

**CITY OF GUSTAVUS
ORDINANCE FY25-10**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 2 ADMINISTRATION, CHAPTER 2.50 – CITY CLERK AND
TREASURER, SECTIONS 2.50.010 CITY CLERK AND TREASURER, 2.50.050 INTERNAL
CONTROLS, 2.50.070 CITY ADMINISTRATOR**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2 Administration, Chapter 2.50, Sections 2.50.010, 2.50.050, 2.50.070

Bold and Underlined items are additions. Strikeout items are deletions.

TITLE 2 - ADMINISTRATION

Chapter 2.50 – CITY CLERK, ~~AND~~ TREASURER, **AND CITY ADMINISTRATOR**

Section 2.50.010– Appointment and term

(a) The city clerk and city treasurer positions may be held jointly by one (1) regular position employee or may be split into two (2) positions, according to the needs and finances of the city.

(b) The city clerk, ~~and~~ city treasurer, **and city administrator** positions shall be appointed by the city council and serve at the pleasure of the council.

Section 2.50.050 – Internal Control

The following internal controls are procedures used in financial transactions and record keeping that protect the city's assets and ensure the accuracy of its record keeping and the integrity of the ~~clerk~~ **treasurer**:

(1) The ~~city clerk or acting clerk~~ **treasurer** shall receive all cash and checks, either by mail or in person. The clerk **or treasurer** shall then prepare receipts for all incoming cash, reserving a copy for the city records and providing the customer with the original. The ~~clerk~~ **treasurer** shall enter all incoming checks or money orders onto a deposit ticket and shall retain a copy for city records.

(2) Any and all purchases the ~~clerk~~/ treasurer needs to make, for the city, must be authorized by the **specific approved budget**, mayor, or **city administrator and as detailed**

in policy and procedure. ~~city council member. A purchase order is required for all purchases.~~

(3) Checks written by the ~~clerk/~~ treasurer must have two (2) signatures. Those authorized to sign are all city council members, ~~and the mayor,~~ **and city administrator** who have a current signature on the bank's signature card.

Section 2.50.070 – City Administrator

(a) The administrator serves as the administrative officer of the city and manages administrative functions including human resource functions.

- (1) Manages and oversees city-contracted functions**
- (2) Approves, appoints and removes city personnel except for clerk and treasurer positions.**
- (3) Assists with strategic planning functions of the city**
- (4) Serves as liaison between city staff, mayor, city council, and city attorney**
- (5) Attends all meetings of the City Council and assists with preparation of monthly agendas**
- (6) In conjunction with the Treasurer, may perform financial and managerial analyses for the Mayor and City Council**
- (7) Assists with development of annual operating budget**
- (8) Assists with development and implementation of the Capital Improvement Plan**
- (9) Facilitates and coordinates grant writing**
- (10) Oversees Risk Management in conjunction with treasurer and city attorney**
- (11) Exercises custody of all City-owned property**
- (12) Assists with administrative functions at City Hall**

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: January 13th, 2025

Date of Public Hearing: February 10th, 2025

PASSED and APPROVED by the Gustavus City Council this XXth day of _____, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk