

CHAPTER 31: CITY OFFICERS

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Cross-reference:

Subordinate officers, see Charter § 6.04

Miscellaneous provisions regarding officers, see Charter Ch. 12

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GENERAL PROVISIONS

§ 31.01 ASSIGNMENT OF OFFICES; APPOINTMENT OF OFFICERS.

Certain offices established by this chapter of the city code or by other city ordinances shall be designated to specific division directors or other employees by this code. This code may further provide certain offices to be appointed by the City Council. All other offices shall be filled by appointment by the City Manager.

('75 Code, § 3.500) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Term of appointment of officers, see § 32.01

§ 31.02 DUTIES OF OFFICERS, EMPLOYEES, AND BOARDS GENERALLY.

(A) The duties and responsibility of the division directors, department heads, or boards herein set forth shall not be exclusive, but each appointee, employee, or elected officer shall be responsible for formulating and recommending procedures and proposals for the efficient administration of city affairs and the welfare of the people.

(B) Each board, department head, or division director shall be responsible for the training of personnel assigned to his or her area as well as the maintenance of the equipment entrusted to him or her.

('75 Code, § 3.600) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Planning; recommended program of public works; duty of officers, departments, boards, and commissions to supply information, see § 152.04(C)

CITY OFFICERS

§ 31.15 CITY MANAGER.

(A) *Administration of city.*

(1) The general administration of the city shall be under the direction and control of a City Manager who shall be appointed by the City Council. ('75 Code, § 3.100)

(2) The City Manager shall be the chief administrative officer of the city and shall oversee all administrative functions of the city as well as the general activities and performance of all city divisions. ('75 Code, § 3.110)

(B) *Departments.* The following departments are assigned to the City Manager:

(1) Police Department;

(2) Fire Department;

(3) Legal Department.

('75 Code, § 3.111)

(C) *Offices.* The following offices are offices of the City Manager:

(1) *Deputy City Clerk.* The City Manager shall hold the Office of Deputy City Clerk.
(‘75 Code, § 3.113)
(Ord. 1062.88, passed 1-7-88)

Cross-reference:

Oversight of administrative service by City Manager, see Charter § 2.09
City Manager, see Charter §§ 6.01 and 6.02
City Manager as chief accounting officer; reporting duties, see Charter § 7.12
Appeals of administrative decisions of City Manager, see § 30.05

§ 31.16 ASSISTANT CITY MANAGER.

An Assistant City Manager shall be designated by the City Council and shall be second in command to the City Manager. The Assistant City Manager shall perform the duties of the City Manager during his or her absence.

(‘75 Code, § 3.511) (Ord. 1062.88, passed 1-7-88)

§ 31.17 CITY CLERK.

The City Clerk shall perform or supervise all functions as established by City Charter or the Minnesota Statutes.

(‘75 Code, § 3.512) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Duties of City Clerk, see Charter § 6.04
Director of Finance as City Clerk, see § 32.16

§ 31.18 DEPUTY CITY CLERK.

There shall be a Deputy City Clerk appointed to serve in the capacity of City Clerk in the absence of the duly designated City Clerk.

(‘75 Code, § 3.513) (Ord. 1062.88, passed 1-7-88)

§ 31.19 TREASURER.

The Treasurer shall perform the following duties:

(A) Maintain custody of all city funds, investments, and securities, including the deposit, disbursement, and recording thereof;

(B) Supervise all accounting operations and maintain the financial accounts of the city;

(C) Prepare financial reports and information as required by the City Manager or by the Council;

(D) Receive and deposit all monies belonging to the city;

(E) Prepare all checks for the signature of the Mayor and City Manager for the disbursement of city funds. No check shall be issued unless there is sufficient money in said fund for the amount of the check;

(F) Audit all bills for their correctness, code all bills, and notify the City Manager of any errors;

(G) Prepare all billing for the city and keep receipts thereof. All unpaid bills shall be brought to the attention of the City Manager;

(H) Perform all other related functions as required by the City Manager or the Council.

('75 Code, § 3.514) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Taxation and finances, see Charter Ch. 7

Director of Finance as Treasurer, see §32.16

§ 31.20 UTILITIES SUPERINTENDENT.

The Utilities Superintendent shall perform the following duties:

(A) Prepare an annual budget for all utilities and submit it to the City Manager for approval by the City Council;

(B) Be responsible for all purchases of the utilities and monitoring the budgets of all utilities;

(C) Be responsible for any necessary rate studies and analysis necessary to assure the city a dependable and adequate financial base for the utilities;

(D) Perform all other related functions as required by the City Manager.

('75 Code, § 3.520) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Director of Public Works as Utilities Superintendent, see §32.17

§ 31.21 BUILDING INSPECTOR.

There shall be a Building Inspector who shall serve as the administrative authority under the provisions of § 150.02.

('75 Code, § 3.521) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Director of Engineering as Building Inspector, see §32.18

§ 31.22 ZONING ADMINISTRATOR.

There shall be a Zoning Administrator who shall serve as the administrative authority under the provisions of § 154.175.

('75 Code, § 3.522) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Director of Planning and Development as Zoning Administrator, see § 32.19

§ 31.23 TAX INCREMENT ADMINISTRATOR.

The Tax Increment Administrator shall perform the following duties:

(A) Maintain all records regarding tax increment financing under the city's development districts;

(B) Promote the use of tax increment financing as a redevelopment and economic development program;

(C) Coordinate all valuations regarding tax increment districts with the County Auditor;

(D) Perform all other related functions as required by the City Manager.

('75 Code, § 3.523) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Director of Planning and Development as Tax Increment Administrator, see § 32.19

§ 31.24 FORESTER.

There shall be a City Forester who shall perform the duties set forth in § 94.01.

('75 Code, § 3.525) (Ord. 1062.88, passed 1-7-88)

§ 31.25 EMERGENCY SERVICES DIRECTOR.

The Emergency Services Director shall perform all functions described under §§ 36.02 and 36.03.

('75 Code, § 3.530) (Ord. 1062.88, passed 1-7-88)

Cross-reference:

Emergency Services Commission, see § 32.56

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