

**CITY OF RICHFIELD
BILL NO. 2018-9**

**AN ORDINANCE AMENDING SUBSECTION
300.03 AND 315.11 OF THE RICHFIELD CODE OF
ORDINANCES PERTAINING TO DEPARTMENTAL
AND DIVISIONAL ORGANIZATION**

THE CITY OF RICHFIELD DOES ORDAIN:

Section 1. Subsection 300.03 of the Richfield City Code is amended as follows:

300.03. - Departmental and divisional organization.

The administrative service of the City is divided into the following departments and heads thereof:

Executive Department	City Manager
Administrative Services Department	Director of Administrative Services
Fire Department	Fire Chief
Public Safety Department	Director of Public Safety
Public Works Department	Director of Public Works
Recreation Services Department	Director of Recreation Services
Community Development Department	Director of Community Development
Legal Department	City Attorney
Liquor Department	Liquor Operations Director
Finance Department	Finance Director

Divisions within departments shall be established from time to time by resolution of the City Council with the recommendation of the Manager.

Sec. 2. A new subsection 300.21 is added to the Richfield Code of Ordinances as follows:

300.21. – Finance department: duties of director.

The Finance Director is responsible to the manager for the organization, planning, administration and coordination of the financial management of the city. The Finance Director shall perform the duties described in the job description for that position and any additional duties assigned by the manager.

Sec. 3. Subsection 315.11, subdivision 3 of the Richfield Code of Ordinances is amended as follows:

Subd. 3. Prepayment in part. The owner of property assessed for a local improvement, where the total principal amount of the assessment against such property exceeds \$300.00, may pay any part of the assessment, without interest, to the ~~finance—Manager~~ Finance Director. The partial payment may be made within 30 days after the adoption of the assessment roll containing the assessment. The ~~finance—Manager~~ Finance Director shall reduce the principal amount of such assessment by the amount of the prepayment prior to the certification of the assessment roll or the first installment thereof to the county auditor. The remaining unpaid balance of the assessment shall be payable in the same number of years and with the same rate of interest as set forth in the assessment containing the assessment. No partial prepayment of less than \$100.00 may be made.

Sec. 4. This Ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted this 21st day of August, 2018.

ATTEST: Pat Elliott, Mayor
Elizabeth VanHoose, City Clerk

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