

## Chapter 2

### ADMINISTRATION\*

#### Article I. In General

Sec. 2-1. Official publications.  
Secs. 2-2--2-30. Reserved.

#### Article II. City Council

Sec. 2-31. Rules of procedure.  
Secs. 2-32--2-60. Reserved.

#### Article III. Officers and Employees

##### Division 1. Generally

Sec. 2-61. Bonds.  
Sec. 2-62. Indemnification.  
Sec. 2-63. Authorization to issue citations.  
Secs. 2-64--2-90. Reserved.

##### Division 2. City Manager

Sec. 2-91. Duties and responsibilities.  
Secs. 2-92--2-120. Reserved.

##### Division 3. Employees

Sec. 2-121. Compliance with rules and policies of city.  
Secs. 2-122--2-160. Reserved.

#### Article IV. Boards, Commissions and Committees

##### Division 1. Generally

Secs. 2-161--2-180. Reserved.

##### Division 2. Telecommunications Advisory Commission

Sec. 2-181. Membership; terms  
Sec. 2-182. Organization.  
Sec. 2-183. Expenses of members.  
Sec. 2-184. Powers and duties.  
Secs. 2-185--2-210. Reserved.

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**\*Charter reference(s)**--Government and officers, ch. 2; administration of city affairs, ch. 5.

**Cross reference(s)**--Any administrative ordinances of the city not in conflict or inconsistent with the provisions of this Code saved from repeal, § 1-9(a)(3); any ordinance prescribing fees, fines, charges, rates, or other specific monetary values saved from repeal, § 1-9(a)(8); elections, ch. 10; law enforcement, ch. 16; administrative rules for false alarms, § 18-155; administration and enforcement of subdivision regulations, § 26-41 et seq.; utilities, ch. 32; administration and enforcement of zoning regulations, § 36-31 et seq.

## ADMINISTRATION

### Division 3. Human Rights Commission

- Sec. 2-211. Purpose.
- Sec. 2-212. Membership; terms.
- Sec. 2-213. Organization.
- Sec. 2-214. Expenses of members.
- Sec. 2-215. Powers and duties.
- Secs. 2-216--2-240. Reserved.

### Division 4. Parks and Recreation Advisory Commission

- Sec. 2-241. Membership; terms.
- Sec. 2-242. Organization.
- Sec. 2-243. Expense of members.
- Sec. 2-244. Powers and duties.
- Secs. 2-245--2-270. Reserved.

### Division 5. Planning Commission

- Sec. 2-271. Membership; terms.
- Sec. 2-272. Organization.
- Sec. 2-273. Expenses of members.
- Sec. 2-274. Powers and duties.
- Secs. 2-275--2-300. Reserved.

### Division 6. Board of Zoning Appeals

- Sec. 2-301. Membership; terms.
- Sec. 2-302. Organization.
- Sec. 2-303. Expenses of members.
- Sec. 2-304. Powers and duties.
- Sec. 2-305. Decision subject to appeal to the city council.
- Secs. 2-306--2-320. Reserved.

### Division 7. Police Advisory Commission

- Sec. 2-321. Membership; terms.
- Sec. 2-322. Organization
- Sec. 2-323. Expenses of members.
- Sec. 2-324. Powers and duties.

## Article V. Finance

- Sec. 2-350. Manner of Presentation of Claims.
- Sec. 2-351. Payment of Claims.

**ARTICLE I. IN GENERAL**

**Sec. 2-1. Official publications.**

All notices, ordinances, requests for bids upon contemplated purchases and contracts, resolutions or other proceedings which require publication as provided by state statute, the city Charter or city ordinance shall be published in full, partial, or summary form in at least one issue of the official newspaper.

**Secs. 2-2--2-30. Reserved.**

**ARTICLE II. CITY COUNCIL\***

**Sec. 2-31. Rules of procedure.**

The city council shall establish meeting times and shall adopt rules of procedure from time to time by resolution.

**Secs. 2-32--2-60. Reserved.**

**ARTICLE III. OFFICERS AND EMPLOYEES\***

DIVISION 1. GENERALLY

**Sec. 2-61. Bonds.**

(a) The following named city officials shall each, before entering upon the duties of their respective offices or employment, provide the city with a corporate surety bond in such form as approved by the city attorney as security for the faithful performance of their respective official duties for the city and the safekeeping of the public funds. The premium for corporate surety bonds shall be paid by the city. Such bonds shall be provided for the city manager, city clerk and city treasurer.

(b) With the approval of the city council, the city manager may secure a single corporate surety bond or fidelity insurance coverage on other city employees and offices in such sums as the city council shall approve. The premium for corporate surety bonds shall be paid by the city. All bonds so furnished shall be filed with the city clerk.

