

Crystal City, Missouri

Comprehensive Plan Update & Growth Management Plan for the Future

14.0 Organization & Management



CREATING THE FUTURE

ORGANIZATION & MANAGEMENT

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14.0 Organization & Management

14.1 Purpose and Scope

This Section deals with the current organizational structure of the City and the current management structure of the City staff. Crystal City is a “Third Class” city under Sections 77.010 through 77.670 of the Missouri Revised Statutes. The authority and the organizational structure of the elected officials and the officers of the City are governed by State Statutes and City Code. This Section will list the Committees and Boards of the City with the duties and authority of each. The purpose is to demonstrate the ability of the City to meet the needs of the City now and in the future through the organization and management structure of the City.

14.2 Elected Officials and Officers of the City.

Following is a listing of the elected officials of Crystal City, elected by the Citizens with an outline of their duties under State law and City Code:

1. **MAYOR:** The Mayor is the chief executive officer of the City. The Mayor is elected for a 4 year term. The general duties of the Mayor is to preside over City Council Meetings, cast a vote only in the event of a tie vote by the City Council on any issue, and make appointments to City offices and boards, subject to confirmation by the City Council.
2. **CITY COUNCIL:** The City is divided into four “wards” with two councilmen per ward elected for two year terms. “Councilmen” is a term defining the elected representative of a ward whether the person is female or male and is not intended to be gender specific. The City Council as a body is the executive authority of the City. No funds can be expended without approval of the City Council. The City Code requires eight committees of the City Council and has assigned specific duties and responsibilities to each by City Ordinance. The committees and duties are listed below:
 - (a) FINANCE COMMITTEE.
 - (1) Prior to April 1 of each year, the finance committee shall draft and submit to the mayor and council, a proposed budget for all departments of the city, including the water department, park board, and library board.
 - (2) During the course of the year, the finance committee shall report monthly to the mayor and council regarding the management and condition of the budget; prepare and submit to the mayor and council proposed amendments to the budget; report to the mayor and council on the operation of the city clerk's office and water department; and, oversee the seeking of bids by the council on city expenditures for all departments of the city.
 - (b) STREET AND STREET LIGHTING.

(1) In cooperation with the street superintendent, the street and street lighting committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its recommendations for street improvements and the estimated cost of same.

(2) The street and street lighting committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its recommendations concerning street lighting improvements and the estimated cost of same.

(3) During the course of the year, the street and street lighting committee shall report monthly to the mayor and council regarding the operation of the street department.

(c) WATER AND SEWER.

(1) In cooperation with the water department supervisor, the water and sewer committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its proposed budget for the operation of the water and sewer departments.

(2) During the course of the year, the water and sewer committee shall report monthly to the mayor and council regarding the operation of the water and sewer departments and, as available, its plans for the improvement and upgrading of the water and sewer systems.

(3) The water and sewer committee shall also act as liaison for the council with the Festus/Crystal City Joint Sewage Commission.

(d) CITY BUILDINGS.

(1) The city buildings committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its proposed budget for the cost of insurance needs of the city, including casualty, liability and workmen's compensation insurance, and maintenance repair, remodeling and furnishing of all city buildings.

(2) During the course of the year, the city buildings committee shall report monthly to the mayor and council regarding the condition of city buildings.

(3) The city buildings committee shall also make recommendations, as needed, to the mayor and council concerning assignment of space within the city buildings.

(e) PUBLIC WELFARE AND FIRE DEPARTMENT.

(1) In cooperation with the street superintendent, the public welfare and fire department committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its budget for the estimated cost of malaria control, equipment, and trash pickup.

(2) During the course of the year, the public welfare and fire department committee shall report monthly to the mayor and council regarding malaria control and trash pickup services, and shall make recommendations to the mayor and council, as needed, concerning substandard housing, derelict buildings and condemned buildings.

(3) In cooperation with the fire chief, the public welfare and fire department committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council its proposed budget for the operation of the fire

department, and shall, during the course of the year, report monthly to the mayor and council regarding the operation of the fire department.

(f) POLICE COMMITTEE.

(1) In cooperation with the chief of police, the police committee shall, prior to February 28 of each year, draft and submit to the finance committee, mayor and council, its proposed budget for the police department, including estimated costs of equipment and the dispatching operation of the city, and shall, during the course of the year, report monthly to the mayor and council regarding the police department, including dispatching.

(2) The police committee shall act as liaison for the council to the municipal court and police judge.

(g) ANNEXATION AND COOPERATION. The annexation and cooperation committee shall, during the course of the year, report monthly to the mayor and council regarding its recommendations for the planning and execution of annexation and the planning and execution of cooperative efforts between the city and other municipalities or governmental agencies within the state.

(h) LABOR. The labor relations committee shall have the responsibilities and functions presently expressed in ordinances of the city and shall, as needed, make reports to the finance committee, mayor and council and other committees concerning labor relations.

3. **PRESIDENT PRO-TEM OF THE CITY COUNCIL:** The City Council must elect a member of the City Council to serve as President Pro-Tem of the Council. The duties of the President Pro-Tem are to preside over the City Council in the absence of the Mayor and perform the duties of the Mayor in his absence or vacancy of office.
4. **CITY ATTORNEY:** The City Attorney is elected by the residents for a two year term. Following are the specific duties of the City Attorney as per City Code.
DUTIES: It shall be the duty of the city attorney to prosecute and defend all actions originating or pending in any court in this state to which the city is a party, or in which the interests of the city are involved, and shall, generally, perform all legal services required in behalf of the city. In any complaint made before the police judge, the city attorney may, if in his judgment the interest of the city demands it, require the complainant or party at whose instance the complaint is made to give security for costs, to be approved by the police judge, before proceeding further with such cause.
5. **CITY TREASURER:** The City Treasurer is elected by the Citizens for a two year term. Following are the specific duties of the City Treasurer as per City Code.
DUTIES: It shall be the duty of the city treasurer to:
 - (1) Receive and safely keep all moneys of the city which shall come into his hands;
 - (2) Disburse the same upon warrants properly drawn, if there shall be money enough in the depository belonging to the fund upon which a warrant is drawn and out of which the same is payable;

