

BILL # 232-22

AN ORDINANCE AUTHORIZING AN AMENDMENT TO ARTICLE IV "DEPARTMENTS" OF CHAPTER 2 "ADMINISTRATIVE CODE" OF THE CODE OF ORDINANCES TO ADD A NEW DIVISION 12 TITLED "COMMUNICATIONS AND COMMUNITY ENGAGEMENT DEPARTMENT" TO PROVIDE FOR THE CREATION OF A COMMUNICATIONS AND COMMUNITY ENGAGEMENT DEPARTMENT AND SECTION 2-199 "FUNCTIONS" TO MOVE THE FUNCTIONS OF THE TECHNOLOGY DIVISION TO THE NEWLY-CREATED DEPARTMENT.

WHEREAS, the Communications and Public Information Division currently exists as a division of the City Manager's Office; and

WHEREAS, as public communications have evolved, the role of the Communications and Public Information Division has changed and the division has taken on increasing responsibility for management of television and streaming broadcast, management and facilitation of social media, in-house video production, brand development, development of complex communications strategies, and organization and facilitation of public outreach and events; and

WHEREAS, communications and technology activities are becoming increasingly related; and

WHEREAS, by this ordinance, the City Council modifies the Code of Ordinances and authorizes all actions necessary to create a new Communications and Community Engagement Department that will oversee communications activities and the information technology division.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ST. JOSEPH, MISSOURI, AS FOLLOWS:

SECTION 1. That Article IV of Chapter 2 of the Code of Ordinances of the City of St. Joseph, Missouri, be, and hereby is, amended by adding a new division to be numbered, entitled and read as follows:

Division 12. Communications and Community Engagement Department

Sec. 2-341. Created.

There is hereby created a communications and community engagement department, an administrative department of the city government under the general supervision of the city manager.

Sec. 2-342. Director of communications and community engagement.

There is established the position of director of communications and community engagement, an administrative officer who shall be appointed by, removed by, and responsible to the city manager.

Sec. 2-243. Divisions and sections of department.

The director of communications and community engagement shall create such administrative divisions or sections of the communications and public engagement department as shall be deemed necessary to the proper functioning of the department, subject to the approval of the city manager.

Sec. 2-244. Functions.

The communications and community engagement department shall, subject to the provisions of the Charter and, consistent with the personnel manual of the city, have the following functions:

- (1) Oversee the creation and distribution of newsletters, publications, news releases, social media messages, broadcast and production video, and public information activities for the city.
- (2) Coordinate activities of public information officers across city departments.
- (3) Promoting ready access to municipal government information through appropriate day-to-day maintenance of the city's PC-based computer network;
- (4) Directing the development, implementation, maintenance and day-to-day operation of various computer software systems at a minimum cost, including oversight of any departmental assistance needed.
- (5) Coordinate events conducted by the city for attendance by members of the general public.
- (6) Manage equipment and facilities necessary for meetings of the city council and planning commission.
- (7) Facilitate citizens committees for ballot issues.
- (8) Manage city branding and promotional efforts.
- (9) Manage city advertising campaigns.
- (10) Manage communications during wide-scale emergencies.

SECTION 2. That Chapter 2 of the Code of Ordinances of the City of St. Joseph, Missouri, be, and hereby is, amended by repealing Section 2-199 entitled "Functions" and enacting in lieu thereof a new Section 2-199 to be entitled and read as follows:

Sec. 2-199. Functions.

The finance department shall, subject to the laws relating thereto of the state and the Charter, have the following functions:

- (1) Collection of all taxes as disbursed to the city treasury; collection of all special assessment payments, license and permit fees, service charges, all other receipts and the deposits thereof in appropriate bank accounts.
- (2) Accounting for, and custody and safekeeping of, all public funds and property belonging to or handled by the city.
- (3) Investment of the funds of the city in the manner required by law.

- (4) Disbursement of all city funds as directed by the council, but not to exceed the amounts in the annual appropriation ordinance and budget amendments.
- (5) Preparation of a quarterly statement of cash balances, revenues and expenditures, and all other financial reports as may be required by law.
- (6) Preparation and cooperation with the independent certified public accountants retained by the city of the annual financial statements.
- (7) Administration of the central purchasing.
- (8) Advising the city manager on fiscal policy and on the preparation of the city manager's proposed budget.
- (9) Providing capital and operating budget administration.
- (10) At the time and in the manner specified in state statutes each fiscal year, certifying to the council and the city manager the amount of tax levies to be set for the tax year.
- (11) Directing the efficient operation of municipal court in a manner that complies with city codes and the Office of State Courts Administrator (OSCA).
- (12) Enforcing administrative policies and procedures as directed by the Municipal Court Judge with regard to the judiciary functions of the Municipal Court.

SECTION 3. That the City Manager be, and hereby is, authorized to create and approve a new Director of Communications and Community Engagement position without providing 60 day's prior written notice of the intent to create such position in accordance with Section 2-161(20)c, provided such creation does not add to the total number of approved staff positions.

SECTION 4. That the City Manager may take other steps he deems necessary to effectuate the purpose and intent of this ordinance to establish and staff a new Communications and Community Engagement Department.

SECTION 5. That any ordinances or parts of ordinances in conflict with this ordinance be, and hereby are, repealed.

SECTION 6. That this ordinance shall be in full force and effect from and after date of passage.

Approved as to form:

City Attorney

Passed: _____, 20____

City Clerk

Mayor