



February 28, 2022

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: An ordinance amending Chapter 2, Article III of the Code of City Ordinances of the City of Warrensburg, Missouri, Regarding City Clerk

BACKGROUND:

Prior to the September 13, 2021 changes to the City Code regarding the City Clerk position, it was a requirement the person appointed to City Council live within city limits. Staff updated the residency requirement of the City Clerk to be consistent with other department directors to live within the 64093 zip code.

ISSUES:

The personnel policy requires most department directors, including the city clerk, to live within the 64093 zip code within one year of being promoted or hired to the position. However, an exception can be made with city manager approval.

When the changes were made to the code in September 2021, the zip code requirement was carried over to City Code, but it did not allow for the city manager to make an exception. Staff is recommending removing the residency requirement from the city code and deferring to the personnel policy to determine the residency requirement of the city clerk.

Sec. 2-144. – Qualifications; schedule; supervision; term; compensation.

~~(a) The city clerk shall reside within the 64093 postal code within one (1) year of their appointment.~~

(a) The city clerk shall devote their entire time to the duties of their office.

(b) The city clerk shall be under the direct supervision of the city manager, said supervision is not intended to, nor will it be permitted to inhibit the direct contact or direct flow of information to and between the City Clerk and the City Council.

(c) The city clerk shall receive an adequate salary which shall be fixed by the city council, and which shall not be diminished during the service of any incumbent without their consent.

RECOMMENDATION:

Approve ordinance.

Sincerely,

Danielle Dulin
City Manager

Attachments: Ordinance