

**AN ORDINANCE REPEALING THE POSITION OF CITY
ADMINISTRATOR/CITY CLERK**

WHEREAS, the Board of Aldermen believes that the administration of the City's business can be adequately handled by the City Clerk position under the direction of the Mayor and Board of Aldermen and that the office of City Administrator does not provide any additional efficiencies in the conduct the City's day-to-day functions; and

WHEREAS, as a result, the Board of Aldermen has determined that the office of City Administrator/Clerk is unnecessary and in excess of the needs of the City and, therefore, it is in the best interest of the citizens to move away from the City Administrator form of government;

WHEREAS, as a result, the Board of Aldermen find that it is in the best interest of the citizens to remove that office from the Code;

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

Section 1. The Board of Aldermen does hereby declare that the City shall not have a City Administrator form of government but a Mayor-Board of Aldermen form. To that end, Article II "City Administrator/Clerk", Section 110.090 "Administrator/Clerk — Appointment, Qualifications, Duties, Compensation, Removal" is hereby repealed in its entirety and in its place a new Article II, Section 110.090 is adopted, to read as follows:

Article II. City Clerk

Section 110.090 City Clerk — Appointment, Duties, Qualifications, Compensation, Term

- A. *Appointment.* The Board of Aldermen shall elect a clerk for such Board, to be appointed as "the City Clerk of the City of Twin Oaks."
- B. *Duties.* Among other things, the City Clerk shall keep a journal of the proceedings of the Board of Aldermen. The City Clerk shall (1) safely and properly keep all the records and papers belonging to the City which may be entrusted to the Clerk's care; (2) be the general accountant of the City; and (3) be empowered to administer official oaths and oaths to persons certifying to demands or claims against the City. In addition to performing the duties as may be directed by the Board of Aldermen from time to time, the City Clerk shall also be responsible for performing those duties set forth in the job description for the City Clerk as adopted by the Board of Aldermen.
- C. *Qualifications:* The City Clerk shall possess the qualifications for the position as set forth in the job description as adopted by the Board of Aldermen from time to time.
- D. *Compensation:* The City Clerk's salary shall be set pursuant to Section 115.060 of the Twin Oaks Municipal Code.

E. *Term.* The City Clerk shall serve for an indefinite term at the pleasure of the Mayor and Board of Aldermen. The Mayor may, with the consent of a majority of all the members elected to the Board of Aldermen, terminate the City Clerk at will; and the City Clerk may be terminated by a two-thirds vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval or recommendation.

Section 2. The Board of Aldermen hereby adopts the job description for the City Clerk position attached hereto as Exhibit A.

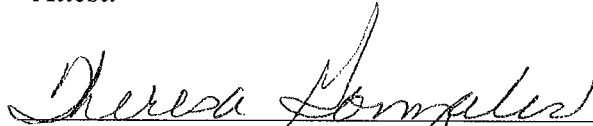
Section 3. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 5th DAY OF FEBRUARY 2020.



Russ Fortune, Mayor

Attest:



Theresa Gonzales, Acting City Clerk

Exhibit A
CITY OF TWIN OAKS
1381 Big Bend Road, Twin Oaks, MO 63021
Voice: 636-225-7873 Fax: 636-225-6547

Position Title: City Clerk
Supervisor: Mayor
Type of Position: Management

General:

The City Clerk serves for an indefinite term and is appointed and may be removed by a majority vote of the Board. The City Clerk is responsible for departments and employees of the City subject to the limitations defined in Resolutions and Ordinances of Twin Oaks and Missouri State Statutes. The City Clerk shall be accountable to the Board pursuant to the statutes of the State of Missouri, the Municipal Code and Ordinances of Twin Oaks and the Resolutions, motions and directives of the Board of Aldermen.

Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations.
- Knowledge and experience regarding municipal government financial management.
- Knowledge and experience regarding the management of the physical facilities of the City.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain an effective and respectful working relationship with officials, employees, consultants, contractors, businesses, residents and the public.
- Knowledge and experience submitting, obtaining and managing grants.
- Skill in planning, directing and administering municipal programs and services.

License and Experience:

- Valid Missouri Driver's license.
- Experience in administration of municipalities, or equivalent combination of training and experience.
- Must be bondable as required by the City.

