BILL 2021-18

First Reading

Agenda Item

TO: Mayor & City Council

FROM: Shellie J. Blades, City Clerk

DATE: June 7, 2021

RE: **Code Update – Administrative Titles**

BACKGROUND:

The auditors noted during the course of the most recent audit, that the administrative titles listed in the City's Code of Ordinances did not match the actual titles of staff. As a result, this Ordinance was drafted to update the Code with correct titles as well as the duties and responsibilities associated with those titles. The Policy & Procedure Committee reviewed the proposed changes and recommended they be presented to Council for consideration.

RECOMMENDATION:

Both Staff and the Policy & Procedure Committee recommend approval.

Bill 2021-18

AN ORDINANCE AMENDING CERTAIN SECTIONS OF ARTICLE IV, DEPARTMENTS, AND ARTICLE V, OFFICERS AND EMPLOYEES, IN CHAPTER 2, ADMINISTRATION, IN THE CITY OF CAMERON CODE UPDATING TITLES AND RESPONSIBILITIES

WHEREAS, from time to time it is necessary to update the Code to reflect changes in procedure and terminology; and

WHEREAS, the titles for department heads have changed since the inception of the City of Cameron Code was adopted as well as the associated duties.

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

Section 1. Section 2-61, Designated; titles of department heads, of Article IV, Departments in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-61. – Designated; titles of department heads.

There shall be eight (8) departments of the City as follows:

Department Name	***Title of Department Head***
Executive	City Manager
Finance	Finance Director
Fire	Fire Chief
Police	Police Chief
Public Works	Public Works Director
Community Development	Community Development Director
Utilities	Utility Director
Municipal Court	Municipal Judge

Section 2. Section 2-63, Finance department; duties of department head; city assessor's duties, of Article IV, Departments in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-63. – Finance Department; Finance Director.

The Finance Director shall be the chief finance officer of the city and shall keep the books of accounts of the city and of its utility enterprises. The Finance Director shall perform such other duties as specified by the statutes, this Code or

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other Ordinances of the City Council. They shall keep the City's books in the form and manner specified by good standard municipal accounting practices.

Section 3. Section 2-66, Public Works Department, of Article IV, Departments in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-66. Public Works Department; Director.

The duties of the Public Works Department shall include all activities related to garbage and trash collection and disposal, recycling, street maintenance and construction, street cleaning, traffic signs, signals and markings, drainage, maps, surveys and technical engineering services, the airport and parks. The Department may be divided into divisions, and supervisors may be appointed therefore as the city manager sees fit and as allowed by the budget of the City adopted by the City Council.

Section 4. Section 2-67, Utilities department; superintendent, of Article IV, Departments in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-67. Utilities Department; Utility Director.

(a) The duties of the utilities department shall include all activities related to obtaining, treating and distributing water for public consumption and use and for fire protection, sewers and sewage disposal and all activities necessary to the generation and distribution of electrical energy for power and lighting purposes and for street lighting. The Utility Director shall be in charge of all activities of the department. They shall be assisted by such supervisory, technical and operating employees as provided for in the utilities budget recommended by the City Manager and passed by the City Council.

(b) The Utility Director shall temporarily assume the duties of the City Manager if the City Manager is absent or unavailable.

Section 5. A new Section 2-69, Community Development; Community Development Director, of Article IV, Departments in Chapter 2, Administration in the City of Cameron Code is hereby created as follows:

Sec. 2-69 – Community Development; Community Development Director.

The duties of Community Development shall include all activities related to public building maintenance, code enforcement, animal control, building safety enforcement, plumbing and electrical safety enforcement, zoning regulations, and residential and commercial development. The department may be divided into divisions and supervisors may be appointed therefore as the City Manager sees fit and as allowed by the budget of the City adopted by the City Council.

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Section 6. The 'Reserved' section for Article IV, Departments of Chapter 2, Administration of the City of Cameron Code is hereby amended as follows:

Secs. 2-70 – 2-80. Reserved.

Section 7. Section 2-88, Same-Itemized monthly financial report, of Article V, Officers and Employees in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-88 . Same – Itemized monthly financial report.

The City Manager &/or Finance Director shall prepare and file with the City Council a monthly itemized statement of receipts and expenditures of the City and a summary of the business transacted for the month preceding. Every three (3) months the unpublished reports shall be published in pamphlet form and printed copies thereof shall be furnished to the City Library, the various newspapers of the City and citizens applying therefore at the office of the City Clerk.

Section 8. Section 2-8, City Clerk's duties, of Article V, Officers and Employees in Chapter 2, Administration in the City of Cameron Code is hereby amended as follows:

Sec. 2-89. City Clerk's duties.

(a) The City Clerk shall, among other duties, keep minutes of the meetings of the City Council and a journal of the Ordinances and Resolution of all proceedings. They shall safely and properly keep all records and papers belonging to the City which may be entrusted to their care. They are hereby empowered to administer official oaths and also to administer oaths to persons certifying to demands or claims against the City.

(b) The City Clerk shall be responsible for directing and overseeing the activities of administrative staff.

(c) The City Clerk is responsible for collecting all revenues of the City.

Section 9. The Mayor is authorized to sign this Ordinance approving it on behalf of the City of Cameron, Missouri.

Section 10. The City Clerk is directed to attest to the Mayor's signature.

Section 11. This Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved on first reading this 7th day of June 2021.

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Passed and approved on second/final reading this _____ day of _____ 2021.

_____
Mayor Dennis M. Clark

ATTEST:

_____
City Clerk

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