(Code 1976, § 1-103)

**Charter reference(s)--**Official bonds, § 11.01.

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**\*Charter reference(s)--**Procedure of council, ch. 3.

**\*Charter reference(s)--**Officers generally, § 5.04; code of ethics, ch. 12.

**Cross reference(s)--**Any ordinance regarding salaries or compensation of city officers or employees saved from repeal, § 1-9(a)(11).

**Sec. 2-62. Indemnification.**

(a) The city shall indemnify and provide defense for any employee or officer, whether elective or appointive, against any claims or suits arising out of an alleged act or omission within the scope of employment or official duties to the extent required by law. This obligation is subject to the liability limitations set forth in the state statutes.

(b) The city may obtain insurance to discharge its obligations under this section, but these obligations remain in effect whether or not insurance is obtained. The provisions of this section requiring indemnification do not apply in the case of malfeasance in office or willful or wanton neglect of duty.

(Code 1976, § 1-212)

**Sec. 2-63. Authorization to issue citations.**

The city council specifically authorizes the city manager or any authorized designee of the city manager to institute in the name of the city a citation against any person who violates any city ordinance or provision of this Code.

(Code 1976, § 1-501)

**Secs. 2-64--2-90. Reserved.**

## DIVISION 2. CITY MANAGER\*

**Sec. 2-91. Duties and responsibilities.**

(a) The city manager is the chief administrative officer of the city and shall be responsible for the proper administration of all affairs relating to the city. The city manager shall have the authorities, duties and responsibilities conferred by state laws, the city Charter and by city ordinances not inconsistent with the city Charter or state laws.

(b) The city manager serves as the executive director of the economic development authority and shall be responsible for the proper administration and all affairs related to economic development in the city.

(c) The city manager may appoint a deputy city manager who, in the absence of the city manager, acts as the city manager.

(d) The city manager may establish such administrative policies and rules as may be appropriate to administer the employment practices of the city.

(e) The city manager shall make every appointment to a position of city employment, except when state law, city Charter or ordinance otherwise provides. Each appointment shall be based on merit and qualifications for the position as determined by the city manager.

\***Charter reference(s)**--City manager, §§ 5.01, 5.02.

(f) Except as otherwise provided by state law, city Charter, or ordinance, the city manager or designee shall make all decisions regarding discipline of city employees, including suspension and termination.

(g) The city manager may delegate and assign other duties and responsibilities to subordinates for the proper and efficient management of the city.

**Secs. 2-92--2-120. Reserved.**

#### DIVISION 3. EMPLOYEES

**Sec. 2-121. Compliance with rules and policies of city.**

All city employees shall comply with state law, city Charter, city ordinance and administrative rules and policies of the city.

**Secs. 2-122--2-160. Reserved.**

### ARTICLE IV. BOARDS, COMMISSIONS AND COMMITTEES\*

#### DIVISION 1. GENERALLY

**Secs. 2-161--2-180. Reserved.**

#### DIVISION 2. TELECOMMUNICATIONS ADVISORY COMMISSION\*

**Sec. 2-181. Membership; terms.**

(a) *Advisory status; composition.* The telecommunications advisory commission shall be an advisory commission to the city council. It shall consist of seven regular members, one youth member and one ex-officio member, all appointed as set forth in this section.

(b) *Regular members.* Six of the regular members of the commission shall be appointed by the city council for three-year terms. One regular member shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 of St. Louis Park for a term of three years, unless such appointment shall be terminated by such school board. One alternate may be appointed by such school board to serve in the absence of its regular member. Failure of such school board to appoint its member or an alternate to serve on the telecommunications advisory commission shall in no way affect the validity of the proceedings of the telecommunications advisory commission. The terms of the regular members shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

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\***Charter reference(s)**--Authority to create boards and commissions, § 2.02

**Cross reference(s)**--Absentee ballot counting board, § 10-2, Law Enforcement, ch. 16.

\***Charter reference(s)**--Franchises, ch. 9.

(c) *Youth member.* One voting youth member, who shall be a high school student of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Ex-officio member.* One ex-officio member shall be appointed by the cable company which is granted a franchise by the city. The ex-officio member shall not vote or be counted as part of the quorum, but shall be present at all meetings.

(e) *Qualifications.* Regular members of the commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements. The regular members and youth members of the commission shall be appointed from persons who have demonstrated an interest in the telecommunications advisory commission by submission of appropriate city forms.

(Code 1976, § 1-320)

#### **Sec. 2-182. Organization.**

(a) A staff liaison to the telecommunications advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time. The telecommunications advisory commission shall provide its own rules and procedures, determine the date and time of meetings, and, upon proper notice, it shall call public hearings when necessary and desirable and in accordance with all requirements of local, state and federal laws. The bylaws of the commission and any amendments of such bylaws shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The telecommunications advisory commission shall keep proper records of its proceedings. Such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-321)

#### **Sec. 2-183. Expenses of members.**

The members of the telecommunications advisory commission shall serve without pay, but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-322)

**Sec. 2-184. Powers and duties.**

The telecommunications advisory commission shall have the following powers and duties to:

- (1) Provide a public forum for the expression of cable television concerns of franchise subscribers and public and private cable television users;
- (2) Promote and encourage the widest range of use of the city's public access channels;
- (3) Encourage a diversity of programs and services to cable subscribers through a working relationship with the cable television company that fosters an examination of new programs and services and of changing community needs;
- (4) Oversee future interconnections with metropolitan communities;
- (5) Monitor the day-to-day operations of the cable television system as well as any experimentation that is done with new and specialized cable services;
- (6) Assist in any evaluation of the cable television system that are conducted during the term of the franchise or in anticipation of refranchising;
- (7) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year; and
- (8) Perform other functions as needed to carry out these duties and responsibilities as directed by the city council and to act in an advisory capacity to the city council.

(Code 1976, § 1-323)

**Secs. 2-185--2-210. Reserved.**

## DIVISION 3. HUMAN RIGHTS COMMISSION

**Sec. 2-211. Purpose.**

The purpose of the human rights commission shall be to advise the city council in its efforts to ensure all citizens protection of their human rights and full and equal opportunity for participation in the affairs of this community. The city declares, as a matter of public policy, that it is interested in securing for all of its citizens equal opportunity in housing, employment, public services, public accommodations and education, and that it is the public policy of the city to assist the state department of human rights in implementing the Minnesota Human Rights Act (M.S.A. § 363.13) by the human rights commission's investigation of complaints, development and implementation of a program of education and compliance review, and through advising the city council on long range programs to improve human relations and expand the protection of human rights in the city.

(Code 1976, § 1-340)

**Sec. 2-212. Membership; terms.**

(a) *Advisory function; composition.* The human rights commission shall be an advisory commission to the city council and shall consist of eight regular members and one voting youth members all appointed as set forth in this section.

(b) *Regular members.* Seven of the regular members of the human rights commission, at least one of whom shall be an attorney, shall be appointed by the city council for a three-year term. One regular member shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 for three-year terms unless such an appointment shall be sooner terminated by such board. Failure of such school board to appoint its member to serve on the commission shall in no way affect the validity of the proceedings of the commission. The terms of regular members shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth members.* One voting youth members may be appointed by the city council and serve a term of one year. The council may also appoint another non-voting youth member to participate in all discussions and serve as a voting commissioner and be counted as part of quorum in the absence of the youth voting member.

(d) *Qualifications.* Regular members of the human rights commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements.

(Code 1976, § 1-341; Ord. No. 2403-11, 9-30-2011)

**Sec. 2-213. Organization.**

(a) A staff liaison to the human rights commission shall be appointed by the city manager. The liaison shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to the limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, shall determine the date and time of its meetings, and, upon proper notice, shall call public hearings when necessary or desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and any amendments of such bylaws shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The human rights commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-342)

**Sec. 2-214. Expenses of members.**

The members of the human rights commission shall serve without pay but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-343)

**Sec. 2-215. Powers and duties.**

- (a) The human rights commission shall have the following powers and duties to:
- (1) Study and review programs and policies and advise and aid the city council in enlisting the cooperation of agencies, organizations and individuals in the city in an active program directed to create equal opportunity and eliminate discrimination.
  - (2) Advise and aid the city council in developing and implementing programs of cooperation with the state department of human rights to fulfill the purposes set out in section 2-211.
  - (3) Make recommendations to the city council regarding formulation and implementation of human rights programs for the city. The programs shall be directed toward increasing the effectiveness and direction of all individuals and agencies of the city through planning, policy-making and education in the area of human rights.
  - (4) Advise the city council with respect to human rights issues arising out of or in connection with the plans or operations of any city department or agency and recommend the adoption of such specific policies or actions as may be needed to protect human rights in the city.
  - (5) Advise and recommend to the city council programs or legislation to eliminate inequalities of opportunity in the area of human rights.
  - (6) Publish and distribute to the public at large any materials necessary or advisable to carry out its functions, subject to requirements of the city council.
  - (7) Make studies, surveys and investigations necessary or advisable to carry out its functions.
  - (8) Sponsor such meetings, institutes, forums and other educational activities as will lead to clearer understanding of local human rights issues and contribute to their proper resolution.
  - (9) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year.

