

ORDINANCE
CITY OF SAINT PAUL, MINNESOTA

Presented by _____

1 An administrative ordinance to amend Saint Paul Administrative Code Chapter 2, Office of the Mayor, to
2 facilitate title changes and administrative reorganization.

3
4 **THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:**

5
6 Section 1

7
8 Section 2, Office of the Mayor, of the Saint Paul Administrative Code is hereby amended to read as
9 follows:

10
11 **Sec. 2.02. Administration.**

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13 (A) *Functions:* To provide for the maximum efficiency of operation, the office of the mayor shall be
14 responsible for the coordination of the administrative heads of each department of city government and for
15 the review and analysis of the operation and administration of all departments, boards and commissions
16 established by administrative ordinance.

17
18 (B) *Inspection:* In order to carry out the duties and functions provided for herein, the office of the mayor
19 shall have the power to inspect such books, papers and records of all city departments, boards and
20 commissions as may be necessary for the proper discharge of the duties and responsibilities imposed upon
21 such office.

22
23 (C) *Reports:* The office of mayor shall have the power to require all appointed administrative officers
24 and administrative employees of the city to furnish any information connected with or related to their
25 official or assigned duties.

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27 (D) *Official Reports:* Annually, at the request of the mayor, all heads of departments, boards and
28 commissions of the City of Saint Paul shall provide the mayor with a comprehensive report analyzing the
29 conditions and operations of the department, shall recommend measures, and shall project needs for the
30 ensuing fiscal year.

31
32 (E) *Executive Assistant to the Mayor:*

33
34 (1) *Duties.* In order to properly and efficiently carry out the required functions and duties of this
35 section, the mayor shall, with the consent of the city council, appoint an executive assistant who
36 shall be in the unclassified service of the city. S/hHe shall be responsible for:

37
38 (a) The actual day-to-day supervision and coordination of administration under the
39 direction of the mayor;

40
41 (b) The compilation and preparation of necessary data to aid the mayor in administrative
42 decisions; and

43
44 (c) Coordinating the mayor's supervision of and instructions to the heads of the various
45 departments of the city.
46

47 (2) *Qualifications.* The executive assistant to the mayor shall have a professional degree in public
48 administration, business administration or related management field, plus a minimum of five (5)
49 years professional experience in high level public or private management/administrative positions,
50 and demonstrated knowledge of public policy and finance issues, planning, urban affairs or related
51 matters. Education requirements may be waived with the consent of the council, when there is
52 evidence of ten (10) years of responsible supervisory work in a high level administrative capacity.
53

54 (F) *Assistants to the Mayor:*
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56 (1) *Duties.* The mayor shall appoint, with the consent of the council, assistants who shall be in the
57 unclassified service of the city. Such appointments shall be made as the need may be determined by
58 the mayor and the council. They shall work under the mayor and assist the mayor in carrying out
59 the duties and responsibilities required in the administration of city government.
60

61 (2) *Qualifications.* Assistants to the mayor shall be chosen on the basis of executive and
62 administrative qualifications and shall have experience and knowledge in the area of government or
63 business administration or shall be educationally qualified in government or business
64 administration, and shall have such other qualifications as may be provided by ordinance.
65

66 (G) *Budget and Financial Services:*
67

68 (1) *Office of financial services--director of financial services--appointment and qualifications.*
69 There is hereby established an office of financial services. The office of financial services will be
70 responsible for the management and control of the budgets and of other financial services as hereto
71 after described. The mayor shall appoint, with the consent of the city council, a director of the
72 office of financial services, who shall be in the unclassified service of the city.
73

74 (2) *Same--Duties.* The office of the mayor, through the office of financial services, shall be
75 responsible for the preparation, compilation, analysis and presentation of a complete financial plan
76 for the City of Saint Paul, as contemplated by the City Charter, which shall include, but not be
77 limited to, an annual general revenue fund budget, debt service budget, and capital improvement
78 budget, which are to be forwarded to the city council for review, revision if deemed appropriate,
79 and adoption. The office of financial services shall also be responsible for the preparation of other
80 budgets, on a calendar-year basis, considered essential to the operation and control of the city's
81 financial plan, including, but not necessarily limited to, budgets relating to enterprise,
82 intragovernmental, special assessment and special revenue funds. Except as otherwise provided by
83 law, all departments, boards, offices and commissions of city government shall submit requests and
84 other pertinent information to the office of financial services for inclusion in the financial plan in
85 accordance with the budget calendar established by administrative ordinance.
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87 The office of financial services shall be responsible for the preparation, review and presentation of
88 budgets for special revenue funds which require adoption by the city council.

