

NOTICE

The Alexandria City Council will consider second readings of ordinances amending the Home Rule Charter of the City of Alexandria at the City Council Meeting on Monday, March 25, 2019. The meeting begins at 7:00 p.m.

Section 2.01, Elective Officers

The elective officers of the city shall be the five members of the council, and the mayor. All such officers shall be qualified electors of the city. The members of the council and the mayor shall hold their respective offices for a term of ~~two~~ four years commencing on January 2nd next following their election, and, at the expiration of their terms, until their successors are elected and qualified.

Section 2.02, Subdivision 3, Rules of Procedure

The current version of Robert's Rules of Order or alternate rules of procedure shall be adopted annually by the council at the first meeting of the year. Those rules will be the governing guide to all council proceedings. A journal of all special and regular proceedings shall be kept in accordance with the Minnesota Government Data Practices Act

Section 7.02, Subdivision 2, The Budget, Submission, Contents

~~Not later than the first meeting in August of each year, the~~ The city budget committee shall prepare and submit to the council a budget for the ensuing fiscal year, exclusive of the public utility departments. The city budget shall be based upon detailed estimates and shall present the following information:

- (a) An itemized statement of the appropriations recommended by the city budget committee for current expenses and for permanent improvements for the ensuing fiscal year, with comparative statements of the appropriations and expenditures for the current and next preceding fiscal year.
- (b) Such other information as may be required by the council.

Section 7.02, Subdivision 3, The Budget, Passage

~~The budget shall be the principal item of business at the first regular meeting in August and at all subsequent regular meetings until passed and adopted. All interested citizens shall have reasonable opportunity to be heard at said meeting. The City shall follow all applicable state statutes regarding notification and public hearings regarding consideration and adoption of the budget and tax levy. The annual budget finally agreed upon shall be adopted by an aye and nay vote. The total sum appropriated in the budget shall be less than the total estimated revenue and by a safe margin. The council shall adopt the budget by resolution not later than the first day of October. at the time specified by state statute.~~

~~The proposed budget shall have not less than two readings which readings shall be not less than seven days apart.~~

Section 7.02, Subdivision 4, The Budget, Enforcement

It shall be the duty of the council to enforce strictly the provisions of the budget. It shall not approve any order upon the city for any expenditure unless an appropriation has been made in the budget, nor for any expenditure covered by the budget unless there is sufficient unexpended balance left after deducting the total past expenditures and the sum of all outstanding orders and encumbrances. No officer or employee of the city shall place any orders or make any purchases except for the purposes and to the amount authorized in the budget. ~~Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget or for any amount in excess of the amount therein authorized shall be a personal obligation upon the person incurring the expenditure.~~

Sec. 7.06. Receipts to City Clerk.

Section 7.06 below is proposed to be repealed in its entirety.

All receipts of money belonging to the city, or any branch thereof, excepting only those funds collected by the county treasurer, or those funds pertaining to the operation of the public utilities, shall be paid to the city clerk by the person authorized to receive the same at the close of each business day. All such money received upon tax settlements from the county treasurer, shall be deposited as soon as received in a bank or banks approved by the city council. Any person in the employ of the city guilty of a violation of this provision shall be liable to be reduced in salary or to be dismissed from his office or position, as the council may determine after a hearing.

Sec. 7.08. Disbursements, How Made.

Section 7.08 below is proposed to be repealed in its entirety.

All disbursements except those made from public utility funds shall be made only upon regular vouchers issued by the city clerk, duly authorized by the council, and countersigned by the mayor, which shall indicate the fund out of which the disbursements shall be made. Each order, when signed by the city clerk and countersigned by the mayor, shall become a check payable to the payee at the bank indicated thereon. The clerk shall issue no checks upon any fund except as above. No such check shall be issued until there is money to the credit of the fund out of which it is to be paid, sufficient to pay the same, together with all then outstanding vouchers against and encumbrances upon such fund. Any check for the payment of money violating any provision of this section shall be void and any officer of this city violating any provision of this section shall be personally responsible for the amount of such payment, if any such payment is made contrary to the provisions hereof. No claim against the city shall be allowed unless accompanied by an itemized and verified statement, payroll, or time sheet signed by the officer who has personal knowledge of the facts in the case and vouches for the correctness and reasonableness of the claim. The council by ordinances may make further regulations for the safekeeping and disbursement of the city's funds.

Martin Schultz
City Administrator

Publish February 13, 2019