(b) The commission shall have such additional powers and duties as the city council shall from time to time determine.

(Code 1976, § 1-344)

**Secs. 2-216--2-240. Reserved.**

## DIVISION 4. PARKS AND RECREATION ADVISORY COMMISSION\*

**Sec. 2-241. Membership; terms.**

(a) *Function; composition.* The parks and recreation advisory commission shall be an advisory commission to the city council. It shall consist of seven regular members and one youth member, all appointed as set forth in this section.

(b) *Regular members.* Four regular members of the commission shall be appointed by the city council for three-year terms. Three regular members shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 for a three-year term. Failure of such school board to appoint its membership to serve on the parks and recreation advisory commission shall in no way affect the validity of the proceedings of the parks and recreation advisory commission. The terms of regular members shall expire on December 31 of the third year of such term and until a successor is duly appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* One voting youth who shall be a high school student of a private or public school located in the city may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the parks and recreation advisory commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the parks and recreation advisory commission by submission of appropriate city forms.

(Code 1976, § 1-310)

**Sec. 2-242. Organization.**

(a) A staff liaison to the parks and recreation advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-311)

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\***Charter reference(s)**--Authority to create parks and playgrounds, § 7.01.

**Cross reference(s)**--Parks and recreation, ch. 20.

**Sec. 2-243. Expense of members.**

The members of the parks and recreation advisory commission shall serve without pay but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-312)

**Sec. 2-244. Powers and duties.**

The parks and recreation advisory commission shall have the following powers and duties to:

- (1) Consider matters pertaining to public recreation programs in the city;
- (2) Evaluate the city's current parks and recreation programs and desires of citizens for such services;
- (3) Keep acquainted with the current state, regional and national parks and recreation standards for communities;
- (4) Recommend programs and a budget of programs and expenditures for operations of the parks and recreation department;
- (5) Study and recommend long range parks and recreation plans for the city;
- (6) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year; and
- (7) Act in an advisory capacity to the city council in all matters which are requested by the city council.

(Code 1976, § 1-313)

**Secs. 2-245--2-270. Reserved.**

## DIVISION 5. PLANNING COMMISSION\*

**Sec. 2-271. Membership; terms.**

(a) *Function; composition.* The planning commission shall be an advisory commission to the city council and shall consist of seven regular members and one youth member, all appointed as set forth in this section.

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**\*Charter reference(s)--**Planning commission to aid in city plan, § 7.01.  
**Cross reference(s)--**Zoning, ch. 36.

(b) *Regular members.* Six of the regular members of the commission shall be appointed by the city council for three-year terms. One regular member of the commission shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 of St. Louis Park for a term of three years unless such appointment shall be terminated by such school board. One alternate may be appointed by such school board to serve in the absence of the regular member. Failure of such school board to appoint its member or alternate to serve on the planning commission shall in no way affect the validity of the proceedings of the planning commission. The terms of regular members shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* One nonvoting youth member, who shall be a high school student of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the planning commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of such school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements. The regular members and youth member of the commission shall be appointed from persons who have demonstrated an interest in the planning commission by submission of appropriate city forms.

(Code 1976, § 1-301)

#### **Sec. 2-272. Organization.**

(a) A staff liaison to the planning commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair, vice-chair and secretary. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure. The date and time of meetings, and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and any amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote on any question in which the member is directly or indirectly interested.

(c) The planning commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-302)

**Sec. 2-273. Expenses of members.**

The members of the planning commission shall serve without pay, but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-303)

**Sec. 2-274. Powers and duties.**

The planning commission shall have the following powers and duties to:

- (1) Prepare a comprehensive plan for the future development of the city to be submitted to the city council for implementation and to maintain such plan and recommend its amendment to the city council as may become necessary.
- (2) Initiate, direct and review, from time to time, a study of the provisions of the zoning chapter and the subdivision regulations and to report to the city council its advice and recommendations accordingly.
- (3) Study applications and proposals for amendments to the zoning chapter and applications for special permits and to advise the city council of its recommendations.
- (4) Study preliminary and final plats and to advise the city council of its recommendations.
- (5) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year.
- (6) Act in an advisory capacity to the city council in all matters wherein powers are assigned to the city council by state law or city Charter concerning land use, comprehensive planning, zoning, platting, changes in streets and other matters of a general planning nature.

(Code 1976, § 1-304)

**Secs. 2-275--2-300. Reserved.**

DIVISION 6. BOARD OF ZONING APPEALS\*

**Sec. 2-301. Membership; terms.**

(a) *Composition.* The board of zoning appeals shall consist of five regular members, all appointed as set forth in this section.

