

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 110 OF THE CLAYTON CITY CODE PERTAINING TO ADMINISTRATIVE DEPARTMENTS OF THE CITY.

WHEREAS, on November 4, 2025, the people of Clayton amended their City Charter to, among other things, update and simplify administrative and procedural provisions; and

WHEREAS, the City Council wishes to effectuate and implement the changes adopted by Clayton’s residents as hereinafter provided; and

WHEREAS, Article II, Section 14 of the Clayton Charter provides that the city council by ordinance may create, change, and abolish offices, departments, boards, commissions, or agencies other than those established by the charter, and by ordinance may assign additional functions or duties to offices, departments, boards, commissions, or agencies;

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

Section 1.

Chapter 110 Code of Ordinances of the City of Clayton, Missouri, is hereby amended by the addition of a new Article and three new Sections, initially to be designated as Article V and Sections 110.080 through 110.100, to read as follows:

CHAPTER 110. City Officials

ARTICLE II. Departments

Section 110.080. Departments Established

- A. Pursuant to Article II, Section 14 of the Clayton City Charter, and subject to the provisions of Article III, Section 3 of the Charter that the city manager has authority to appoint, prescribe the powers and duties of, and, when necessary for the good of the service, remove any officer or employee of the city, the city council hereby establishes the following administrative departments and offices of the city who shall have supervision and control of their respective departments, subject to the authority of the city manager:
- (1) economic development department, directed by the director of economic development;
 - (2) finance department, directed by the director of finance;
 - (3) fire department, directed by the fire chief;

- (4) parks and recreation department, directed by the director of parks and recreation;
- (5) planning and development services department, directed by the director of planning and development services;
- (6) police department, directed by the chief of police;
- (7) public works department, directed by the director of public works;
- (8) technology services department, directed by the director of technology services.

Section 110.090. Finance Department.

- A. Director of Finance. The head of the department of finance shall be the director of finance, who shall have knowledge of municipal accounting and taxation, and shall have experience in budgeting and financial control.
- B. Duties. The director of finance shall have charge of the administration of financial affairs of the city, and to that end shall have authority and be required to:
 - (1) Maintain a general accounting system for the city and each of its departments and offices; exercise financial control over the same; keep such books and records and submit such financial statements to the city manager and the board of aldermen as they may require.
 - (2) Prescribe the forms of all financial records, receipts, vouchers, bills, and claims used by all departments and offices of the city.
 - (3) Supervise and be responsible for the disbursement of all monies of the city, and have control over all expenditures to ensure that they are proper and that appropriations are not exceeded.
 - (4) Certify, before any contract, order, or other document is executed by which the city would incur financial obligation, that the expenditure is within the purpose of the appropriation and the work program contemplated thereby, and that there is a sufficient unencumbered balance in the appropriation account and in the proper fund to pay the obligation.
 - (5) Preaudit and approve before payment all bills, invoices, payrolls, and other evidences of claims against the city, and draw and sign checks for the payment of all such valid claims, with countersignature by such person as the city council shall designate for the safeguarding of city funds.
 - (6) Inspect and audit any accounts or records of financial transactions which may be maintained in the department of finance and in any other department or office of the city.
 - (7) Collect or provide for the collection of all taxes, special assessments, license fees, and other revenues or monies due the city from any source whatsoever; and receive from the various departments and offices all fees, revenues, and monies collected by them.

- (8) Serve as treasurer for the city, and deposit all funds coming into the director's custody in such depositories as may be designated by the city council. All such funds shall be secured in accordance with law and ordinance.
- (9) Make and have custody of all investments of the city, including those held in a fiduciary capacity, under such regulations as the city council may prescribe.
- (10) Compile the information required for preparing the budget, and assist the city manager in its preparation.
- (11) Perform such other duties as may be prescribed by the city manager.

