

Amending Chapter 2 of the Saint Paul Administrative Code pertaining to Community Presence and Responsibility in Banking.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

## SECTION 1

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

(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.

.....

(5) Treasury section: Within the office of financial services there shall be a treasury section. Under the supervision of the director, the treasury section's responsibilities shall include, but not be limited to:

- a. Performing all functions as collector of any and all city taxes.
- b. Receiving all moneys due the city for fees, permits, fines and other bills.
- c. Receiving funds entrusted to any city department or agency.
- d. Controlling and supervising the deposit of money and the related banking activities of the city.
- e. Developing and maintaining a cash management program, including the purchase and sale of city investments.
- f. Maintaining custody of all city investments and funds including bonds and notes.
- g. Providing for the disbursement of city funds.
- h. Coordinating the plan for, and issuance of, city debt.
- i. Establishing and maintaining control and administrative records for the management of outstanding debt.
- j. Assisting the director in the preparation and management of the city budget.
- k. Requiring financial institutions to disclose certain information [for public review.](#)

1. Under the direction of the Treasurer, the City of Saint Paul shall:

a. Attach a Community Presence and Responsibility in Banking Questionnaire to the City's general banking request for proposal ("RFP"), and

b. Require all respondents to the City's general banking request for proposal ("RFP") to provide the information requested.

c. It is the public policy and the purpose of this section:

(1) To require all financial institutions which desire to participate in the provision of banking services for the city programs and which make home mortgage, small business, home improvement or rehabilitation loans of any type to disclose

information concerning their lending policies and practices so that public officials and members of the public can determine whether said financial institutions are fulfilling their obligations to serve the needs of the communities and neighborhoods in which they are located, and to assist public officials in determining how to distribute public funds in a manner best calculated to improve the private real estate investment environment in the city. In addition, the disclosure of lending information provides greater transparency to the public regarding decisions made by the city about its vendors.

(2) To recognize that the products and practices of financial institutions have a measurable impact on the city's tax base, quality of life and overall economic viability and competitiveness.

(3) To recognize and declare that the city needs information on mortgage lending activity to assist it in carrying out its planning and financial assistance programs. Financial institutions engaged in real estate lending activity within the city have unique access to such lending information; therefore, all such financial institutions are encouraged to disclose the information set out in this section in order to assist the city in its efforts to combat the problem of urban decay.

(4) To promote the long term economic well-being of the City of St. Paul and its residents and to ensure economic growth by encouraging fair lending practices and equitable provision of banking services throughout the city.

(6) Contract and analysis services section: Within the office of financial services there shall be a contract and analysis services section. Under the supervision of the manager, the contract and analysis services section shall:

a. Make all purchases of materials, supplies, equipment and services, including construction, for the City of Saint Paul, Ramsey County, the Saint Paul Water Utility, and any other entities as may be mutually agreed upon from time to time. The contract and analysis services functions shall include, but not be limited to the following:

1. Prepare or assist customers in preparing all specifications for the purchase of materials, supplies, equipment and services.
2. Review all contract specifications for conformance to existing statutes ordinances, resolutions, and executive orders, and approve prior to issuance.
3. Obtain bids, price quotes, or proposals and place orders in accordance with existing statutes, ordinances, resolutions and executive orders using open, legal and predictable procedures.
4. Disseminate and monitor requests for proposals for services that are not subject to traditional competitive bidding procedures.

b. Maintain records of all purchases processed through the division, including all bids and other pricing solicitations, specifications and purchase orders.

- c. Purchase jointly with other governmental units and provide purchasing services to other governmental units through joint power agreements as approved by the city council.
  - d. Perform research and analysis services for division customers.
  - e. Provide such other central services as authorized by the mayor for the common use of all city departments and division customers, which can include but is not limited to, professional and technical graphic arts assistance and printing services.
  - f. Sell or dispose of all materials, supplies and real property declared as surplus by the contract and analysis services division for the city or declared as surplus by other division customers.
  - g. Disposal of city surplus shall be in accordance with the policies in this section. Disposal of other surplus shall be in accordance with the policies of the applicable division customers.
    - 1. An employee of the city or other governmental entity using the services of the division may bid for surplus materials, supplies, real property to be sold, in accordance with applicable law.
    - 2. All sales of surplus property conducted through a competitive bidding process shall be to the highest bidder and conducted by the division under such procedures and by such means as shall give no individual or corporate bidder an advantage not available to all.
    - 3. Upon the request of a bona fide charitable, educational, religious or fraternal nonprofit organization, as determined by the council, surplus materials and supplies, excluding real property, may be transferred to such charitable, educational, religious or fraternal organization for a nominal or no consideration upon a resolution of the council determining that said transfer of surplus and/or obsolete materials and supplies is related to the function of government, serves a public purpose, and is for the benefit of the community as a whole.
    - 4. This section shall not apply to any surplus and/or obsolete materials and supplies whose sale is directed by other applicable law with the proceeds of such a sale being pledged specifically to the city or other entity.
- (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 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.