

STRIKETHROUGH VERSION

**CITY OF WOODBURY
WASHINGTON COUNTY, MINNESOTA**

ORDINANCE NO. TO BE DETERMINED

**AN ORDINANCE OF THE CITY OF WOODBURY, WASHINGTON COUNTY,
MINNESOTA PROVIDING THAT THE CITY CODE BE AMENDED BY AMENDING
CHAPTER 2, ARTICLE IV, DEPARTMENTS, DIVISIONS, ETC.
DIVISIONS 1-10**

SECTION ONE AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, etc. Division 1 – Generally: Sections 2-61 Department Created and Section 2-62 General Duties of Department Heads and Division be amended to delete the same in their entirety and substitute the following, including the insertion of Section 2-63, therefor:

DIVISION 1. - GENERALLY

Sec. 2-61. - Departments created.

The administrative services of the city shall be divided into the following departments and department heads, and such departments and positions are created:

Department	Department Head
Administration department	Assistant city administrator
Community development department	Community development director
Finance department	Finance director
Information and communications technology department	Information and communications technology director
Parks and recreation department	Parks and recreation director
Engineering department	Engineering director
Public safety department	Public safety director
Public works department	Public works director

Sec. 2-62. - Supervision

Each department shall be responsible to and under the direction of the city administrator and shall consist of such divisions as deemed necessary to perform the duties that are assigned to the department by the city administrator.

Sec. 2-63. - General duties of department heads.

Each department head shall:

- (a) Supervise the administration of all divisions in the department. Such supervision shall include the making of ministerial decisions affecting such divisions, recommending procedures to the city administrator for adoption, and making recommendations to the city administrator regarding the employment and/or dismissal of personnel within the department.
- (b) Generate and issue all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all divisions in the department. Such rules, regulations, and procedures must be consistent with state law, city ordinances, and council policy. Rules, regulations, and procedures shall be effective upon issuance and shall continue in effect until rescinded by the department head or by express action of the city administrator.
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- (c) Assure that the laws, ordinances, and resolutions pertaining to department activities are enforced and, whenever, necessary, make recommendations for changes or additions to existing ordinances
- (d) Report to the city administrator regarding the operation of the department and attend city council meetings and other meetings and functions as the city administrator may direct.
- (d) Perform such functions as specified in the formal job description for such department head on file in the office of the city administrator.

Secs. 2-64—2-75. - Reserved.

SECTION TWO AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 2 – Administration Department, Sections 2-76 Organization; Section 2-77 Relationship to City Administrator; Section 2-78 Administration Services Director; Section 2-79 City Clerk Division; Section 2-80 Elections; Section 2-81 Human Resources Division; 2-82 General Government Administration; and 2-83 and Communications Division be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 2. - ADMINISTRATION DEPARTMENT

Sec. 2-76. - Organization.

This department shall be comprised of the assistant city administrator and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) City clerk
- (2) Human resources
- (3) General government administration
- (4) Any other function deemed appropriate by the city administrator.

Secs. 2-77–2-90. - Reserved.

SECTION THREE AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 3 – Community Development Department, Section 2-91 Organization; Section 2-92 Relationship to City Administrator; Section 2-93 Community Development Director; Section 2-94 Planning; Section 2-95 Inspections; Section 2-96 Code Enforcement; Section 2-97 Economic Development; 2-98 Housing; and Section 2-99 Environmental Management be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 3. - COMMUNITY DEVELOPMENT DEPARTMENT

Sec. 2-91. - Organization.

The community development department should be comprised of the community development director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) Planning
- (2) Inspections
- (3) Code enforcement
- (4) Economic development
- (5) Housing

(6) Any other function deemed appropriate by the city administrator.

Secs. 2-92—2-105. - Reserved.

SECTION FOUR AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 4 – Finance Department, Section 2-106 Organization; Section 2-107 Relationship to City Administrator; Section 2-108 Finance Director; Section 2-110 Accounting Division and Section 2-111 Utility Billing be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 4. - FINANCE DEPARTMENT

Sec. 2-106. - Organization.

The finance department shall be comprised of the finance director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) Accounting
- (2) Utility billing

Secs. 2-107—2-120. - Reserved.

SECTION FIVE AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 5 Public Works Department, Sec. 2-121 Organization be amended to insert the following:

DIVISION 5. – PUBLIC WORKS DEPARTMENT.

Sec. 2-121. - Organization.

The public works shall be comprised of the public works director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) Parks maintenance
- (2) Streets and stormwater
- (3) Fleet services
- (4) Water and sanitary sewer utilities
- (5) Forestry
- (6) Any other function deemed appropriate by the city administrator.

Secs. 2-122—2-150. - Reserved.

SECTION SIX AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 6 – Information Technology Department, Section 2-151 Organization; Section 2-152 Relationship to City Administrator; Section 2-153 IT director; Section 2-154 General IT Division; and Section 2-155 GIS

Division be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 6. - INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

Sec. 2-151. - Organization.

The information and communications technology department shall be comprised of the information and communications director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) IT.
- (2) Communications.

Secs. 2-152—2-158. - Reserved.

SECTION SEVEN AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 7 – Engineering and Public Works Department, Section 2-159 Organization; Section 2-160 Relationship to City Administrator; Section 2-161 Engineering and Public Works Director; Section 2-162 Functions Generally; Section 2-163 Public Works Division; and Section 2-166 Engineering Division be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 7. - ENGINEERING DEPARTMENT

Sec. 2-159. - Organization.

The engineering department shall be comprised of the engineering director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) Engineering.
- (2) Environmental.
- (3) Municipal buildings
- (4) Storm water utility

Secs. 2-160—2-170. - Reserved.

SECTION EIGHT AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 8 – Legal Division, Section 2-171 Composition; Section 2-172 Supervision; and Section 2-173 Functions be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 8. - LEGAL DEPARTMENT

Sec. 2-171. - Organization.

The legal department shall be comprised of the law firm appointed by the city council, and shall be under the supervision and direction of the city administrator. This department shall be responsible for the following functions:

- (1) Perform all legal services of the city, including those of a legal advisor to the city council, the city administrator, and department heads, and the presentation of all cases arising out of violations of the provisions of city ordinances.
- (2) Represent the city in matters in which the city is interested in coming before any court or tribunal.
- (3) Prosecute or defend suits for or against the city or against its officers for causes arising from official acts.
- (4) Call to the attention of the city council and the city administrator all matters of the law affecting the city or its officers.
- (5) Prepare and revise ordinances when so directed by the city administrator.
- (6) Prepare for execution all contracts and other written instruments to which the city is a party.
- (7) Approve, as to form, all bonds and insurance required to be submitted to the city.
- (8) Attend city council meetings as required by the city council.
- (9) Attend planning commission and advisory committee meetings when requested by the city administrator.
- (10) Give legal opinions upon matters submitted by the city council or by the city administrator.

Secs. 2-172—2-179. - Reserved.

SECTION NINE AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 9 – Public Safety Department, Section 2-180 Organization; Section 2-181 Relationship to City Administrator; and Section 2-182 Public Safety Director be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 9. - PUBLIC SAFETY DEPARTMENT

Sec. 2-180. - Organization.

The public safety department shall be comprised of the public safety director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for following functions:

- (1) Police services
- (2) Fire services
- (3) Emergency management
- (4) Support services

- (5) Emergency medical services
- (6) Any other function deemed appropriate by the city administrator.

Secs. 2-181—2-182. – Reserved.

SECTION TEN AMENDMENT: That Chapter 2 Administration, Article IV Departments, Division, Etc. Division 10 – Parks and Recreation Department, Section 2-183 Organization; Section 2-184 Relationship to City Administrator; and Section 2-185 Parks and Recreation Director be amended to delete the same in their entirety and substitute the following therefor:

DIVISION 10. - PARKS AND RECREATION DEPARTMENT

Sec. 2-183. - Organization.

The parks and recreation department shall be comprised of the parks and recreation director and such personnel, divisions, and offices as deemed necessary by the city administrator. This department shall be responsible for the following functions:

- (1) Recreation.
- (2) Sports Center
- (3) Eagle Valley Golf Course
- (4) Parks planning and development
- (5) Central Park
- (6) Any other function deemed appropriate by the city administrator.

Secs. 2-184—2-185. – Reserved

SECTION ELEVEN. Effective date.

This ordinance shall be in full force and effect following its passage and publication according to law.

Passed and adopted by the City Council of Woodbury, Washington County, Minnesota, this 30th day of October, 2018.

Mary Giuliani Stephens, Mayor

Clinton P. Gridley, City Administrator

(SEAL)