

**ORDINANCE AMENDMENT TO BE ACTED UPON AT
MARCH 23, 2021 CITY COUNCIL MEETING
(POSTED 03-09-21)**

**CITY OF MOUND
ORDINANCE NO. __ - 2021**

**AN ORDINANCE AMENDING CHAPTERS 2 OF THE MOUND CITY CODE AS IT
RELATES TO ADMINISTRATION**

THE CITY OF MOUND DOES ORDAIN:

SECTION I: That Chapter 2, Section 2-87(b), Chief Administrative Officer; duties, be amended as follows:

(b) Specific duties. The Manager has the responsibilities provided in the laws governing statutory cities. The Manager may employ an administrative assistant and such other employees, including an administrative intern, as are necessary for the execution of the duties of the office. The Manager's personal office staff is a separate department of the city administrative service known as the Executive Department. The Manager is designated as the data practices compliance official.

SECTION II: That Chapter 2, Section 2-120(a), Departmental and divisional organization, is amended as follows:

(a) Administrative service. The administrative service of the city is divided into the following departments and heads thereof:

- (1) Executive Department, City Manager.
- (2) Finance & Administrative Services Department, Administrative Services Director.
- ~~(4)(3)~~ Community Development Department, Community Development Director/Planner.
- ~~(2) Finance and Administration Department, Finance Director/Clerk/Treasurer.~~
- ~~(3)(4)~~ Fire Department, Fire Chief/Emergency Management Director.
- ~~(4) (5)~~ Liquor Operations Department, Liquor Store Manager.
- ~~(5) (6)~~ Public Works Department, Public Works Director.

SECTION VIII: That Chapter 2, Section 2-129, Finance and Administration Department, is amended as follows:

Sec. 2-129. Finance and Administrative Services ~~ion~~ Department.

The ~~Finance Director/Clerk/Treasurer~~ Administrative Services Director is responsible to the City Manager for the organization, planning, administration and coordination of the finance and administrative services activities of the city. The Finance Director shall report to the Administrative Services Director and shall perform the duties described in the job description for that position, including the duties of treasurer, ~~the duties of the City Clerk,~~ and any additional

duties assigned ~~by the City Manager.~~ The Administrative Services Coordinator/City Clerk shall report to the Administrative Services Director and shall perform the duties of the City Clerk and
~~The Finance Director/Clerk/Treasurer~~ is designated as the responsible authority for the collection, use, and dissemination of the City's data.

SECTION XI: The ordinance shall be effective the day after publication.

Passed by the City Council this 23rd day of March, 2021.

Mayor Raymond J. Salazar

Attest: Catherine Pausche, Clerk

Published in the Laker the _____ of _____, 2021.
Effective the _____ day of _____, 2021.