- (3) Keep a full and accurate account of all moneys received and disbursed by him on behalf of the city, specifying the date of receipt or disbursement, from whom received, to whom disbursed, and on what account received and disbursed;
- (4) Keep a separate account of each fund and appropriation, and the debits and credits belonging thereto;
- (5) Keep a register of all warrants paid into the treasury, describing such warrants by their date, number, name of the payee and amount, specifying the time of receipt thereof, from whom received and on what account;
- (6) Cancel all bonds, coupons, warrants and other evidences of debt against the city, whenever paid by him, by writing or stamping across the face thereof the words "paid by the city treasurer" with the date of payment written or stamped thereon;
- (7) Issue duplicate receipts for all sums of money which may be paid into the treasury, specifying the date of payment and upon what account paid;
- (8) Furnish the committee on finance with a written statement on the last weekday in each month, showing the balance in the treasury at the beginning of the month, the amount received during the month, the amount disbursed during the month and on what account disbursed, and the balance remaining in the treasury to the credit of each fund and constituting the general balance in the treasury at the close of business on the day on which such statements are made;
- (9) Receive and safely keep all warrants, bonds and obligations of the city entrusted to his care, and shall dispose of the same only upon proper authority from the city council or as provided by ordinance;
- (10) Give information in writing to the mayor and council whenever required, upon any subject relating to his office or the fiscal affairs of the city; and
- (11) Perform all other duties as may be required of him by law or ordinance.

The city treasurer shall report to the council on or before the first day of July in each year, the amount of receipts and disbursements of the treasury during the preceding year; the balance remaining to the credit of each fund and constituting the general balance in the treasury on the first day of July; the amount of bonds maturing in the succeeding year for the redemption of which provision must be made; and the amount of money required to pay interest falling due on the indebtedness of the city during said year.

At the first regular meeting of the city council held in April of each year, the city treasurer shall present to the mayor and council for final settlement, a general statement of his accounts for the past fiscal year. Such statements shall show the amount of all receipts paid into the treasury and of all payments made by him during such term, the condition of the treasury as of the first day of April, and the balance remaining on that day to the credit of each fund. Such statement, when made and approved by the mayor and council, shall be entered in the record in the office of the city clerk.

14.3 Appointed Officers of the City.

The City has specific officers of the City which are authorized by either State law or City Ordinance. The officers are generally appointed by the Mayor with confirmation by the City Council, and serve at the pleasure of the City Council. In some cases the

appointment is by City Boards or Commissions. The listings are broken down into two categories: (1) City Wide obligations and duties, (2) Specific obligations and duties.

A. OFFICERS WITH CITY WIDE OBLIGATIONS AND DUTIES

1. CITY ADMINISTRATOR: The City Administrator is hired by the City Council and serves at their pleasure, The person must be at least 25 years of age, live within the City, and possess a college degree in municipal administration with experience in finance, administration, and public relations. Following is a listing of the Administrator’s duties and powers as granted by City Code:

DUTIES: These duties are specified by City Code.

(a) **ADMINISTRATIVE OFFICE.** The city administrator shall be the chief administrative assistant to the mayor and, as such, shall be the administrative officer of the city government. Except as otherwise specified by ordinance or by the laws of the State of Missouri, the city administrator shall coordinate and generally supervise the operation of all departments of the city, with the exception of the police department.

(b) **PURCHASING.** The city administrator shall be the purchasing agent for the city, and all purchases amounting to less than five hundred dollars (\$500.00) shall be made under his direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the city council.

(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 city council for their final approval.

(d) **FINANCIAL REPORTS.** The city administrator shall make monthly reports to the mayor and 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.

(e) **ANNUAL REPORT.** The city administrator shall prepare and present to the mayor and city council 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 city council may require.

(f) **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 city council. The city administrator, after consultation with department heads, shall approve advancements and appropriate pay increases within the approved pay plans and position classification system. The city administrator shall have the power to recommend the appointment and removal (in accordance with personnel system regulations approved by the city council) of all subordinate employees of the city, and the city administrator shall make recommendations of appointment and removal of department heads.

(g) **POLICY FORMULATION.** The city administrator shall recommend to the mayor and city council the adoption of such measures as he 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) CITY COUNCIL AGENDA. The city administrator shall submit to the mayor and city council a proposed agenda for each council meeting at least forty-eight (48) hours before the time of the regular council meeting.

(i) BOARDS AND COMMITTEES. The city administrator shall work with all city boards and committees to help coordinate the work of each.

(j) ATTENDING CITY COUNCIL MEETINGS. The city administrator shall attend all meetings of the city council.

(k) BID SPECIFICATIONS. The city administrator shall supervise the preparation of all bid specifications for services and equipment and receive sealed bids for presentation to the city council.

(l) STATE AND FEDERAL AID PROGRAMS. The city administrator shall coordinate federal and state programs approved by the city council which may have application to the city.

(m) CONFERENCE ATTENDANCE. The city administrator shall attend state and regional conferences and programs applicable to his office and the business of the city whenever such attendance is directed and approved by the city council and mayor.

(n) 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) RECORD KEEPING. The city administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the city and entrusted in his care; all such records shall be and remain the property of the city and be open to inspection by the mayor and city council at all times.

(p) MISCELLANEOUS. In addition to the foregoing duties, the city administrator shall perform any and all other duties or functions prescribed by the mayor and city council.

POWERS: The following powers, and restrictions on such powers, have been granted by City Code.

(a) CITY PROPERTY. The city administrator shall have responsibility for all real and personal property of the city. He shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the city administrator only with the approval of the city council. Real property may be sold only with the approval of the city council by resolution or ordinance.

(b) SETTING ADMINISTRATIVE POLICIES. The city administrator shall have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of administrative agencies subject to his authority, and he shall have the power to revoke, suspend or amend any rule or regulation of the administrative service, except those prescribed by the city council.

(c) COORDINATING DEPARTMENTS. The city administrator shall have the power to coordinate the work of all departments of the city with the exception of the police department and, at times of an emergency, shall have the authority to assign the employees of the city to any department where they are needed for the

most effective discharge of the functions of the city government in accordance with city ordinances.

(d) **INVESTIGATING AND REPORTING.** The city administrator shall have the power to investigate and to examine or inquire into the affairs or operation of any department of the city under his jurisdiction and shall report on any condition or fact concerning the city government requested by the mayor or city council.

(e) **COORDINATING OFFICIALS.** With the exception of the police department, the city administrator shall have the power to overrule any action taken by a department head and may supersede him in the functions of his office.

(f) **APPEARING BEFORE THE CITY COUNCIL.** The city administrator shall have the power to appear before and address the city council at any meeting.

(g) **LIMITATIONS.** At no time shall the duties or powers of the city administrator supersede the action by the mayor and city council.

B. OFFICERS WITH SPECIFIC DUTIES AND OBLIGATIONS:

1. CITY CLERK: The City Clerk is appointed by the Mayor and confirmed by the City Council. The Clerk is appointed for a one year term. The candidate must be a qualified voter of the City and a competent accountant. Following are the specific duties of the City Clerk as per City Code.

DUTIES: The city clerk shall be the general accountant of the city, and shall perform all the duties as required by state law or ordinance of this city. They shall also perform the duties of clerk of the water department and, in connection therewith, shall be custodian of the records pertaining to that department, shall keep a true and accurate record of all transactions, shall keep books and control accounts of all money due the water department, and shall prepare vouchers for all expenditures necessary in its operation.

2. CITY COLLECTOR: The City Collector is appointed by the Mayor and confirmed by the City Council. The Collector must be a registered voter of the City. Following are the specific duties of the City Collector as per City Code. The City no longer collects City property tax. The City has entered into a contract with Jefferson County to collect all City property tax. As provided under Section 77.370 (4) of the Missouri Revised Statutes this office can be abolished with the contract with the County in place.

DUTIES: The city collector shall collect such property and license taxes as he may be required to collect and shall perform such additional duties as may be required by ordinance or state law. The city collector shall make such monthly reports to the city council as may be required and shall, annually, make a detailed report to the council stating the various moneys collected by him during the year, the amounts uncollected, and the names of the persons from whom he failed to collect, with the causes therefore. The city collector shall pay into the treasury, monthly, all moneys received by him from all sources which may be levied by law or ordinance; also all licenses of every description authorized by law to be collected, and all moneys belonging to the city which may come into his hands. The city collector is hereby prohibited from making any changes, corrections or alterations in the tax books or in the record of amounts due the city from taxes,

licenses or any other source in his possession, unless and until such changes, corrections or alterations are approved and authorized by the city council.

3. MUNICIPAL JUDGE: The Municipal Judge is appointed by the Mayor with confirmation by the City Council. The appointment is for a two year term. The Judge must be at least 21 years of age, but not older than 75 years of age and must be licensed to practice law in Missouri. They must be a resident of the State of Missouri and can serve as municipal judge for other cities. The judge may not hold any other City office. Following are the specific duties of the Municipal Judge as per City Code.

DUTIES: The municipal judge shall be and is hereby authorized to:

(1) Establish a traffic violations bureau as provided for in the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts and Section 479.050 of the Revised Statutes of Missouri.

(2) Administer oaths and enforce due obedience to all orders, rules and judgments made by him, and fine and imprison for contempt committed before him while holding court, in the same manner and to the same extent as a circuit judge.

(3) Commute the term of any sentence, stay execution of any fine or sentence, suspend any fine or sentence, and make such other orders as the municipal judge deems necessary relative to any matter that may be pending in the municipal court.

(4) Make and adopt such rules of practice and procedure as are necessary to implement and carry out the provisions of this chapter, and make and adopt such rules of practice and procedure as are necessary to hear and decide matters pending before the municipal court and to implement and carry out the provisions of the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts. Any and all rules made or adopted hereunder may be annulled or amended by an ordinance limited to such purpose; provided that such ordinance does not violate, or conflict with, the provisions of the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts, or state statutes.

(5) The municipal judge shall have such other powers, duties and privileges as are or may be prescribed by laws of this state, this Code or other ordinances of this city.

The municipal judge shall cause to be prepared within the first ten (10) days of every month a report indicating the following: A list of all cases heard and tried before the court during the preceding month, giving in each case the name of the defendant, the fine imposed, if any, the amount of cost, the names of the defendants committed and in the cases where there was an application for trial de novo, respectively. The same shall be prepared under oath by the municipal court clerk or the municipal judge. This report will be filed with the city clerk, who shall thereafter forward the same to the city council of the city for examination at its first session thereafter. The municipal court shall, within the ten (10) days after the first of the month, pay to the municipal treasurer the full amount of all fines collected during the preceding months, if they have not previously been paid.

The municipal judge shall be a conservator of the peace. He shall keep a docket in which he shall enter every case commenced before him and the proceedings therein and he shall keep such other records as may be required. Such docket and records shall be records of the circuit court of Jefferson County, Missouri. The municipal judge shall deliver the docket and records of the municipal court, and all books and papers pertaining to his office, to his successor in office, or to the presiding judge of the circuit.

4. CLERK OF THE MUNICIPAL COURT: The Mayor may appoint and the City Council must confirm the appointment of a Municipal Court Clerk for a two year term. No specific qualifications are set by City Ordinance. Following are the specific duties of the Municipal Court Clerk as per City Code.

DUTIES: The duties of said clerk shall be as follows:

- (1) To collect such fines for violations of such offenses as may be described, and the court costs thereof.
- (2) To take oaths and affirmation.
- (3) To accept signed complaints, and allow the same to be signed and sworn to or affirmed before said clerk.
- (4) To sign and issue subpoenas requiring the attendance of witnesses and sign and issue subpoenas duces tecum.
- (5) To accept the appearance, waiver of trial and plea of guilty and payment of fine and costs in traffic violation bureau cases or as directed by the municipal judge; generally to act as violation clerk of the traffic violation bureau.
- (6) To perform all other duties as provided for by ordinance, by rules of practice and procedure adopted by the municipal judge and by the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts and by statute.
- (7) To maintain, properly certified by the city clerk, a complete copy of the ordinances of the city or the municipality which shall constitute prima facie evidence of such ordinances before the court. Further, to maintain a similar certified copy on file with the clerk serving the circuit court of this county.

5. CHIEF OF POLICE: The Chief of Police is selected under a merit system approved by the City Council. A Police Personnel Board has been established to conduct examinations and review personnel. The Mayor, with the confirmation of the City Council shall approve the appointment of the Chief of Police, as well as other officers of the department. Following are the specific duties of the Chief of Police, as per City Code.

DUTIES: The chief of police shall have power at all times to make or order an arrest with proper process, for any offense against the laws of the city, and keep such offender in the city jail or other proper place to prevent his escape until a trial can be had, unless such offender shall give a good and sufficient bond for his appearance for trial. The chief of police shall also have power to make arrests without process in all cases in which any offense against the laws of the city shall be committed in his presence. He shall collect all fines assessed in the police court, and pay the same into the city treasury.

The chief of police, in the discharge of his duties, shall be subject to the orders of the mayor only; all other members of the police department shall be subject to the orders of their superiors in the police department and the mayor only.

Additional Powers:

(a) It shall also be the duty of the chief of police to execute all orders and processes arising under the provisions of this Code and other ordinances of the city. He shall be conservator of the peace and active and vigilant in the preservation of good order within the city. He shall also report and keep the mayor and city council advised as to the condition of streets, sidewalks, bridges and culverts, and report all violations of sidewalk, street and traffic ordinances, and other Code provisions, or nuisances maintained within the city.

(b) The chief of police, in the discharge of his duty shall be subject to the orders of the mayor. He shall have power to serve and execute warrants, subpoenas, writs or other processes issued by the police judge at any place within the county.

(c) He shall perform all such duties in city elections as are required to be performed in state and county elections by the sheriff and constable, and he shall at all times perform all such other duties as the council may from time to time, by ordinance or resolution, require.

(d) The chief of police, when on duty, shall wear a metal badge on which shall be inscribed the words "Chief of Police" and "Crystal City, Missouri."

6. CAPTAN OF POLICE: Appointed by the Mayor, with the confirmation of the City Council. Following are the specific duties of the Captain of Police as per City Code:

DUTIES: It shall be the duty of the captain of police to enforce all laws and regulations of the city, safeguard the property and property rights of the citizens, regulate traffic and take all other measures necessary to safeguard the citizens of this city, under the supervision of the mayor. The captain of police shall be the acting chief of police during those periods of time that the chief of police is unable to perform his duties as a result of illness, or absence from the city.

7. FIRE CHIEF: The Fire Chief is hired by the City Council and serves at their pleasure. No specific term is set. Following are the specific duties of the Fire Chief as per City Code.

DUTIES: The chief of the fire department shall furnish to the city council such information as may be required from time to time, and shall make an annual report of all the business of such department under his supervision for each fiscal year. It shall be the duty of the chief of the fire department to inspect or cause to be inspected by fire department officers or members as often as may be necessary, but not less than two (2) times a year in outlying districts and four (4) times a year in the closely built portions of the city, all buildings, premises and public thoroughfares, except the interiors of private dwellings, for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violations of the provisions or intent of any provisions of this Code or other ordinance of the city affecting fire hazards.

8. BUILDING COMMISSIONER: The Building Commissioner serves at the pleasure of the City Council with no specific term.

DUTIES: It shall be the duty of the building commissioner to stop the erection of all buildings within this city that may be or have been started that do not comply with the building regulations of the city, and for this purpose, he is authorized and directed to arrest any person who refuses to discontinue work on any building, residence or dwelling when ordered to do so. The building commissioner shall make a survey of the city at regular intervals, not more than fifteen (15) days apart, to ascertain if any of the provisions of the building regulations of the city are being violated.

SPECIFIC DUTIES FOR BUILDINGS IN THE CITY:

(1) Inspect, or cause to be inspected, as often as may be necessary, all residential, institutional, assembly, commercial, industrial, garage, special or miscellaneous occupancy buildings for the purpose of determining whether any condition exists which renders such places dangerous buildings, when he has reasonable grounds to believe that any such buildings are dangerous.

(2) Inspect any building, wall or structure about which complaints have been filed by any person to the effect that a building's wall or structure is or may be existing in violation of this article and he determines that there are reasonable grounds to believe that such building is dangerous.

(3) Inspect any building, wall or structure reported by the fire or police department of this city as probably existing in violation of this article.

(4) Notify in writing, either by personal service or by certified mail, return receipt requested, or if service cannot be had by either of these modes of service, then service may be had by publication in a newspaper qualified to publish legal notices for two (2) successive weeks, the owner, occupant, lessee, mortgagee, agent and all other persons having an interest in any such building as shown by the land records of the recorder of deeds of Jefferson County, of any building found by him to be a dangerous building.

(5) Report in writing to the city council the noncompliance with any notice to vacate, repair or demolish.

(6) Appear at all hearings conducted by the city council and testify as to the condition of dangerous buildings.

(7) Immediately report to the council concerning any building found by him to be inherently dangerous and which he determines to be a nuisance per se. By resolution, the council may direct that such building be marked or posted with a written notice reading substantially as follows:

"This building has been found to be a dangerous building by the City Building Commissioner. This notice is to remain on this building until it is repaired, vacated or demolished in accordance with the notice which has been given the owner, occupant, lessee, mortgagee or agent of this building, and all other persons having an interest in said building as shown by the land records of the Recorder of Deeds of Jefferson County. It is unlawful to remove this notice until such notice is complied with."

SPECIFIC DUTIES AS FLOOD PLAIN ADMINISTRATOR FOR THE CITY:

(1) Reviewing all development permits to assure that sites are reasonably safe from flooding and that the permit requirements of this chapter have been satisfied.

(2) Reviewing permits for proposed development to assure that all necessary permits have been obtained from those federal, state or local government agencies from which prior approval is required.

(3) When base flood elevation data has not been provided in accordance with section 9 1/2-6(b), then the building commissioner shall obtain, review and reasonably utilize any base flood elevation or floodway data available from a federal, state or other source in order to administer the provisions of article III.

(4) Verifying, recording and maintaining records of the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures.

(5) Verifying, recording and maintaining records of the actual elevation (in relation to mean sea level) to which the new or substantially improved structures have been floodproofed.

(6) When floodproofing is utilized for a particular structure, the building commissioner shall obtain certification from a registered professional engineer or architect.

(7) Notifying adjacent communities and the state emergency management agency (SEMA) prior to any alteration or relocation of a watercourse and submitting evidence of such notification to the Federal Emergency Management Agency.