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\*Cross reference(s)--Zoning, ch. 36.

(b) *Regular members.* The five regular members of the board shall be appointed by the city council for three-year terms. Their terms shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the board may be removed with or without cause by the city council.

(c) *Qualifications.* Members of the board shall be qualified voters and residents of the city. A vacancy shall be deemed to exist in case a member ceases to meet the residency requirements. The regular members of the board shall be appointed from persons who have demonstrated an interest in the board of zoning appeals by submission of appropriate city forms.

(Code 1976, § 1-401)

#### **Sec. 2-302. Organization.**

(a) A staff liaison to the board of zoning appeals shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The board shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the board shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall conduct all public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the board and any amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the board shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The board of zoning appeals shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-402)

#### **Sec. 2-303. Expenses of members.**

The members of the board of zoning appeals shall serve without pay, but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The board shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-403)

#### **Sec. 2-304. Powers and duties.**

The board of zoning appeals shall have the following powers and duties to:

- (1) Hear and decide on appeals from any order, requirement, permit decision or refusal or determination made by the zoning administrator under the zoning chapter and from

any interpretation of the text of the zoning chapter, or any location of the boundary of a zoning district as shown on the official zoning map made by the zoning administrator, in accordance with all requirements of local and state laws.

- (2) Hear and decide on requests for variances from the terms of the zoning chapter in the manner and subject to the standards and requirements set forth in the zoning chapter and applicable state laws.
- (3) Communicate with the city council its recommendations, records of proceedings and any other method of reporting as may be deemed appropriate by the city council.
- (4) Act in an advisory capacity to the city council and hear and make recommendations to the city council on all matters referred to the board or upon which it is required to act under the zoning chapter.

(Code 1976, § 1-404)

**Sec. 2-305. Decision subject to appeal to the city council.**

Any party aggrieved by a decision of the board of zoning appeals may appeal the decision to the city council in accordance with the procedures set forth in the zoning chapter of this Code. An appeal shall be filed with the planning department within ten days of issuance of the board of zoning appeals' decision.

(Code 1976, § 1-405)

DIVISION 7 POLICE ADVISORY COMMISSION

**Sec. 2-321. Membership; terms.**

(a) *Function; composition.* The police advisory commission shall be an advisory commission to the city council. It shall consist of eleven regular members and one youth member, all appointed as set forth in this section.

(b) *Regular members.* The City Council shall appoint four regular members of the commission for terms to expire on December 31, 2004, four regular members for terms to expire on December 31, 2005, and three regular members for terms to expire on December 31, 2006. All subsequent appointments shall be for three-year terms which shall expire on December 31 of the third year of such term and until a successor is duly appointed and qualified. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* One voting youth who shall be a high school student of a private or public school located in the city may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the police advisory commission shall be qualified voters and residents of the city. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the police advisory commission by submission of appropriate city forms.

**Sec. 2-322. Organization.**

(a) A staff liaison to the police advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

**Sec. 2-323. Expense of members.**

The members of the police advisory commission shall serve without pay but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

**Sec. 2-324. Powers and duties.**

Under the direction of the city council, the police advisory commission shall perform those functions and duties necessary to:

(a) Carry out their stated mission to enhance the awareness of police department capabilities and services; provide an opportunity for citizen involvement in police services and to encourage exchange between the police department and the community.

(b) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year; and

(c) Perform other functions as needed to carry out these duties and responsibilities as directed by the city council and to act in an advisory capacity to the city council.

(Ordinance No. 2242-03, 7-21-03)

**ARTICLE V. FINANCE**

**Sec. 2-350. Manner of Presentation of Claims**

All bills, invoices, statements and claims for payment of money in discharge of any obligation of the City shall be filed with the City Treasurer who shall examine the same and enter each upon the record. Each claim shall be accompanied by either an itemized bill or payroll, or time sheet, each of which shall be approved and signed by the responsible City officer who vouches for its correctness and reasonableness and, except in the case of salaries and wages of employees and laborers of the City, shall be accompanied by the claimant's verified statement of claim as required by law.

(Ord. No. 2302-05, 11-1-2005; Ord. No. 2387-10, 7-23-10)

**Sec 2-351. Payment of Claims**

The City Treasurer is authorized to pay all claims determined to be proper obligations of the City and consistent with the budget approved by the City Council. The City Treasurer shall prepare a list of newly paid claims for Council review at each regular meeting of the City Council.

(Ord. No. 2302-05, 11-1-2005; Ord. No. 2387-10, 7-23-10)