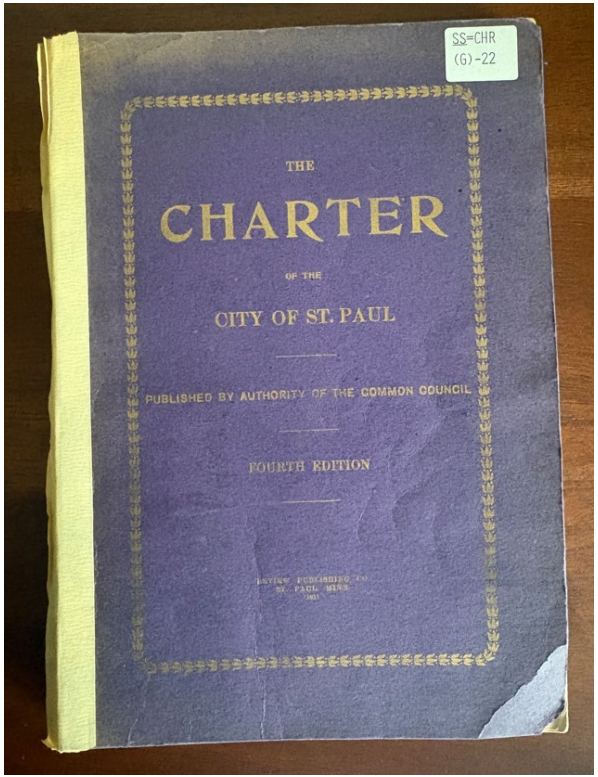
SAINT PAUL CITY COUNCIL

Deputy City Clerk

Presented by Jay Willms, Director of Council Operations

Origin



The Charter of the City of Saint Paul, Fourth Edition, 1911:

Assistant city clerk—Sec. 7.
There shall be one assistant city clerk of said City of St. Paul, who shall be subject to the city clerk of said city, and for all the acts of said assistant clerk the city clerk shall be responsible. He shall be appointed in writing by said city clerk, and he may be removed by said city clerk at pleasure. Said appointment, before it shall be operative, shall be filed in the office of the city comptroller. The said assistant clerk may perform the same duties required of said city clerk.

Origin

1965 Minnesota Special Law: Authorizes Deputy City Clerk

Creates a statutory Deputy City Clerk

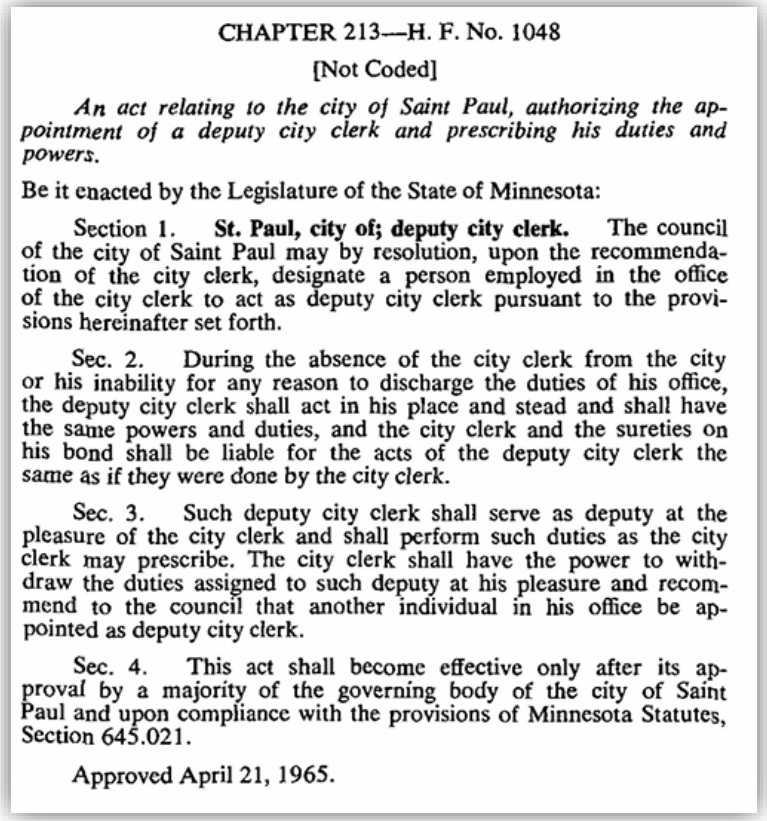
- Authorized by the Minnesota Legislature in 1965 and approved as charter amendment.
- Deputy designated by the Council upon recommendation of the City Clerk.

Exercises the Clerk's legal authority

- During the Clerk's absence or inability to serve, the Deputy "shall have the same powers and duties" as the City Clerk.

Confidence-based appointment

- The Deputy "shall serve at the pleasure of the City Clerk."



CHAPTER 213—H. F. No. 1048

[Not Coded]

An act relating to the city of Saint Paul, authorizing the appointment of a deputy city clerk and prescribing his duties and powers.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. **St. Paul, city of; deputy city clerk.** The council of the city of Saint Paul may by resolution, upon the recommendation of the city clerk, designate a person employed in the office of the city clerk to act as deputy city clerk pursuant to the provisions hereinafter set forth.

Sec. 2. During the absence of the city clerk from the city or his inability for any reason to discharge the duties of his office, the deputy city clerk shall act in his place and stead and shall have the same powers and duties, and the city clerk and the sureties on his bond shall be liable for the acts of the deputy city clerk the same as if they were done by the city clerk.

Sec. 3. Such deputy city clerk shall serve as deputy at the pleasure of the city clerk and shall perform such duties as the city clerk may prescribe. The city clerk shall have the power to withdraw the duties assigned to such deputy at his pleasure and recommend to the council that another individual in his office be appointed as deputy city clerk.

Sec. 4. This act shall become effective only after its approval by a majority of the governing body of the city of Saint Paul and upon compliance with the provisions of Minnesota Statutes, Section 645.021.

Approved April 21, 1965.

Purpose

Why establish a Deputy City Clerk classification?

- Formalizes a role the City has recognized as necessary for more than a century.
- Provides a dedicated appointment that can be recruited, selected, and compensated based on its statutory responsibilities.
    - Deputy Clerk classification exists in other cities.
- Ensures uninterrupted legal authority when the City Clerk is absent or unavailable.
- Aligns authority, accountability, and compensation within a single position.

Why unclassified?

Structural Alignment of Charter and Personnel Structure

- The Deputy "shall serve at the pleasure of the City Clerk."

Exercises Legal Authority

- During the Clerk's absence or inability to serve, the Deputy "shall have the same powers and duties" as the City Clerk.

Organizational Design

- Consistent approach within City Council staffing model (e.g., Policy Analyst series, Hearing Officer series)

Summary

Deputy City Clerk

✓ Unclassified appointment consistent with Charter authorization

✓ Separate compensation reflecting duties and authority

✓ Allows for seamless, delegated legal authority

✓ Council appointment / Serves at pleasure