

Chapter 120

DEPARTMENTS, COMMISSIONS AND BOARDS

ARTICLE I

City Departments – Generally

Section 120.010. Enumeration. [R.O. 2012 §120.010; CC 1979 §2-42]

- A. The executive and administrative powers, authority and duties of the City shall be distributed into and among the following departments:
1. Department of Public Affairs.
 2. Department of Accounts and Finance
 3. Department of Public Safety.
 4. Department of Streets and Public Improvements.
 5. Department of Parks and Public Property.

Section 120.020. Supervision Generally. [R.O. 2012 §120.020; CC 1979 §2-43]

Every City department may be in the charge of either the Mayor or one (1) of the two (2) Commissioners, as designated by the City Council; provided that the Mayor shall always be in charge of the Department of Public Affairs, as provided by Section 78.070, RSMo.

Section 120.030. Mayor To Be Ex Officio Member of All Departments – Authority of Mayor To Refer Matters To Appropriate Departments For Reports. [R.O. 2012 §120.030; CC 1979 §2-44; Ord. No. 229 §1, 11-6-1934]

The Mayor shall be ex officio a member of all departments of the City. All matters not acted on by the Council when presented shall be referred by the Mayor to the appropriate department, and each such department, at the next regular meeting of the Council shall, unless granted further time, make its report to the Council regarding the same.

ARTICLE II

Department of Public Affairs

Section 120.040. Mayor Designated Superintendent. [R.O. 2012 §120.040; CC 1979 §2-45; Ord. No. A-3664 §1, 4-12-1976]

The Mayor shall be Superintendent of the Department of Public Affairs of the City and shall be responsible for and directly superintend such department and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other

ordinances of the City, shall exercise all executive and administrative powers and duties in reference to such department.

ARTICLE III
Department of Accounts and Finance

Section 120.050. Offices of City Clerk, City Treasurer and Finance Director Included. [R.O. 2012 §120.060; CC 1979 §2-47; Ord. No. A-3664 §2, 4-12-1976; Ord. No. 7593 §1, 8-22-2005]

The Department of Accounts and Finance of the City shall include the administrative and official offices of the City, including the offices of the City Clerk, the City Treasurer and the Finance Director.

Section 120.060. Superintendent – Powers and Duties Generally. [R.O. 2012 §120.070; CC 1979 §2-48; Ord. No. A-3664 §2, 4-12-1976]

One (1) Commissioner of the City shall be designated as Superintendent of the Department of Accounts and Finance and shall be responsible for and directly superintend such department and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to such department.

Section 120.070. Superintendent – Duties Concerning Taxation of Property. [R.O. 2012 §120.080; CC 1979 §2-49; Ord. No. 3664 §2, 4-12-1976]

The Superintendent of the Department of Accounts and Finance shall be responsible for and superintend all matters related to and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to the taxation of property and other taxes levied by the City, including, but not limited to, the assessment of property, the preparation of appropriate tax books and records of the City and the collection of all taxes levied by and due the City.

Section 120.080. Superintendent – Records, Books of Account, Etc., – Auditing of Financial Transactions and Records. [R.O. 2012 §120.100; CC 1979 §2-51; Ord. No. A-3664 §2, 4-12-1976]

The Superintendent of the Department of Accounts and Finance shall be responsible for and directly superintend and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to the establishment and maintenance of all records, books of account and financial affairs and accounting of the City and to accounting for all funds of the City, and to the auditing of all financial transactions and records of the City.

Section 120.090. Superintendent – Review of and Recommendations Concerning Claims and Bills Against City. [R.O. 2012 §120.110; CC 1979 §2-52; Ord. No. A-3664 §2, 4-12-1976]

All claims and bills against the City shall, before the same are presented to the City Council, be reviewed by the Superintendent of the Department of Accounts and Finance, who shall

determine that the same are for accounts properly due by the City and obligations legally incurred by the City and shall report such determinations and make recommendations for approval or rejection of such bills to the City Council.

Section 120.100. Superintendent – Vice President of Council – Performance of Duties of Mayor in Mayor's Absence or Inability. [R.O. 2012 §120.120; CC 1979 §2-53; Ord. No. A-3664 §3, 4-12-1976]

The Superintendent of the Department of Accounts and Finance shall also be Vice President of the City Council and, in case of vacancy in the office of Mayor or in the case of absence or inability of the Mayor, shall perform the duties of the Mayor.

Section 120.110. Commissioner – Examination and Approval of Monthly Reports of Certain Officers. [R.O. 2012 §120.130; CC 1979 §2-54; Ord. No. 229 §2, 11-6-1934; Ord. No. 7593 §1, 8-22-2005]

It shall be the duty of the Commissioner of the Department of Accounts and Finance to carefully examine, before the regular meetings of the Council in each month, the monthly financials of the Finance Director; to compare and check the monthly reports of the City Treasurer with the City Finance Director's reports; and to compare and check the monthly reports of the Municipal Judge and the Chief of Police. When such Commissioner has performed the above duties, he/she shall mark the same examined and approved and sign his/her name to the same.

