Aldermen that each and every part, section and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Aldermen intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

SECTION FOUR: The Chapter, Article, Division and/or Section assignments designated in this Ordinance may be revised and altered in the process of recodifying or servicing the City's Code of Ordinances upon supplementation of such code if, in the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations, the editor may also change other designations and numerical assignment of code sections to accommodate such changes.

SECTION FIVE: That this ordinance shall take effect and be in force from and after its passage and approval.

READ two (2) times and passed as read this 20th day of March, 2023.

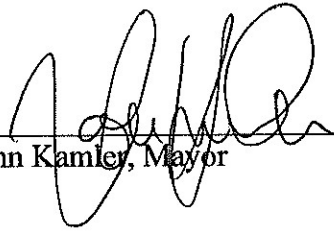
VOTES CAST:

YES: ALDERMAN MCFADDEN, BOHL, KRAMME, LAHMEYER

NO: _____

ABSENT: _____

APPROVED this 20th day of March, 2023.



John Kamler, Mayor

ATTEST:



Peggy Farrell, City Clerk