

## **ORDINANCE NO. 633 2ND SERIES**

AN ORDINANCE OF THE CITY OF EAGAN, MINNESOTA, AMENDING EAGAN CITY CODE CHAPTER TWO ENTITLED "ADMINISTRATION AND GENERAL GOVERNMENT" BY AMENDING SECTION 2.30 REGARDING CITY PERSONNEL ADMINISTRATION; AND BY ADOPTING BY REFERENCE EAGAN CITY CODE CHAPTER 1 AND SECTION 2.99.

The City Council of the City of Eagan does ordain:

Section 1. Eagan City Code Chapter Two is hereby amended by revising Section 2.30 to read as follows:

Sec. 2.30. - Departments generally.

Subd. 1. Control. All departments of the city are under the overall control of the city administrator. Heads of all departments are responsible to the city administrator and subject to the city administrator's supervision and direction, except as otherwise provided herein.

Subd. 2. Appointment. All department heads shall be recommended by the city administrator and appointed by the council. All non-department head positions shall be administered by the city administrator who shall have the authority to hire, promote, and accept resignations or retirements of employees in said positions. All appointments shall be for an indeterminate term and subject to any applicable civil service regulations in effect in the city.

Subd. 3. Compensation. All wages and salaries shall be fixed and determined by the council.

Subd. 4. Table of organization and lines of responsibility. The city administrator shall recommend, and the council may by resolution adopt, amend and from time to time revise, a table of organization and define lines of responsibility and authority for the efficient governmental organization of the city.

Subd. 5. Budgetary information. The heads of all departments shall file with the city administrator the projected financial needs of his/her department for the ensuing year by the submittal deadline of each year as set by the city administrator. Such projections shall include information as to maintenance and operation of equipment, new equipment, personnel and such other information as may be requested by the city administrator.

Section 2. Summary approved. The City Council hereby determines that the text of the summary marked "Official Summary of Ordinance No. 633", a copy of which is attached hereto, clearly informs the public of the intent and effect of the ordinance. The City Council further determines that publication of the title and such summary will clearly inform the public of the intent and effect of the ordinance.

Section 3. Eagan City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code Including 'Penalty for Violation'" and Section 2.99, entitled

"Violation a Misdemeanor" are hereby adopted in their entirety by reference as though repeated verbatim.

Section 4. Effective Date. This ordinance shall take effect upon its adoption and publication according to law.

ATTEST:

CITY OF EAGAN  
City Council

/s/ Elizabeth VanHoose  
By: Elizabeth VanHoose  
Its: City Clerk

/s/ Mike Maguire  
By: Mike Maguire  
Its: Mayor

Date Ordinance Adopted: March 18, 2025

Date Ordinance Published in the Legal Newspaper:

The following is the official summary of Ordinance No. 633 as approved by the City Council of the City of Eagan on March 18, 2025.

### **ORDINANCE NO. 633 SECOND SERIES**

AN ORDINANCE OF THE CITY OF EAGAN, MINNESOTA, AMENDING EAGAN CITY CODE CHAPTER TWO ENTITLED "ADMINISTRATION AND GENERAL GOVERNMENT" BY AMENDING SECTION 2.30 REGARDING CITY PERSONNEL ADMINISTRATION; AND BY ADOPTING BY REFERENCE EAGAN CITY CODE CHAPTER 1 AND SECTION 2.99.

Section 2.30 is amended to revise to delegate to the city administrator's authority to hire, promote, terminate, and accept retirements/resignations for all non-department head employees of the City. The Section was also revised to provide gender neutral pronouns.

A printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the City Clerk at the Eagan Municipal Center, 3830 Pilot Knob Road, Eagan, Minnesota 55122.

Effective date. This ordinance shall take effect upon its passage and publication.