GENERAL DUTIES

- To have charge and custody of the City Seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Aldermen.
- Carry out directives of the Board and report promptly any difficulties encountered;
- Subject to direction of the Mayor, be responsible for the administration of all day-to-day operations of Twin Oaks.
- Act as the Custodian of Records for the City per §120.090 of the Twin Oaks Code.
- Promote the economic well-being and growth of Twin Oaks through public and private sector cooperation.
- Recommend and enforce standards, policies, and procedures for the most efficient management of employees and resources.

- Attend Board and commission/board meetings, except as directed by the Mayor, and provide information on appropriate agenda items; prepare and maintain minutes of all public meetings.
- Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Board.
- Identify current county, state, federal and private funding sources and as certain eligibility for such funding; assist the Board in obtaining these funds.
- Represent the City in matters involving legislation and intergovernmental affairs as authorized and directed by the Board.
- Act as public information officer for Twin Oaks with responsibility for assuring that the news media are properly informed about operations, and that all open records and meeting laws per Chapter 610 RSMo. ("Sunshine Law") are followed.
- Act as a liaison between the residents of Twin Oaks and the Board; receive suggestions; hear and investigate complaints in relation to all City matters.
- Maintain a recurring events calendar ensuring that all franchises, permits, privileges and contracts of the City are faithfully observed and/or renewed.
- Attend conferences and meetings to keep abreast of current trends in municipal government; represent the City in a variety of local, county, and other meetings.
- Attend City events throughout the year.
- Perform such other duties as may be assigned by the Board.

RESPONSIBILITIES TO THE CITY BOARD

- Ensure that required supporting materials are provided for all functions.
- Conduct annual reviews of Ordinances and Policies for potential updates or improvements and recommend action for same to Board.
- Ensure the preparation of Ordinances and Resolutions as requested.
- Keep the Board regularly informed about the activities of the City office by oral or written report at regular or special meetings of the Board.

PERSONNEL

- Be responsible for the administrative direction and coordination of all employees of Twin Oaks.
- Conduct annual written evaluations of all employees.
- Inform Mayor and Board of issues relating to possible need for appointment, promotion, suspension or termination of employees.

BUSINESS FUNCTIONS

- Serve as Budget Officer per §130.030 of the Twin Oaks Code-Prepare draft budgets, coordinate and compile the draft budget for consideration by the Board.
- Be responsible for preparation, posting and publishing of all official notices required of the annual budget and budget proceedings in accordance with State statutes.
- Report to the Board on current fiscal position of the City as directed.
- Administer the budget and recommend such budget control procedures as may be necessary and/or appropriate.
- Oversee expenditures and purchases and ensure compliance with purchasing policies.

- Maintain a continuing review and analysis of budget operations, work practices and costs of municipal services.
- Ensure compliance with statutory competitive bid, prevailing wage, and contracting requirements.
- The City Clerk coordinates and performs work, including, but not limited to;
 - Management of financial functions
 - Maintenance of ledgers and accounting processes
 - Cash management
 - Payroll and accounts payable
 - Securing of annual audits & financial reports by authorized Certified Public Accountants
 - Safe-keeping of securities and valuable papers
 - Collection and deposit with authorized depositories of all revenues
 - Review and maintenance of authorized fidelity bonds and insurance
 - Distribute monthly Profit and Loss and Balance Sheets

PLANNING, DEVELOPMENT, AND ZONING

- Maintain familiarity with current State statutes, Twin Oaks ordinances and decisions regarding zoning and land division.
- Act as Zoning Enforcement Authority for the City.
- Coordinate preliminary discussion with persons proposing development plans including rezoning, land development and site development. Advise such persons regarding amendments to proposals that may be necessary to meet the needs of the community and comply with Twin Oaks Ordinances.
- Coordinate with City Attorney and Aldermen as required to identify proposed projects on the long-term health, safety, convenience, economic welfare and general welfare of the community.
- Coordinate with City Attorney and Aldermen on a continuing basis over the course of project preparation to ensure the guidance from the Planning & Zoning Commission and Board is effectively incorporated into proposed projects.
- Schedule and attend Board of Adjustment meetings.