ARTICLE IV. DEPARTMENTS AND OFFICES

DIVISION 1. IN GENERAL

Sec. 401. Departments and offices established.

(a) ***Establishment of departments***. The City Council will provide for departments or offices for the organization of the administrative staff of the City.

(b) ***Departments required***. To insure the adequate and appropriate support of the administrative functions of the City there shall be a Finance Department under the direction of a director of finance/chief financial officer, and a Law Department under the direction of a city attorney. To reflect the unique nature of the management of the parks and boulevard systems there shall be a Parks and Recreation Department under the supervision of the Board of Parks and Recreation Commissioners and under the management of a Director of Parks and Recreation as provided in Article X of this Charter.

(c) ***Organization of departments.*** The Council, City Manager, or department directors may establish divisions or other units within departments.

Sec. 402. Delegation of duties and rulemaking authority.

(a) ***Delegation – between departments.*** Except for the Finance and Law Departments, the Council may delegate to the City Manager the authority to transfer obligations of departments between departments to provide for greater efficiency and effectiveness of the City's workforce.

(b) ***Delegation by directors.*** A Director is authorized to exercise and perform any of their powers or duties through any other City employee, including qualified City employees of other departments with the permission of the employees' Director.

(c) ***Rulemaking.*** A Director shall have power to prescribe rules and regulations for the conduct of the officers and employees of the department; for the distribution and performance of its functions and business; for the efficient operation of its functions and business; and for the custody and preservation of the books, records, papers and property under the Director's control.

Sec. 403 – Sec. 405. Reserved.

DIVISION 2. DEPARTMENTS

Sec. 406. Finance.

(a) ***Duties.*** There will exist a Finance Department, under the supervision of a Director of Finance, to administer the financial affairs of the City, including:

(1) ***Accounts and financial records.*** Installation, maintenance and supervision of all accounts and financial records;

(2) ***Collection, custody and disbursement of funds.*** Supervision of the collection, custody and disbursement of all City monies and taxes, however, the Council may authorize the keeping of utility accounting records by any department operating as a public utility, and may authorize the collection by any such department of all monies due the City from the operation of any such utility;

(3) ***Business licenses.*** Issuance of business or occupational licenses;

(4) ***Expenditure control.*** Control over expenditures; and

(5) ***Debt management.*** Supervision and management of the issuance of debt by the City; and

(6) ***All other assigned duties.*** Perform such other duties as may be prescribed by law.

(b) ***Appointment.*** The Director of Finance shall be appointed by the City Manager based on executive ability, qualifications and experience in finance and accounting.

Sec. 407. Law.

(a) ***Duties.*** There will exist a Law Department, under the supervision of the City Attorney, to perform the following duties.

(1) ***Manage litigation.*** Direct the management of all litigation in which the City is a party or is interested;

(2) ***Representation of the City.*** Represent the City in all legal matters and proceedings in which the City is a party or interested;

(3) ***Prosecution of ordinance violations.*** Represent the City in the prosecution of all ordinance violations;

(4) ***Counsel to officials.*** Advise the Mayor, Council or any committee or member thereof and the City Manager, heads of all departments, boards, commissions and offices concerning any legal questions affecting the City's interest;

(5) ***Contract approval.*** Approve, as to form, all contracts, deeds, bonds and other documents to be signed in the name of, or made to, or with the City, unless excused by ordinance;

(6) ***Review initiative petitions***. When requested by a committee of petitioners providing a copy of a petition to be distributed, review a petition for initiative to provide comments on the lawfulness of the proposed legislation and the petition. An initial review should be completed within thirty days, and any subsequent reviews within fifteen days;

(7) ***All other assigned duties.*** Perform such other duties as the Council may by ordinance or resolution require.

(b) ***Appointment.*** The City Attorney shall be appointed by the City Manager and be an attorney licensed to practice law in the State of Missouri.

(c) ***Assistants.*** The City Attorney may act through assistants, and shall, in accordance with the personnel rules and regulations of the City, appoint Assistant City Attorneys as may be authorized by ordinance.

(d) ***Removal.*** The City Attorney may be removed by the Mayor and Council upon the recommendation of the City Manager.

Section 408 – Sec. 499. Reserved.

Add new provision based on §409 (current) to Article X with all other Parks items:

ARTICLE X. PARKS AND RECREATION

Sec. 1001. Board of Parks and Recreation Commissioners.
Sec. 1002. Board meetings.
Sec. 1003. Parks within or without the city.
Sec. 1004. Lands dedicated to parks and boulevards forever.
Sec. 1005. Maintenance tax.
Sec. 1006. Vehicle license taxes.
Sec. 1007. Front foot assessments.
Sec. 1008. Disbursement of park funds.
Sec. 1009. Gifts.
Sec. 1010. Use of parks.
Sec. 1011. Parks and Recreation Department
Sec. 1012 – Sec. 1099. Reserved.

Sec. 1011. Parks and Recreation Department.

(a) ***Duties.*** There will exist a Parks and Recreation Department. The Parks and Recreation Department shall be under the direct control of a Board of Parks and Recreation Commissioners, who shall employ a Director of Parks and Recreation to perform the following duties, when not otherwise assigned:

(1) ***Management of park system.*** Plan, develop, extend, maintain and operate a system of public parks, parkways, boulevards, and facilities for the use of the City and its inhabitants;

(2) ***Recreational programs.*** Operate and regulate public playgrounds, swimming pools, athletic fields, community centers and other recreational facilities for games, sports and recreational activities.

(3) ***Other assigned duties***. Perform such other duties as may be prescribed by law.

(b) ***Appointment.*** The Director of Parks and Recreation shall be appointed by the Board of Parks and Recreation Commissioners based on executive ability, qualifications and experience in parks and recreation administration. The Director's salary will be established by the Board within the scope of authorized ranges for other department directors of the City. Salary ranges for all other employees assigned to the Department will be established in the same manner as ranges for all other employees of the City are established.

(c) ***Public works functions.*** Unless otherwise provided, the Parks and Recreation Department shall perform the functions of the Director of Public Works for all buildings or facilities, boulevards, parkways and other streets under the jurisdiction of the Parks and Recreation Department.