(8) Assure that the flood-carrying capacity is not diminished and shall be maintained within the altered or relocated portion of said watercourse.

(9) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the building commissioner shall make the necessary interpretation.

9. K-9 CONTROL OFFICER: The Mayor may appoint and the City Council must confirm the appointment of a K-9 Control Officer to serve at the pleasure of the City Council. Following are specific duties of the K-9 Control Officer as per City Code:

DUTIES: The K-9 Control Officer shall have a primary responsibility for the enforcement of Chapter 4 of the City Code covering animals and fowl. The city shall provide for and maintain in reasonable, clean and healthful fashion, suitable animal kennel for impoundment and isolation of animals in accordance with the provisions of this Code. Said kennel shall be at all times kept sanitary and clean and shall be designed and kept in such a manner as will provide for the most humane treatment of all animals deposited therein, with special provisions for segregation and isolation of diseased animals, or those animals suspected of being rabid. The K-9 control officer may, at his/her discretion, request assistance from any uniformed city police officer to destroy any animal reasonably believed to be dangerous, but only after all other attempts to capture or subdue said animal have failed. Above procedure may be used only after the K-9 officer has obtained permission from the city administrator, or, if he/she is unavailable, any elected official. The K-9 program shall be a part of the street department. The K-9 officer shall report directly to the superintendent of the street department.

10. CITY ENGINEER: The City Engineer is appointed by the Mayor subject to confirmation by the City Council. The City Engineer must be a resident of the

City and will serve a two year term. Following are the specific duties of the City Engineer as per City Code.

DUTIES: The city engineer shall have charge of the engineering department and of all engineering work necessary for constructing and improving streets, alleys, sidewalks, sewers and waterlines, and shall be responsible to the city and the mayor. The city engineer shall be required to attend the meetings of the city council unless excused from such attendance by the mayor.

11. CITY ELECTRICIAN: The Mayor may appoint and the City Council must confirm the appointment of a City Engineer. The person must be a resident of the City. Following are the specific duties of the City Electrician as per City Code. The City does not operate any electrical utility operation within the City.

DUTIES: The city electrician shall have charge of all electrical work necessary for constructing and improving the lighting system and electrical equipment, and shall be responsible to the city and the mayor of the city. The city electrician shall be required to attend the meetings of the city council as requested by the mayor.

12. LIBRARIAN: A City Librarian may be appointed by the Library Board to serve at the pleasure of the Board. Duties are to be the administrator of library operations within the City.

13. PARK KEEPER: A Park Keeper may be appointed by the Park Board to serve at the pleasure of the Board. Duties are to oversee the maintenance and operations of City Parks and generally serve as Department Head for the Parks Department.

14. STREET COMMISSIONER: The Street Commissioner is hired by, and serves at the pleasure of the City Council with no designated term. The Commissioner shall be in charge of and responsible for all duties and responsibilities of the department of streets, and any and all other duties as shall be imposed upon him from time to time by the mayor and city council.

15. WATER SUPERINTENDENT: The Superintendant of Water is appointed by, and serves at the pleasure of the City Council with no designated term. The Superintendant will oversee all operations of the Water Department and the Sewer Department since the Water and Sewer Departments have been consolidated..

16. CITY WATER CLERK: The City Water Clerk is appointed by, and serves at the pleasure of the City Council with no designated term. The City Water Clerk shall maintain records and billing of all water and sewer services sold by the City. The duties of the City Clerk include the duties of this office and appointment.

17. WATER INSPECTOR: The Water Inspector is appointed by, and serves at the pleasure of the City Council with no designated term. The Inspector shall inspect City water and sewer lines.

18. BUILDING INSPECTOR: The Building Inspector is an employee of the City which is not appointed but possesses duties and obligations as per City Code.

SPECIFIC DUTIES OF BUILDING INSPECTOR.

(a) *Duties:* It shall be the duty of the building inspector to enforce this ordinance [appendix]. The building inspector shall receive applications required by this ordinance [appendix], issue permits and furnish the prescribed certificates. He shall examine premises for which permits have been issued, and shall make necessary inspections to see that the provisions of law are complied with. He shall enforce all laws relating to the construction, alteration, repair, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, except as may be otherwise provided for. He shall, when requested by the mayor or council, or when the interests of the municipality so require, make investigations in connection with matters referred to in this ordinance [appendix] and render written reports on the same. For the purpose of enforcing compliance with law, he shall issue such notices or orders as may be necessary.

(b) *Inspections:* Inspections shall be made by the building inspector or a duly appointed assistant.

(c) *Rules:* For carrying into effect its provisions, the building inspector may adopt rules consistent with this ordinance.

(d) *Records:* The building inspector shall keep careful and comprehensive records of applications, of permits issued, of certificates issued, of inspections made, of reports rendered, and of notices or orders issued. He shall retain on file copies of all papers in connection with building work so long as any part of the building or structure to which they relate may be in existence. All such records shall be open to public inspection at reasonable hours, but shall not be removed from the office of the building inspector.

(e) *Cooperation of other officials:* The building inspector may request and shall receive, so far as may be necessary in the discharge of his duties, the assistance and cooperation of the engineer in fixing grades, of the chief of police in enforcing orders, of the attorney in prosecuting violations, and of other officials.

19. HEALTH OFFICER: The Mayor may appoint and the City Council may confirm a Health Officer whom shall serve for a term of one year.

DUTIES:

(a) Should the person responsible for conditions giving rise to the breeding of mosquitoes fail or refuse to take necessary measures to prevent the same within three (3) days after due notice has been given to him, the health officer is hereby authorized to do so, and all necessary costs incurred by him for this purpose shall be a charge against the property owner or other person offending as the case may be.

(b) The health officer shall enforce the provisions of this article, and any person acting under his authority may at all reasonable times enter in and upon any

premises within his jurisdiction. Any person charged with any of the duties imposed by this article failing within the time designated by this article or within the time stated in the notice of the health officer to perform such duties, or to carry out the necessary measures to the satisfaction of the health officer, shall be deemed guilty of violation of this article.

