

.. Title

An Ordinance Amending Chapter 2.02 Of The Saint Paul Administrative Code To
Move Collection of SAC Charges From The Real Estate Section

.. Body

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

Section 1

Section 2.02 of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 2.02. Administration.

(A) *Functions:* To provide for the maximum efficiency of operation, the office of the mayor shall be responsible for the coordination of the administrative heads of each department of city government and for the review and analysis of the operation and administration of all departments, boards and commissions established by administrative ordinance.

(G) *Budget and Financial Services:*

(1) *Office of financial services-director of financial services--appointment and qualifications.* There is hereby established an office of financial services. The office of financial services will be responsible for the management and control of the budgets and of other financial services as hereto after described. The mayor shall appoint, with the consent of the city council, a director of the office of financial services, who shall be in the unclassified service of the city.

(7) *Real estate section:* Within the office of financial services there shall be a real estate section. Under the supervision of the director, the real estate section shall:

- a. Maintain a compilation of all city-owned real estate to include a system indexing all property and property interests of the city.
- b. Administer the sale or acquisition or lease of real property by the city including, but not limited to, the acquisition of property, when necessary, through eminent domain proceedings and the vacation of streets and public ways.
- c. Administer the assessment program relative to the assessment of benefits in connection with the construction of local improvements, pursuant to policy as established by the council of the city.
- d. Process public hearings to be held by the city council relative to assessments, condemnations, demolition of dangerous buildings, sewer repairs, service charges, and summary abatements.
- e. Administer the collection, receipt and maintenance of assessment receivable accounts, advance payments for sewer, ~~and SAC~~ charges. Assist other city departments and divisions in the collection and receipt of receivables. Upon request to the section, a person shall be permitted to inspect and copy records concerning assessment receivable accounts and the estimated costs of pending local improvement

assessment projects. Access to these records shall be provided at a reasonable time and place and without charge to the individual. If the section is asked to provide copies of the data, the actual costs of providing the copies will be borne by the individual making the request. If the section is requested to calculate, compile or make copies of assessment data concerning properties not owned by the requesting party, the section shall provide the appropriate service within a reasonable time of the request and require the requesting party to pay the actual costs of making, certifying and compiling the information requested. The procedures used to process these requests and the calculation of the actual costs of compiling and copying this information shall be determined by the section and approved by administrative order.

f. Perform city-wide real property administration, including, but not limited to, facility maintenance practices, capital improvements, space allocation planning, property insurance coverage for city buildings and equipment, and environmental impact and liability.

g. Administer all properties assigned to be under the control of the real estate section.

h. Administer all annual maintenance assessments and service charges including, but not limited to, right-of-way maintenance, above-standard street lighting, and storm sewer system charges pursuant to policy as established by the council of the city.

i. Supervise the erection and alteration of public buildings through the: preparation of all designs, plans, specifications and estimates for public buildings to be erected or altered by the city or any department or agency thereof; and inspection of construction sites to ensure compliance with contract terms and design specifications.

Section 2

This Ordinance shall take effect and be in force thirty (30) days following its passage, approval and publication.