

## CHAPTER 31: ADMINISTRATION DEPARTMENT

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### **ADMINISTRATOR-CLERK**

#### **§ 31.01 PURPOSE.**

This chapter is to provide for a reorganization of the administration of the City of Waterville so as to provide more clearly the duties and responsibilities of various positions and to make the administration more efficient.

(Ord. 201.14, passed 2-5-1991)

#### **§ 31.02 ESTABLISHMENT.**

(A) The position of Administrator-Clerk is hereby established and that person shall be the chief executive officer of the municipality.

(B) The Administrator-Clerk shall be chosen by a majority of the City Council. Terms, conditions and tenure of employment of that person shall be determined by written contract entered into with the City of Waterville and adopted by a majority of the City Council.

(Ord. 201.14, passed 2-5-1991)

**§ 31.03 DUTIES AND RESPONSIBILITIES.**

The duties and responsibilities of the Administrator-Clerk shall be:

(A) Subject to City Council regulations and applicable laws, the Administrator-Clerk shall control and direct the administration of municipal affairs;

(B) The Administrator-Clerk shall see that all laws, ordinances and resolutions of the city are enforced;

(C) The Administrator-Clerk shall supervise the activities of all municipal department heads and personnel of the city in the administration of municipal policy. The Administrator-Clerk shall recommend the employment and removal of all city personnel including, but not limited to, the engineer, certified public accountant and attorney;

(D) The Administrator-Clerk shall attend and participate in all meetings of the City Council. The Administrator-Clerk shall be responsible for the preparation of the City Council agenda and recommend to the City Council measures as the Administrator-Clerk may deem necessary for the welfare of the citizens and the efficient administration of the city. The Administrator-Clerk may attend at the Administrator-Clerk's discretion, or at the direction of the City Council, other committee meetings;

(E) The Administrator-Clerk shall be responsible for the preparation of the Planning and Zoning Commission agendas;

(F) The Administrator-Clerk shall prepare an annual fiscal budget and capital improvement plan for the City Council. The Administrator-Clerk shall maintain financial guidelines for the municipality within the scope of the approved budget and capital program. The Administrator-Clerk shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes;

(G) The Administrator-Clerk shall handle all personnel matters for the city in conjunction with policy established by the City Council. The Administrator-Clerk shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council;

(H) The Administrator-Clerk shall represent the city at official functions as directed by the City Council and maintain good public relations with the citizens of the community;

(I) The Administrator-Clerk shall act as purchasing agent for the city and be responsible in making all purchases in accordance with the approved municipal budget. The Administrator-Clerk shall have the authority to sign purchase orders for routine services, equipment and supplies for which the cost does not exceed \$1,500. All claims resulting from orders placed by the city shall be audited for payment by the City Council. The Administrator-Clerk shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council;

(J) (1) The Administrator-Clerk shall coordinate municipal programs and activities as directed by City Council;

(2) The Administrator-Clerk shall monitor all consultant and contract work performed for the City; and

(3) The Administrator-Clerk shall coordinate the activities of the city attorney;

(K) (1) The Administrator-Clerk shall be informed regarding federal, state and county programs which affect the municipality; and

(2) The Administrator-Clerk shall consult with officials of both public and private agencies as may be required;

(L) The Administrator-Clerk shall inform the City Council on matters dealing with the administration of the city and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure;

(M) The Administrator-Clerk shall be required to take an oath of office and shall be bonded at city expense through a position bond which will indemnify the municipality; and

(N) The Administrator-Clerk shall perform other duties as may be prescribed by law or required of the Administrator-Clerk by ordinance or resolutions adopted by the City Council.  
(Ord. 201.14, passed 2-5-1991)

**§ 31.04 ADDITIONAL DUTIES OF THE CITY ADMINISTRATOR-CLERK.**

The office of City Administrator-Clerk shall have only those duties required by state statute which have not been delegated to the bookkeeper.  
(Ord. 201.14, passed 2-5-1991)

***BOOKKEEPER AND TREASURER***

**§ 31.15 BOOKKEEPER.**

(A) The position of bookkeeper is hereby established and that person shall have all of the Administrator-Clerk's bookkeeping and accounting duties as set forth in Minnesota Statutes, city ordinances or resolutions.

(B) Also any duties that may be from time to time assigned to the bookkeeper by the Administrator-Clerk but not any statutory duties of the Administrator-Clerk.

(1) Upon recommendation of the City Administrator-Clerk, the bookkeeper shall be chosen by a majority of the City Council.

(2) The bookkeeper shall be required to take an oath of office and be bonded at city expense, through a fidelity bond conditioned upon faithful exercise of the duties imposed.  
(Ord. 201.14, passed 2-5-1991)

#### **§ 31.16 CITY TREASURER.**

The office of the city treasurer heretofore established and authorized to act pursuant to law is hereby continued.

(1982 Code, § 201.11)

#### **§ 31.17 AUDIT REQUIRED.**

Over every three years from and after January 1, 1982, there shall be a audit of the financial affairs of this municipality by the public examiner or a public accountant in accordance with minimum auditing procedures prescribed by the public examiner.

(1982 Code, § 201.13)