C. Preparation of The Budget.

The city manager shall present to the city council an annual budget and long-range capital budgets prepared in such manner as may be provided by ordinance and in accordance with accepted principles of municipal budgeting. The time for the presentation of the annual budget shall be set by the city council in consultation with the city manager, and if not so set, the budget shall be presented not less than thirty days prior to the beginning of the fiscal year.

D. Public Hearing. At the meeting of the city council at which the budget is submitted, the council shall determine the time and place for a public hearing on the budget, to be held on or before the next regular meeting date, and the city clerk shall immediately provide for giving public notice in accordance with rules provided by the council. At the time and place provided in the public notice, or at a time and place to which such hearing may be adjourned, interested persons shall be given an opportunity to be heard.

E. Public Record. The budget and all supporting schedules shall be a public record in the office of the city clerk and open to public inspection. The city manager shall have sufficient copies of the budget prepared for distribution to interested persons.

F. Appropriation Ordinance. The city manager shall present, along with the annual budget, an appropriation bill which, if adopted, will authorize the expenditures proposed in the budget. The city council may insert new items or may increase, decrease, or eliminate items in the appropriation bill.

If the appropriation bill has not been adopted under the provisions of this charter so that it can become effective by the first day of the fiscal year, then the bill presented by the manager shall become effective on the first day of the fiscal year the same as if it had been so adopted.

G. Appropriations. From the effective date of the appropriation ordinance, the several amounts stated therein shall be appropriated to the several objects and

purposes of expenditure, but the city manager may control the rate at which any appropriation is expended during the period of the appropriation, by allotment or other means, and may reduce the expenditures of the city or any of its agencies below the appropriations whenever the actual revenues are less than the revenue estimates upon which the appropriations were based.

- H. Transfer of Unencumbered Appropriations. The city manager may transfer any unencumbered appropriation balance or portion thereof from one classification of expenditure to another within a department or office. At the request of the city manager, the city council may by resolution transfer any unencumbered appropriation balance or portion thereof from one department or office to another. All appropriations shall lapse at the end of the budget year to the extent that they shall not have been spent or lawfully encumbered.
- I. Tax Rates. The city council shall by ordinance set the tax rates on the various classes of property as assessed, and such rates shall be certified by the city clerk to the director of finance, who shall compute the taxes and extend them upon the tax rolls.

Section 110.100 Public Works Department

- A. Director of Public Works. The head of the department of public works shall be the director of public works, who shall be an engineer registered under the laws of Missouri and qualified to perform the duties required by the charter and ordinances of the city.
- B. Powers and Duties. The director of public works shall serve as city engineer and shall be responsible for:
 - (1) The design, construction, reconstruction, supervision, maintenance, and repair of all physical facilities which the city may hold or acquire, including alterations, additions, and appurtenances thereto.
 - (2) The construction, reconstruction, supervision, maintenance, and repair of all streets and other public ways, pavements, curbs, sidewalks, parkways, playgrounds, recreation centers, swimming pools, and buildings and land used for recreational purposes; and the planting and care of all trees, shrubbery, and other landscaping located on property owned by the city.
 - (3) The collection and disposal of garbage and other refuse, or the supervision of such collection if provided for under contract.
 - (4) The lighting of public grounds, streets, and other public ways; the laying of conduits; the location, erection, and construction of poles and appurtenances, and all structures and facilities in, on, or over public grounds, streets, and other public ways; the granting of all permits to

excavate into or disturb any public property, street, or other public way, or to make any special use thereof.

- (5) The operation of any city garage.
- (6) The performance of such other duties as may be prescribed by the city manager.

Section 2.

The Chapter, Article, Division and/or Section assignments designated in their 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 3.

It is hereby declared to be the intention of the City Council that each and every part, section and subsection of their Ordinance shall be separate and severable from each and every other part, section and subsection hereof and that the City Council 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 their 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 4.

Their Ordinance shall be in full force and effect both from and after its passage by the City Council.

Passed by the City Council this ____ day of _____, 2025.

Mayor

Attest:

City Clerk