- (c) The health officer shall have the powers, authorities, duties and responsibilities of the regulatory authority as set forth in the 1976 Edition of the Food and Drug Administration's "Food Service Sanitation Ordinance" as provided hereafter, and shall specifically have the power and authority to denominate and enlist the Jefferson County Health Department, its agents and sanitarians as his agent to make those inspections required by said food service sanitation ordinance.

14.4 City Departments.

The City has established various departments both by City Code and by practice. Following is a listing of the various departments and their duties:

1. **STREETS:** The department is in charge of the maintenance of all City streets and is overseen by the Street Commissioner. As per City Code the department oversees animal control and under the direct authority and supervision of the City Council.
2. **PARKS & RECREATION:** The department is in charge of all City parks and recreation activities provided by the City and is under the supervision of the Parks Keeper, or Director, and the Parks Board of the City.
3. **WATER & SEWER:** The department is in charge of water and sewer service provided by the City and is under the direct supervision of the Water Superintendant and the City Council with advise and oversight by the Committee on Water Supply & Distribution.
4. **POLICE:** The department is in charge of enforcement of City Ordinances and protection of the public and under the direct supervision of the Chief of Police and the City Council. The Police Personnel Board administers the merit system adopted by the City and advises the City Council on appointments and personnel.
5. **FIRE:** The department is in charge of fire protection for the City by means of a volunteer department and under the direct supervision Fire Chief and the City Council.
6. **BUILDING COMMISSIONER:** The department is in charge of enforcing building codes, planning, and zoning regulations. The department is under the direct authority and supervision of the City Council with oversight and advise from the Planning and Zoning Commission of the City.

14.5 City Commissions and Boards.

The City has created various boards and commissions with specific duties as provided by City Codes. Following is a listing with an outline of the duties and authority of each board.

- 1. FAIR HOUSING COMMITTEE:** The Committee shall be made up of five citizens of the City, appointed by the Mayor and confirmed by the City Council. No member of the Committee shall be a member of the City government elected or appointed positions.

DUTIES & AUTHORITY: The Committee is charge with the administration and oversight of the public policy of the city to eliminate discrimination and safeguard the right of any person to see, purchase, lease, rent or obtain real property without regard to race, sex, color, religion, religious affiliation, handicap, familial status, or national origin. The Committee shall hear and review all complaints of discrimination within the City and shall refer all complaints which they may not be able to resolve to the City Attorney for further action.

- 2. HISTORICAL SOCIETY:** The Committee shall be made up of nine citizens of the City, appointed by the Mayor and confirmed by the City Council. No member of the Committee shall be a member of the City government elected or appointed positions. Each member is appointed for a three year term.

DUTIES & AUTHORITY: It shall be the duty of the society to collect books, maps and other papers and material for the study of history, especially of the city; to acquire narratives and records of the founders, to procure documents, manuscripts and portraits, and to gather all information calculated to exhibit faithfully the antiquities and the past and present condition, resources and progress of the city; to cause its collections to be properly bound and preserved; to conduct a library of historical reference, and to publish from time to time reports of its collections and such other matters as may tend to diffuse information relative to the history of the city; and to keep the rooms containing the collections of said society open at all reasonable hours on business days for the reception of the citizens of the city.

(a) The board of directors shall make a report to the city council on or before the first Monday in June of each year stating:

- (1) The condition of their trust as of the first day of May of that year;
- (2) The various sums of money received from the historical society fund and from other sources since the last annual report;
- (3) The sums expended and the purpose for which such sums were expended;
- (4) Information and suggestions which they may deem of general interest.

(b) All portions of the report relating to the receipt and expenditure of money shall be verified by affidavit.

- 3. LIBRARY BOARD:** The Board shall consist of nine citizens of the City, appointed by the Mayor and confirmed by the City Council. Each member shall serve a three year term. No member of the Committee shall be a member of the City government elected or appointed positions.

DUTIES & AUTHORITY: It shall be the duty of the library board generally to carry on with the spirit and intent of this chapter in establishing and maintaining a public library and reading room.

a) The board of directors shall make a report to the city council on or before the first Monday in June of each year stating:

- (1) The condition of their trust as of the first day of May of that year;
 - (2) The various sums of money received from the library fund and from other sources since the last annual report;
 - (3) The sums expended and the purpose for which such sums were expended;
 - (4) The number of books and periodicals on hand;
 - (5) The number of books and periodicals added by purchase, gift or otherwise during the year;
 - (6) The general character of the books acquired; and
 - (7) Information and suggestions which they may deem of general interest.
- (b) All portions of the report relating to the receipt and expenditure of money and to the number of books owned, books lost or missing and books purchased shall be verified by affidavit.

The board of directors shall from time to time advise the city council of any persons injuring the library or the property thereof and of any injury to or failure to return any book or other property belonging to the library.

The library board shall make and adopt such bylaws, rules and regulations for their guidance and for the governing of the library and reading room as may be expedient and not inconsistent with this chapter or the statutes of this state.

The library board shall have the exclusive control of the expenditure of all money collected to the credit of the library fund and of the construction of the library building, and shall also have the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that exclusive purpose and of all property contained therein.

The board of directors shall have no power or authority to make any contract or agreement obligating the city for any sum in excess of the amount then in the city treasury to the credit of the library fund, less current obligations of the city to be paid from the library fund.

- 4. PARK BOARD:** The Board shall consist of nine citizens of the City, appointed by the Mayor and confirmed by the City Council. Each member shall serve a three year term. No member of the Committee shall be a member of the City government elected or appointed positions.

DUTIES & AUTHORITY:

The park board shall make and adopt such bylaws, rules and regulations for their guidance and for the government of the parks as may be expedient, not inconsistent with sections 90.500 to 90.570, Revised Statutes of Missouri.

The park board shall have power to purchase or otherwise secure ground to be used for city parks.

The park board shall have power to appoint a suitable person to take care of the city parks and necessary assistants, and shall fix their compensation. The board shall also have power to remove such appointees.

The park board shall, in general, carry out the spirit and intent of sections 90.500 to 90.570, Revised Statutes of Missouri, in establishing and maintaining public parks.

All moneys received for city parks shall be deposited in the treasury of the city to the credit of the park fund, to be kept separate and apart from the other moneys of

the city, and shall be drawn upon by the proper officers of the city upon the properly authenticated vouchers of the park board.

