

**Subject: Administrative Code Ordinance
Amendment**

Meeting Date: February 9, 2026	
Submitted/Presented by/Department: Nate Burkett, City Manager	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input checked="" type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve an ordinance repealing and replacing section 30.02 of the West St. Paul City Code Relating to the Administrative Code.	
Background	
<p>The City Charter requires that the City will maintain an Administrative Code by ordinance. The Administrative Code is intended to describe, in one place, how the City’s organization is structured and how day-to-day administration is carried out under the Council-Manager form of government.</p> <p>Today, many of these practices exist across the Charter, state law, Council policies, internal procedures, job descriptions, and long-standing operational norms. The practical result is that staff can follow the system, but it is harder for Council and the public to see the system. This Administrative Code does not change how the City currently operates. It documents existing practice, clarifies roles, and makes the rules of the road transparent.</p> <p><u>WHAT THIS ADMINISTRATIVE CODE DOES</u></p> <p>This ordinance consolidates and codifies operational governance so that Council, staff, and the public can quickly understand how the City functions in practice.</p> <p>Key outcomes include:</p> <ul style="list-style-type: none"> • Clear separation of roles between Council and administration, consistent with the Charter’s Council-Manager structure • A single, readable framework that shows how authority flows from Charter and law, through ordinance and Council policy, down to internal procedures • Written expectations for core administrative functions that are already occurring, but not consistently documented in one place <p><u>SUMMARY OF MAJOR CONTENT</u></p> <p>The Administrative Code is organized around several core themes:</p> <p>1) GOVERNANCE AND AUTHORITY FRAMEWORK</p> <ul style="list-style-type: none"> • Establishes a clear hierarchy of governing authority: Charter and law first, then ordinances, then Council policies, then administrative procedures 	

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- Clarifies that Council sets policy and direction, and the City Manager is responsible for administration and implementation
- 2) ORGANIZATIONAL STRUCTURE AND CITY OFFICERS
- Describes the City's administrative structure and the roles that carry out Charter and legal responsibilities
 - Clarifies how required functions such as clerk and treasury-related duties are assigned in practice
- 3) PERSONNEL ADMINISTRATION
- Documents current practice for classification and compensation structures that are adopted by Council
 - Clarifies the City Manager's role in administering pay within Council-adopted frameworks and within the adopted budget
 - Reinforces expectations for consistent, professional administration of personnel matters
- 4) PURCHASING, CONTRACTING, AND PROCUREMENT
- Describes the City's contracting and purchasing practices, including the use of common municipal tools such as unit-price, task order, and on-call agreements
 - Clarifies how contract approval, signatures, and procurement processes work in practice, consistent with Charter requirements and Council policies
 - Improves transparency around contract structure and internal controls so Council and the public can understand how work is authorized and paid for over time
- 5) FINANCIAL ADMINISTRATION
- Summarizes how the adopted budget is administered day to day
 - Documents current administrative practices that support staying within Council appropriations and maintaining strong internal controls
 - Reinforces that Council retains full authority over budget adoption and policy-level financial direction
- 6) IMPLEMENTATION AND CLARITY FOR THE PUBLIC
- Creates a stable reference document that supports consistent operations across staff turnover and changing conditions
 - Reduces ambiguity, improves accountability, and supports clearer public communication

WHAT THIS DOES NOT DO

To be explicit, this Administrative Code does not:

- Create new departments or change the City's form of government
- Shift policy authority away from Council
- Change the Charter, state law requirements, or Council's reserved powers
- Change current operational practice or add new requirements that would materially alter how the City is run

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WHY THIS IS WORTH DOING NOW

- It makes current practice transparent and easier to understand
- It strengthens role clarity, which reduces political and operational friction
- It improves consistency and continuity across time, staff turnover, and changing Council membership
- It creates a single reference point for staff, Council, and the public

NEXT STEPS

- First reading and adoption, should the Council approve

Attachments

Attachment - Administrative Code Ordinance DRAFT v3

Previous Relevant Actions

Alternatives

Financial

Budgeted: Yes

No Financial Impact

Fund:

Department:

Account:

Amount: