



**TO:** Mayor  
Members of the City Council

**FROM:** Harold Stewart, City Manager

**DATE:** March 18, 2024

**SUBJECT: First Reading of Ordinance Amending Chapter 2 (Administration), Article II (City Officers), Division 2 (City Manager) of the Code of Ordinances, City of Minot, North Dakota.**

**I. RECOMMENDED ACTION**

Approve first reading of the ordinance.

**II. DEPARTMENT CONTACT PERSONS**

Harold Stewart, City Manager 857-4750

**III. DESCRIPTION**

**Background**

A couple of recent changes have necessitated the need to update this ordinance. First, with the creation and hiring of the position of Assistant City Manager it is recommended this ordinance be amended to have the Assistant City Manager serve as Acting City Manager in circumstances the City Manager is unavailable. Second, with the recent changes of vacation and sick leave to the PTO model it is recommended this language be updated to reflect the change. An amendment to the City Manager Contract is recommended also and will be presented to the Council at a future meeting. Finally, while reviewing the ordinance it is also recommended to update the language regarding notification to the Mayor by the City Manager for any absence longer than 48 hours.

**IMPACT:**

**Strategic Impact:**

No significant strategic impact is anticipated by this action.

**Service/Delivery Impact:**

No direct impact to City services or service delivery.

**Fiscal Impact:**

No immediate cost to the City over and above the previous actions of the Council approving the Assistant City Manager position and the transition to PTO.

**V. CITY COUNCIL ASPIRATIONS**

Having the Assistant City Manager serving as the Acting City Manager in the absence of the City Manager further enhances the aspiration of Resilient and Prepared.

**VI. ALTERNATIVES**

Council could choose to not change the ordinance. This would mean the Finance Director would continue to serve as the Acting City Manager in the absence of the City Manager. It would also

result in the City Manager still accruing vacation leave and sick leave, which is not recommended as it creates administration inefficiencies for HR.

Council could choose a different combination of approval/not changing any of the proposed recommendations.

**VII. TIME CONSTRAINTS**

No time constraints.

**VIII. LIST OF ATTACHMENTS**

- A. Clean copy of the proposed ordinance amendments
- B. A redline copy of the proposed ordinance amendments