(a) The park board shall make, on or before the second Monday in June, an annual report to the city council stating:

- (1) The condition of their trust on the first day of May of that year;
- (2) The various sums of money received from the park fund and other sources;
- (3) How much money has been expended and for what purposes; and
- (4) Such other statistics, information and suggestions as they may deem of general interest.

(b) All such portions of the annual report as relate to the receipt and expenditure of money shall be verified by affidavit.

- 5. PLANNING & ZONING COMMISSION:** The city planning and zoning commission shall consist of nine (9) members, including the mayor, a member of the city council selected by the council, the city building commissioner and six (6) citizens of the city, plus one (1) alternate member. The citizen members of the planning and zoning commission and the member from the city council shall be appointed by the mayor by and with the advice and consent of the city council. The term of each member of the planning and zoning commission shall be four (4) years or until his successor takes office.

DUTIES AND AUTHORITY:

The planning and zoning commission shall have such powers as may be necessary to enable it to fulfill its functions, promote city planning and carry out the purposes of the City Codes.

The planning and zoning commission shall adopt rules for the transaction of its business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record.

The planning and zoning commission shall elect its chairman from among the appointed members and shall create and fill such other of its offices as it may determine. The term of the chairman of the planning and zoning commission shall be one (1) year, and he shall be eligible for reelection.

The planning and zoning commission may appoint such employees as it may deem necessary for its work.

The planning and zoning commission may contract with city planners, engineers, architects and other consultants for such services as it may require, provided an appropriation has been made authorizing payment for such services.

(a) It shall be the function and duty of the planning and zoning commission to make and adopt a city plan for the physical development of the city.

(b) The city plan, with the accompanying maps, plats, charts and descriptive and explanatory matter, shall show the commission's recommendations for the physical development and uses of land, and may include, among other things, the general location, character and extent of streets and other public ways, grounds, places and spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned, the acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment or change of use of any of the foregoing; and the general character, extent and layout of the replanning of blighted districts and slum areas.

(c) The planning and zoning commission shall hold public hearings on any major final report before submitting it to the city council for its action thereon, and the council shall not hold its public hearings or take action thereon until it has received the final report of the planning and zoning commission on the particular proposition to be acted on.

In the preparation of the comprehensive plan, the planning and zoning commission shall make careful comprehensive surveys and studies of present conditions and the future growth of the city, with due regard to its relation to neighboring territory. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the city which will, in accordance with present and future needs, best promote health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development, including among other things, adequate provision for traffic, the promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, and the adequate provision of public utilities and other public requirements.

(a) The planning and zoning commission shall, from time to time, recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof.

(b) It shall also be part of the duty of the planning and zoning commission to consult with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and with citizens with regard to protecting and carrying out the plans.

The members, officers and employees of the planning and zoning commission, in the performance of their functions, may enter upon any land and make examinations and surveys, and place and maintain necessary monuments and markers thereon.

- 6. POLICE PERSONNEL BOARD:** The Police Personnel Board shall consist of five members appointed from the citizens of the City by the Mayor and confirmed by the City Council. Each member shall serve for a two year term. The Board administers the merit system adopted by the City.

DUTIES & AUTHORITY:

The board shall adopt rules governing its internal operation and file a copy of same with the clerk of the city. Board members shall serve without compensation.

The board shall have the following powers and duties:

(a) *Conduct examinations:* The board, from time to time, shall conduct open competitive examinations and promotional examinations as they deem necessary to establish eligibility and promotional registers. The examinations shall be of such character as to determine the relative qualifications, fitness and ability of the persons tested to perform the duties of the class of positions for which a register is established. The examination may be divided into various parts, and may be written, oral, physical, evaluation of training and experience, requiring a demonstration of skill or any combination of these factors. The examination shall be of such character as to determine the relative qualifications of the persons

taking the examination and may take into consideration any relevant factor, including training, experience, aptitude, capacity of knowledge, character, health, physical fitness, marksmanship and other qualifications as, in the judgment of the board, shall enter into a proper determination of the relative fitness of the applicants.

(b) *Notice of examination:*

(1) The board shall give public notice of each open competitive examination and promotional examination, sufficiently in advance, to afford persons who are interested in taking the examination, a reasonable opportunity to apply. The time between the official announcement of an examination and the holding of same shall not be less than fifteen (15) days.

(2) Each official notice of an examination shall state the titles, duties and pay of the position in the class for which the examination is to be held, the necessary or desirable qualifications required, and the time, place and manner of applying for admission to such examination.

(3) The official announcement shall consist of the posting of an official notice thereof in any newspaper published, and of general circulation, within the city and of the posting thereof on a public bulletin board maintained at the office of the police department and in the city hall building. The board shall also use such other means of publication as in its judgment is best suited and reasonably necessary to inform the public that the examination is to be given.

(c) *Rating of examinations:* Ratings of each examination shall be completed and the appropriate registers established not later than ninety (90) days after the first part of the examination was held, unless such time is extended by the board for reasons stated in their official records. The methods of rating the various parts of the examinations and the minimum satisfactory grade shall be determined by appropriate regulations. Each person taking the examination shall, in accordance with regulations adopted by the board, be entitled to inspect his examination papers and ratings; but ratings shall not be open to inspection by the general public. A manifest error in rating and grading of an examination which affects the relative ranking of persons taking the examination shall be corrected if called to the board's attention in writing by certified mail within thirty (30) days after the establishment of the register, but such correction shall not invalidate any appointment previously made from such register unless it is established that the error was made in bad faith and with intent to deprive the person adversely affected of certification to the eligibility list.

(d) *Registers:* The board shall keep an application and promotional register, in which shall be entered the names and addresses, the order and date of applications of all applicants for competitive examinations, and the positions in the police department sought by the applicants. All applications shall be on forms prescribed by the board.

(e) *Rejection of applications:* The board may reject the application of any person for admission to an examination or may strike the name of any person on a register for a position in the police department, or withdraw the certification of such person if it finds that such person is physically unfit to perform effectively the duties of the position to which he seeks employment, or is addicted to the habitual use of drugs or intoxicating beverages, or has been convicted of a crime

or guilty of any notorious or disgraceful conduct, or has been dismissed from any public service because of delinquency, or has made a false statement of fact, or attempted to practice any fraud or deception in his application or in his examination or in attempting to secure appointment to the city police department.

