



Code of Ordinances
CITY OF AUBURN





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Executive, Judicial, and
Administrative Officials

CHAPTER
30



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30.01 **MAYOR**

The Mayor shall perform the duties and have the powers conferred upon him or her by law, and shall faithfully and impartially discharge his or her duties in his or her several stations to the best of his ability and in the best interests of the city.

30.02 **CLERK-TREASURER**

- A. The Clerk-Treasurer shall attend all meetings of the Common Council, record their proceedings, and perform all the duties pertaining to his or her office as prescribed by law. To this end he or she shall procure from time to time at the expense of the city such necessary and appropriate books, blanks, and supplies which are required for the efficient and expeditious performance of his or her duties.
- B. The Clerk-Treasurer shall have custody of all books and papers belonging to the city, and shall preserve and file them in a neat and orderly manner in his or her office. Upon termination of office he shall deliver these books and papers to his successor or to the Presiding Officer of the Common Council. It shall also be his duty to countersign and register all licenses and permits, ordinances and resolutions, and other official papers of the Common Council which direct acts to be done or duties to be performed.
- C. The Clerk-Treasurer shall draw all orders upon the treasury of the city, but no order shall be drawn upon the treasury without an allowance made by the Common Council unless the order is fixed by law.
- D. The Clerk-Treasurer shall receive all moneys, notes, bonds, and orders belonging to the city, keep an accurate account of the amounts received, and issue his receipt for all moneys paid to him on account of the city. A record shall also be kept showing the amounts received and credited to the various funds, and the amounts disbursed from these funds and remaining on hand.
- E. The Clerk-Treasurer shall report to the Common Council, at the first meeting in each month, the money transactions of the previous month and the status of the city's finances.
- F. He shall keep all notes and bonds of the city, and these notes and bonds shall at all times be subject to the order of the Council.
- G. The Clerk-Treasurer shall be in attendance at his office at all business hours except Sundays and legal holidays, and in his or her absence a qualified Deputy may be appointed by the Clerk-Treasurer to fill his or her place and if the Clerk-Treasurer is not available, by vote of the Common Council.
- H. There is created the position of Deputy Clerk-Treasurer.

30.03 **CITY ATTORNEY**

The City Attorney shall be the legal advisor to all the officers of the city in relation to their official acts, and shall advise the Council upon all matters of law which may be submitted to him or her in reference to the action of the Council. He or she shall draw all legal documents which may be required by the Common Council, and perform all other acts pertaining to the duties of the office. He or she shall prosecute all actions in favor of the city and defend all actions brought against the city.

30.04 **ASSISTANT CITY ATTORNEY**

The office of Assistant City Attorney is created.

30.05 CITY CIVIL ENGINEER

There is created the position of City Civil Engineer. The duties of said City Civil Engineer shall be to provide assistance to the various departments of the city, including the utilities owned and operated by the city, as may be requested and required and as are permitted by other duties.

30.06 STREET COMMISSIONER

There is created the office of Street Commissioner. His or her duties shall be to supervise the streets.

30.07 BOARD OF PUBLIC WORKS AND SAFETY

- A. There is hereby established a Board of Public Works and Safety within the executive branch. The Board of Public Works and Safety is responsible for public safety and control of the public rights-of-way. The Board of Public Works and Safety is the contracting arm of the executive branch and includes all purchasing for public works, all street projects, fuel, and vehicles.
- B. The Board of Public Works and Safety shall allow claims against the City of Auburn pursuant to IC 36-4-8.
- C. The members of the Board of Public Works and Safety are the Mayor and two voters of the City of Auburn appointed by, and serving at the pleasure of, the Mayor. If a member or members of the Common Council are appointed to the Board of Public Works and Safety, said member(s) shall not receive compensation as a member of the Board of Public Works and Safety, but only as a member of the Common Council.
- D. The Board of Public Works and Safety is established and shall act as the purchasing agency of the City of Auburn.
 1. The purchasing agency shall have all the powers and duties authorized by IC 5-22, as may be supplemented from time to time by ordinances adopted by the Common Council and policies adopted by the purchasing agency.
 2. The purchasing agency shall act as the purchasing agency for every agency, board, office, commission, council, department, or other establishments of the City of Auburn.
 3. The purchasing agency designates as purchasing agents:
 - a. The Mayor; and
 - b. Clerk-Treasurer; and
 - c. City Department Heads; and
 - d. Administrative Staff Designated by City Department Heads.
 4. The purchasing agency may designate, in writing, any other employee of the City of Auburn as a purchasing agent.

(Amended 05/06/2025)