

CHAPTER VIII. ATTORNEY, CLERK, FINANCE DIRECTOR

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SECTION 8.00. (Attorney). It shall be the duty of the city attorney to appear for the city in the prosecution of all actions for violation of any city ordinance or general law of the state within the limits of the city. The city attorney shall represent the city in all legal proceedings in which it is a party. The city attorney shall attend the meetings of the common council and give an opinion upon any legal question which may be submitted officially by the common council or any of its committees or any officer or board of the city respecting their official duties. The city attorney shall draw all ordinances and legal instruments for the city, and shall perform such other professional services as properly appertain to the office. He shall receive such compensation for the services as the common council shall deem proper.

SECTION 8.01. (City clerk). The city clerk shall keep the corporate seal and, except as otherwise provided in this charter, shall keep all papers and records of the city. The city clerk shall attend all official meetings of the common council and shall keep a record of the proceedings thereof. The city clerk shall perform all duties prescribed by law for the office of city clerk and such other duties as may be assigned by the common council.

SECTION 8.02. (Clerk; additional duties). The city clerk shall have power to administer oaths, and affirmations and take the acknowledgment of deeds and other writings. The city clerk shall keep a record of all acts and doings, which record shall be at all times open to the inspection of all parties interested. The city clerk shall retain in possession all records, files, books and papers incident to the office, and shall not allow them to pass from the city clerk's possession, except under the direction of the common council. The city clerk shall receive for the services such sum as the common council shall deem proper.

SECTION 8.03. (Deputy city clerk). A deputy city clerk shall be appointed by and serve at the pleasure of the city clerk. Such appointment shall be effective from and after confirmation by the common council. In the event the position of deputy city clerk remains vacant for a period of 30 days or more, the common council may appoint a suitable person to fill such position. When appointed by the common council, the deputy city clerk may be removed by the city clerk with the consent of the common council. The salary of the deputy city clerk shall be fixed by the common council and shall be paid from city funds. The deputy city clerk shall perform such duties as may be assigned by the city clerk and, subject to the direction and control of the city clerk, shall exercise all the powers and authorities of the city clerk.

SECTION 8.04. (Finance director). The director of finance shall be the chief fiscal officer and treasurer of the city and shall maintain a completely integrated system of financial administration and accounting as may be required by applicable law, good accounting practices, and administrative directives and procedures issued by the common council. This authority and

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responsibility of the director of finance shall extend to the maintenance of the financial accounting records of all the departments and divisions of the city except the department of public utilities; provided, however, that with respect to the department of public utilities, the authority and responsibility of the director of finance shall extend to and the common council shall have the right to establish such accounting practices and procedures as are necessary to coordinate or integrate the accounting methods and procedures of the department of public utilities into the financial and accounting system established for the city government.

SECTION 8.05. (City Administrator). The city administrator shall serve in an advisory and consulting capacity as special assistant to the mayor and council. The city administrator shall perform such special assignments of work as may be given by the mayor, council, or any standing committee of the council. The city administrator shall formulate suggested policy and compile supporting data for city projects and matters broader in scope than those affecting individual departments, boards, or commissions. The city administrator shall establish and maintain liaison between the mayor, council, department heads, commissions, boards, other governmental units, and interested civic organizations and groups. The city administrator shall also exercise such specific authority as the mayor and council may grant, consistent with the charter and ordinances of the city. (Enacted by Ord. No. 3065, effective February 8, 1997)

SECTION 8.06. (Administrator; specific duties). Notwithstanding any provision in this Charter to the contrary, the city administrator shall have the following duties:

- (1) coordinate the administrative functions and operations of the various departments, divisions and services of the city government, and on behalf of the council carry out the policies, rules, regulations and ordinances adopted by it relating to the administration of the affairs of such departments, divisions and services;
- (2) recommend to the mayor and council for adoption such measures as the city administrator may deem necessary for the welfare of the people and the efficient administration of city affairs;
- (3) cause to be prepared the annual budget and submit it to the mayor and the council;
- (4) receive and give immediate attention to all communications addressed to the council and determine their disposition, provided that all correspondence legally requiring council action shall be placed on the council agenda;
- (5) attend all meetings of the council and report on or discuss any matter concerning the affairs of the departments, divisions, services, or activities of city government of which in the city administrator's judgment the council should be informed; and,

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(6) perform such other duties as the council and mayor may require.
(Enacted by Ord. No. 3065, effective February 8, 1997)