(f) *Rules and regulations:* The board shall formulate and adopt all necessary rules and regulations reasonably necessary for the efficient operation of the merit system and in the qualification and appointment of members to the city police department. The rules shall include provisions for:

- (1) Frequency of competitive examinations.
- (2) Standardization and classification of all positions in the police department on the basis of duties and responsibilities, and so arranged as to promote the filling of the higher grades through promotion as far as practicable.
- (3) Certification to the appointing authority of eligible persons for the purpose of filling vacancies.
- (4) Temporary or emergency appointments in the absence of an eligibility list.

(g) *Certification of eligibles:* The board with the advice of the chief of police shall certify a list of all eligible persons for membership in the police department to the mayor and the city council as often as is necessary for the good of the department and the interest of the public.

(h) *Salaries for department:* The board shall from time to time study and recommend to the city council appropriate salaries for members of the police department.

- 7. COMMITTEE ON WATER SUPPLY & DISTRIBUTION:** The Committee shall consist of the same number of members as there are wards within the City, but not less than three. Currently there are four wards within the City. Members are appointed by the Mayor and confirmed by the City Council.

DUTIES & AUTHORITY:

- (a) It shall be the duty of the committee created by this division to:
- (1) Supervise and control the supply, treatment and distribution of city water;
 - (2) Recommend for appointment or dismissal all employees of the water department, subject to approval by the city council;
 - (3) Formulate and prescribe such rules and regulations not inconsistent with the city ordinances as it deems necessary for the greatest efficiency of the service, and see that the same are enforced;
 - (4) Supervise the investigation of all complaints regarding the service, or the efficiency of employees, and report the result with its recommendation to the city council whenever, in its opinion, it is a matter that should be handled by the city council; and
 - (5) Take such action as it deems to be to the best interest of the service.
- (b) In carrying out its duties the committee shall at all times be subject to all provisions of state law and city ordinances.

The committee shall inventory all equipment of the water department semiannually, on or before the first days of April and October, and make an audit of all accounts and expenditures of the department and report the same to the city council. It shall keep in touch with, and make timely recommendations regarding, needed supplies and approve all bills for purchases.

All bids for equipment or supplies for the water department shall be referred by the superintendent to the committee created by this division for its recommendation to the city council, but nothing herein shall prevent the committee from purchasing necessary supplies and equipment of an ordinary upkeep character without receiving bids therefore.

- 8. BOARD OF APPEALS:** The board shall consist of five members which are City residents appointed by the Mayor and confirmed by the City Council. The Board deals with appeals for rulings on planning and zoning issues by the Planning and Zoning Commission and the City Council.

DUTIES & AUTHORITY:

The powers of the board are:

- (a) To interpret the ordinance, being:

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the building inspector in the enforcement of this ordinance [appendix].

To permit the extension of a district where the boundary line of a district divides a lot held in a single ownership at the time of the passage of this ordinance [appendix].

To interpret the provisions of this ordinance [appendix] in such a way as to carry out the intent and purpose of the plan, as shown upon the map fixing the several districts accompanying and made a part of this ordinance [appendix] where the street layout on the ground varies from the street layout as shown on the map aforesaid.

- (b) To permit the following two (2) exceptions:

Use of premises for public utility and railroad purposes or for a radio or television tower or broadcasting station.

Reconstruction of a nonconforming building that would otherwise be prohibited by section 4B (b), where such action would not constitute continuation of a monopoly.

- (c) To permit the following two (2) variations:

Vary the yard regulations where there is an exceptional or unusual physical condition of a lot, which condition is not generally prevalent in the neighborhood and which condition when related to the yard regulations of this ordinance [appendix] would prevent a reasonable or sensible arrangement of buildings on the lot.

Vary the parking regulations where an applicant demonstrates conclusively that the specific use of a building would make unnecessary the parking spaces required by this ordinance [appendix], but providing that such a reduction not be more than fifty (50) per cent of the usual requirement.

14.6 Conclusions

The organization and management of the City conforms with State Statutes and City Code. Municipal government in Missouri is truly a representative democracy whereby citizen participation is required and utilized. The City has structured the various committees of the City Council, the City Boards and Commissions, and appointed

Officers to cover a broad spectrum of issues and needs, with ample oversight and checks and balances. No fault can be found with the performance of the current structure. Based on the present condition of the City, both physically and financially, the system has served the City well. The City may wish to consider adding an additional officer or employee with designated duties in certain areas. In Section 13, Economic Development, it was recommended the creation of a Director of Economic Development position due to the importance of continued economic development activities. An economic development committee is also recommended, made up of business leaders within the City to advise and assist the City on economic development issues. Additionally, the City may wish to consider consolidating City Departments under a “Director” for each department in order to consolidate them based on interaction of the various services under a common manager. This may not require additional personnel, just a reassignment of duties and reporting, but could streamline services that are common and interact with each other. Following is a list of suggested departments for consideration.

1. **PUBLIC WORKS:** This department could oversee and administer the Water & Sewer System, Street Department, Levee System, and Sanitation. All of these services are related to the infrastructure system of the City and essential City services provide to the residents.
2. **PUBLIC SAFETY:** This department could oversee and administer the Police Department, Fire Department, Animal Control, and Public Health. All of these services interact with each other in providing public health and safety.
3. **PLANNING & DEVELOPMENT:** This department could oversee the building inspections, planning and zoning issues, as well as economic development of the City. All of these services interact with each other to provide for the orderly development of the City.
4. **ADMINISTRATION:** This department already exists in practice with oversight by the City Clerk. The department oversees all clerical, reporting, and financial operations of the City.
5. **PARKS & RECREATION:** This department already exists to provide parks and recreation service for the City.
6. **MUNICIPAL COURTS:** This department already exists in practice. The department consists of the municipal court system of the City. The department could also be within the Public Safety Department suggested above.

The above suggested departments may provide the City Council with a more consolidated chain of command and reporting based on the services which interact with one another. It has been found by other cities that consolidating departments and services which interact with one another can be more financially efficient and functional. Crystal City’s current structure has served the City well, but such consolidation could be beneficial to the City as the City grows in the future.