ARTICLE IV

Department of Public Safety

Section 120.120. Health Department and Sanitation Department Included – Exceptions. [R.O. 2012 §120.140; CC 1979 §2-55; Ord. No. A-3664 §5, 4-12-1976]

The Department of Public Safety shall include the Health Department and the Sanitation Department of the City, not including the sewerage treatment and collection facilities of the City, but including the collection and disposition of all solid waste of the City and the inhabitants thereof.

Section 120.130. Superintendent. [R.O. 2012 §120.150; CC 1979 §2-56; Ord. No. A-3664 §5, 4-12-1976]

One (1) Commissioner of the City shall be designated as Superintendent of the Department of Public Safety and shall be responsible for and directly superintend such department and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to such department.

ARTICLE V

Department of Parks and Public Property

Section 120.140. Superintendent. [R.O. 2012 §120.160; CC 1979 §2-57; Ord. No. A-3664 §4, 4-12-1976]

The Superintendent of the Department of Accounts and Finance shall also be the Superintendent of the Department of Parks and Public Property of the City and shall be responsible for and

directly superintend such department and, to the extent and in the manner provided by applicable laws of the State and by applicable provisions of this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to such department.

Section 120.150. All City-Owned Property Included. [R.O. 2012 §120.170; CC 1979 §2-58; Ord. No. A-3664 §4, 4-12-1976]

The Department of Parks and Public Property shall include the park system of the City and all other property owned by the City.

ARTICLE VI

Department of Streets and Public Improvements ¹

Section 120.160. Superintendent. [R.O. 2012 §120.180; CC 1979 §2-59; Ord. No. A-3664 §6, 4-12-1976]

The Superintendent of the Department of Streets and Public Improvements of the City shall be responsible for and superintend such department and, to the extent and in the manner provided by applicable laws of the State and this Code and other ordinances of the City, shall exercise all executive and administrative powers and duties in reference to such department.

Section 120.170. Street Department Included. [R.O. 2012 §120.190; CC 1979 §2-60; Ord. No. A-3664 §6, 4-12-1976]

The Department of Streets and Public Improvements shall include the Street Department of the City and the matters relating to the location, establishment and vacation, construction and maintenance of the public streets and alleys of the City.

ARTICLE VII

The TIF Commission

Section 120.180. The TIF Commission. [R.O. 2012 §120.260; Ord. No. A-6329 §§1 – 7, 7-24-1996; Ord. No. A-6333 §1, 7-30-1996]

- A. The City Commission hereby expresses its intent to designate a redevelopment area located within the City limits of the City of Monett, under the Real Property Tax Increment Allocation Redevelopment Act of the State of Missouri (hereinafter referred to as the Act), Section 99.800, RSMo.
- B. A Commission is hereby created in accordance with the provisions of the Act (Section 99.820.2, RSMo.), which Commission may be referred to as the "TIF Commission".
- C. The Mayor is hereby authorized and directed to appoint, with consent of a majority of the member of the City Commission, six (6) members of the TIF Commission.
- D. The six (6) members of the TIF Commission appointed by the Mayor shall serve for a term of four (4) years, except that of the members first appointed, two (2) shall be designated to serve for a term of three (3) years, and two (2) shall be designated to serve for a term of

1. Cross Reference – As to streets and sidewalks generally, ch. 510.

four (4) years.

- E. The City Clerk is hereby directed to promptly submit written notice of the City's intent to designate a redevelopment area and to establish a commission pertaining thereto to the following taxing entities:
 - 1. The County Commission of Barry County, Missouri.
 - 2. Monett R-1 School District.
 - 3. Monett Special Road District.
 - 4. Barry-Lawrence County Board of the Developmentally Disabled.
 - 5. Barry County Health Unit.
 - 6. Barry-Lawrence Regional Library.
 - 7. Barry-Lawrence Ambulance District.
 - 8. The County Commission of Lawrence County, Missouri.
 - 9. Lawrence County Senior Citizens.
 - 10. Mt. Vernon Nursing Home District.
 - 11. Lawrence County Board of Developmentally Disabled.
- F. The City Clerk is hereby directed to promptly submit written notice of the City's intent to create and to establish a TIF Commission pertaining thereto to the forgoing taxing entities, depending on the County of location. [Ord. No. 8686, 6-20-2019]
- G. Since the City is located partially in two Counties, whichever County the redevelopment area is located, that County shall appoint two (2) members by the County Commission; two (2) members shall be appointed by the school board for any school district within the area; one (1) member shall be appointed by the other affected taxing districts levying ad valorem taxes in any manner agreed upon, in addition to the six (6) members appointed by the Mayor. [Ord. No. 8686, 6-20-2019]
- H. The members of the Commission shall serve the terms of office as provided for in Section 99.820.2, RSMo., and shall have those duties authorized and allowed by the Act. [Ord. No. 8686, 6-20-2019]