

**ORDINANCE
CITY OF SAINT PAUL, MINNESOTA**

Presented by _____

1 An administrative ordinance to amend Saint Paul Administrative Code Chapter 6, Department of Public
2 Works, to 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 6, Department of Public Works, of the Saint Paul Administrative Code is hereby amended to read
9 as follows:

10
11 **Sec. 6.09. Division of real estate.**

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13 ~~Within the department of public works, there shall be a division of real estate. Under the~~
14 ~~supervision of the director, the division shall:~~

15
16 ~~(1) Maintain a compilation of all city owned real estate to include a system indexing all property and~~
17 ~~property interests of the city.~~

18
19 ~~(2) Administer the sale or acquisition or lease of real property by the city including, but not limited to, the~~
20 ~~acquisition of property, when necessary, through eminent domain proceedings and the vacation of streets~~
21 ~~and public ways.~~

22
23 ~~(3) Administer the assessment program relative to the assessment of benefits in connection with the~~
24 ~~construction of local improvements, pursuant to policy as established by the council of the city.~~

25
26 ~~(4) Process public hearings to be held by the city council relative to assessments, condemnations,~~
27 ~~demolition of dangerous buildings, sewer repairs, service charges, and summary abatements.~~

28
29 ~~(5) Administer the collection, receipt and maintenance of assessment receivable accounts, advance~~
30 ~~payments for sewer and SAC charges. Assist other city departments and divisions in the collection and~~
31 ~~receipt of receivables. Upon request to the division, a person shall be permitted to inspect and copy records~~
32 ~~concerning assessment receivable accounts and the estimated costs of pending local improvement~~
33 ~~assessment projects. Access to these records shall be provided at a reasonable time and place and without~~
34 ~~charge to the individual. If the division is asked to provide copies of the data, the actual costs of providing~~
35 ~~the copies will be borne by the individual making the request. If the division is requested to calculate,~~
36 ~~compile or make copies of assessment data concerning properties not owned by the requesting party, the~~
37 ~~division shall provide the appropriate service within a reasonable time of the request and require the~~
38 ~~requesting party to pay the actual costs of making, certifying and compiling the information requested. The~~
39 ~~procedures used to process these requests and the calculation of the actual costs of compiling and copying~~
40 ~~this information shall be determined by the division and approved by administrative order.~~

42 ~~(6) Perform city wide real property administration, including, but not limited to, facility maintenance~~
43 ~~practices, capital improvements, space allocation planning, property insurance coverage for city buildings~~
44 ~~and equipment, and environmental impact and liability.~~

45 ~~(7) Administer all properties assigned to be under the control of the division of real estate.~~

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

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

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Section 2

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

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

Requested by Department of:

By: _____

Approved by the Office of Financial Services

By: _____

Approved by City Attorney

Approved by Mayor for Submission to Council

By: Nancy B. Thomas 3-25-09