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The budgets shall be in such form as will comply with all applicable provisions of law and shall be appropriately divided into funds and accounts services.

The office of financial services shall assist the mayor in the preparation of an annual budget message to be submitted to the city council with the complete financial plan.

The office of financial services shall assist departments in the preparation, review and evaluation of all city grants-in-aid applications and the corresponding budgets and in the ongoing evaluation of existing programs in terms of compliance with objectives established by the mayor and council.

The office of financial services shall maintain a uniform system of accounts for all city money matters, and a system for receipt, deposit and recording of all moneys received by the city.

(3) *Standard accounting practices.* The director of the office of financial services shall keep controlling accounts with every department, agency and bureau of city government, and with all activities whatever owned or controlled by the city or in which the city has any pecuniary interest. The director of the office of financial services is hereby authorized and directed, from time to time, to prepare forms of accounts, vouchers, reports, bills, orders, receipts, checks and other necessary forms to be used by the several city departments, agencies and bureaus in the transaction of all parts of public business as concerns the city's finances. The director shall prescribe and issue the forms herein named to all city departments, agencies and bureaus to be used in the parts of public business which concern the city's finances.

(4) *Accounting section:* Within the office of financial services there shall be an accounting section. Under the supervision of the director, the accounting section's responsibilities shall include, but not be limited to:

- a. Developing and maintaining a central system of accounts for all departments and agencies of city government.
- b. Developing and maintaining a system of auditing of all city expenditures.
- c. Developing and maintaining a system of recording all city receipts and deposits.
- d. Establishing and maintaining such accounting programs as may be necessary for the maintenance of county, state and federal aids, grants and loans.
- e. Serving as the official custodian of all documents, agreements, contracts and bonds, except as they relate to real estate.
- f. Certifying availability of funds for all departmental expenditures.
- g. Establishing and maintaining a payroll and payroll deduction system for all city employees.

135 h. Establishing the procedures for maintaining uniform records of all employees' work
136 hours, vacation, sick leave, pension and social security.
137

138 i. Assisting the director in the preparation and management of the city budget, including
139 required periodic checks on departmental budgets and periodic estimates for all departments
140 and agencies of the city.
141

142 j. Maintaining a system of inventory control of all city departments.
143

144 k. Developing such systems as are necessary to assure that the city accounts are kept in
145 accordance with generally accepted accounting principles for governmental units.
146

147 l. Preparation of the city's comprehensive annual financial report to include statements
148 comparing budgeted appropriations and estimated revenues to actual expenditures and
149 revenue using the following reporting levels:
150

151 1. The city's general fund will be reported at the major functional level.
152

153 2. All other governmental fund types with annual budgets will be reported at the
154 fund level.
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156 3. In accordance with governmental accounting standard board standards there will
157 be no actual reporting of expenditures and receipts to budget plan for proprietary
158 fund types and any governmental funds with a multiyear budget.
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160 (5) *Treasury section:* Within the office of financial services there shall be a treasury section.
161 Under the supervision of the director, the treasury section's responsibilities shall include, but not be
162 limited to:
163

164 a. Performing all functions as collector of any and all city taxes.
165

166 b. Receiving all moneys due the city for fees, permits, fines and other bills.
167

168 c. Receiving funds entrusted to any city department or agency.
169

170 d. Controlling and supervising the deposit of money and the related banking activities of
171 the city.
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173 e. Developing and maintaining a cash management program, including the purchase and
174 sale of city investments.
175

176 f. Maintaining custody of all city investments and funds including bonds and notes.
177

178 g. Providing for the disbursement of city funds.
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180 h. Coordinating the plan for, and issuance of, city debt.

181 i. Establishing and maintaining control and administrative records for the management of
182 outstanding debt.

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184 j. Assisting the director in the preparation and management of the city budget.
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186 (6) Contract and analysis services section: Within the office of financial services there shall be a
187 contract and analysis services section. Under the supervision of the manager, the contract and
188 analysis services section shall:
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190 a. Make all purchases of materials, supplies, equipment and services, including
191 construction, for the City of Saint Paul, Ramsey County, the Saint Paul Water Utility, and
192 any other entities as may be mutually agreed upon from time to time. The contract and
193 analysis services functions shall include, but not be limited to the following:
194

195 1. Prepare or assist customers in preparing all specifications for the purchase of
196 materials, supplies, equipment and services.
197

198 2. Review all contract specifications for conformance to existing statutes
199 ordinances, resolutions, and executive orders, and approve prior to issuance.
200

201 3. Obtain bids, price quotes, or proposals and place orders in accordance with
202 existing statutes, ordinances, resolutions and executive orders using open, legal and
203 predictable procedures.
204

