

CHAPTER II- ADMINISTRATION, OPERATIONS AND ORGANIZATION

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**Section 20.1. City Council Members Compensation.** Each City Council member shall be compensated for the regular conduct of City affairs at the rate listed in Appendix B.

**Section 20.2. Mayor Compensation.** The Mayor shall be compensated for the regular conduct of City affairs at the rate listed in Appendix B.

**Section 20.3. City Council Members and Mayor Compensation for Attending Meetings before Government Agencies.** The Mayor and City Council members shall be compensated at a flat rate of \$200 per month for the mayor and \$100 per month for each council member for the time each of them spends attending any additional meetings beyond regularly scheduled council meetings for the purposes of conducting City affairs. This compensation shall be in addition to the salaries or compensation in Sections 20.1 and 20.2.

**Section 20.4. Clerk/Treasurer.** The City combines the Treasurer and Clerk offices as the Clerk/Treasurer. The Clerk/Treasurer shall have all of the powers and perform all of the duties Minnesota law imposes on City Treasurers and Clerks.

**Section 20.5. Tobacco Free City Hall.** Any person's use of any tobacco products in City Hall located at 19 - 13th Avenue North, Waite Park, Minnesota, shall be prohibited.

**Subd. 1. Penalty.** Any person violating this Section shall be guilty of a petty misdemeanor.

**Section 20.6. Position of City Administrator-Clerk-Treasurer and Definition of Duties and Responsibilities.**

**Subd. 1. Position Summary.**

- A. Directs, manages and engages in all City operations as delegated by the City Council within the parameters of state statute and City policy to ensure the effective and efficient operation of all City departments through a subordinate department head structure. Serves as primary liaison with the City Council to inform them of relevant projects and issues. Recommends policy changes and communicates council decisions to appropriate City staff. Guides the development and implementation of departmental management, human resource and labor relations policies and practices. Serves as the City's key representative in cooperative efforts with other governmental or private entities. Responds to citizen questions and complaints either directly or through appropriate personnel.

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- B. Reports to and serves at the discretion of the elected mayor and council. Exercises supervisory authority over all City employees, through department structure and civil service rules.

### **Subd. 2. Major Areas of Accountability.**

- A. Using knowledge of the scope of services provided by local government and personal leadership skills, the Administrator communicates with the City Council individually and in meetings to develop priorities for new and existing activities of government.
  - (i) Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
  - (ii) Takes a leadership role in projects involving development initiatives approved by the Council.
  - (iii) Confers with citizens, the City Council, and Department Directors to determine operational objectives for all departments, and capitol development plans.
  - (iv) Informs the City Council of activities, developments and legislation, which may affect the City.
  - (v) Directs preparation of the City Council agendas, staffs City Council meetings, and attends other meetings as appropriate and has responsibility for complete and accurate Council minutes.
  - (vi) Develops and monitors policies and procedures to ensure compliance with local, state, and federal laws.
  - (vii) Performs any other duties as apparent or as assigned by the City Council.
- B. Leads and administers the human resource function of the City and advises the Council on staffing and outsourcing requirements.
  - (i) Recommends employment policy, staff compensation and benefit levels and takes an active role in labor negotiations.
  - (ii) Administers personnel matters for the City consistent with civil service rules and personnel policy. Develops and issues administrative rules, policies and procedures necessary to ensure the proper functioning of all departments.

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- (iii) Oversees and is personally involved, where appropriate, for all hiring, promotion, and termination recommendations as well as rewards, discipline, grievances, training, performance appraisal and other employment conditions.
  - (iv) Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of Council and department heads.
  - (v) Manages the use of outside consultants for those functions of government that are contracted.
  - (vi) Supervises directly or indirectly all personnel of the City, making recommendations to the City Council regarding employment and dismissal.
  - (vii) Assesses employee performance of Department Directors and Administrative staff.
- C. Oversees and becomes personally involved in the technical operations of City government and is responsible for compliance with all legal and financial requirements.
- (i) Performs or supervises the performance of the statutory requirements of the duties of the City Clerk and the City Treasurer.
  - (ii) Prepares, directs and oversees the development of annual City budget and periodically monitors revenues and expenditures against approved budgets to ensure the soundness of City finances.
  - (iii) Engages in purchasing and bid letting to ensure cost efficiency and compliance with law.
  - (iv) Prepares and recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
  - (v) Performs or supervises the performance of community planning and economic development activities for the City's Economic Development Authority.
  - (vi) Monitors all consultant and contract work performed for the City. Coordinates the activities of City consultants including the City Attorney and City Engineer.

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- (vii) Ensures that the staff in each department follows appropriate procedures and complies with City policies and general government requirements.
- D. Represents the City in front of the employees, the public, news media and a government agency in a manner that conveys a positive image of City government and fosters cooperation and support.
- (i) Using respect for individual ideas and interests, the Administrator is sensitive to diverse audiences in communicating about City business.
  - (ii) Listens to employees, various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions and directions.
  - (iii) Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content.

### **Subd. 3. Background and Experience.**

- A. Bachelor's degree (Master's preferred) in public or business administration, finance, economics, or related field and five years experience in municipal government administration with at least three years in a responsible management position.
- B. Considerable knowledge of municipal government operations, procedures, technology, planning, economic development, public relations, finances, purchasing and all administrative requirements for proper municipal operation. Have knowledge of or access to all laws affecting the municipality.
- C. Have the ability to provide harmonious relations with municipal employees and the general public. Have the ability to plan development, to collect material and analyze for reporting and to conduct and implement standards of procedure, operation and organization.
- D. Excellent oral and written communication skills.
- E. Bondable at City expense, through a position bond, which will indemnify the City.

### **Subd. 4. Term of Office.**

- A. The administrator shall be chosen by the City Council solely on the basis of training, experience and administrative qualifications. The City Administrator shall be appointed by a majority of the City Council and may be removed from

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office, at will, by a majority of the City Council in accordance with the terms of an employment agreement.

20.6 Included by Amendment on 2/2004