205 4. Disseminate and monitor requests for proposals for services that are not subject
206 to traditional competitive bidding procedures.
207

208 b. Maintain records of all purchases processed through the division, including all bids and
209 other pricing solicitations, specifications and purchase orders.
210

211 c. Purchase jointly with other governmental units and provide purchasing services to other
212 governmental units through joint power agreements as approved by the city council.
213

214 d. Perform research and analysis services for division customers.
215

216 e. Provide such other central services as authorized by the mayor for the common use of all
217 city departments and division customers, which can include but is not limited to,
218 professional and technical graphic arts assistance and printing services.
219

220 f. Sell or dispose of all materials, supplies and real property declared as surplus by the
221 contract and analysis services division for the city or declared as surplus by other division
222 customers.
223

224 g. Disposal of city surplus shall be in accordance with the policies in this section. Disposal
225 of other surplus shall be in accordance with the policies of the applicable division
226 customers.

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228 1. An employee of the city or other governmental entity using the services of the
229 division may bid for surplus materials, supplies, real property to be sold, in
230 accordance with applicable law.
231
232 2. All sales of surplus property conducted through a competitive bidding process
233 shall be to the highest bidder and conducted by the division under such procedures
234 and by such means as shall give no individual or corporate bidder an advantage not
235 available to all.
236
237 3. Upon the request of a bona fide charitable, educational, religious or fraternal
238 nonprofit organization, as determined by the council, surplus materials and supplies,
239 excluding real property, may be transferred to such charitable, educational, religious
240 or fraternal organization for a nominal or no consideration upon a resolution of the
241 council determining that said transfer of surplus and/or obsolete materials and
242 supplies is related to the function of government, serves a public purpose, and is for
243 the benefit of the community as a whole.
244
245 4. This section shall not apply to any surplus and/or obsolete materials and supplies
246 whose sale is directed by other applicable law with the proceeds of such a sale being
247 pledged specifically to the city or other entity.
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249 (7) Real estate section: Within the office of financial services there shall be a real estate section.
250 Under the supervision of the director, the real estate section shall:
251

252 a. Maintain a compilation of all city-owned real estate to include a system indexing all
253 property and property interests of the city.
254

255 b. Administer the sale or acquisition or lease of real property by the city including, but not
256 limited to, the acquisition of property, when necessary, through eminent domain
257 proceedings and the vacation of streets and public ways.
258

259 c. Administer the assessment program relative to the assessment of benefits in connection
260 with the construction of local improvements, pursuant to policy as established by the
261 council of the city.
262

263 d. Process public hearings to be held by the city council relative to assessments,
264 condemnations, demolition of dangerous buildings, sewer repairs, service charges, and
265 summary abatements.
266

267 e. Administer the collection, receipt and maintenance of assessment receivable accounts,
268 advance payments for sewer, and SAC charges. Assist other city departments and divisions
269 in the collection and receipt of receivables. Upon request to the section, a person shall be
270 permitted to inspect and copy records concerning assessment receivable accounts and the
271 estimated costs of pending local improvement assessment projects. Access to these records
272 shall be provided at a reasonable time and place and without charge to the individual. If the

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section is asked to provide copies of the data, the actual costs of providing the copies will be borne by the individual making the request. If the section is requested to calculate, compile or make copies of assessment data concerning properties not owned by the requesting party, the section shall provide the appropriate service within a reasonable time of the request and require the requesting party to pay the actual costs of making, certifying and compiling the information requested. The procedures used to process these requests and the calculation of the actual costs of compiling and copying this information shall be determined by the section and approved by administrative order.

f. Perform city-wide real property administration, including, but not limited to, facility maintenance practices, capital improvements, space allocation planning, property insurance coverage for city buildings and equipment, and environmental impact and liability.

g. Administer all properties assigned to be under the control of the real estate section.

h. Administer all annual maintenance assessments and service charges including, but not limited to, right-of-way maintenance, above-standard street lighting, and storm sewer system charges pursuant to policy as established by the council of the city.

i. Supervise the erection and alteration of public buildings through the: preparation of all designs, plans, specifications and estimates for public buildings to be erected or altered by the city or any department or agency thereof; and inspection of construction sites to ensure compliance with contract terms and design specifications.

Section 2

That this ordinance shall take affect and be in force thirty (30) days after its passage, approval and publication.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: _____

By: _____

Approved by the Office of Financial Services

By: _____

Approved by City Attorney

By: *Alisa A. Veith 4/08/09*

Approved by Mayor for Submission to Council

By: _____

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____