

CITY OF BURLINGTON

CITY CHARTER

§ 138. Duties of chief administrative officer generally

(a) The chief administrative officer shall, subject to the authority of the mayor as chief executive officer, have direct responsibility for those administrative, financial and record keeping responsibilities which are not assigned by this charter to another city entity. The chief administrative officer shall have supervisory responsibility for those functions, herein outlined, which were formerly the responsibility of the city clerk and city treasurer.

(b) The chief administrative officer shall perform for said city the same duties devolving by the law of the state upon town clerks, except insofar as the same are changed or modified by the provisions of this charter and shall receive and collect for and on behalf of the city to be used for city purposes all and the same fees to be paid to town clerks for the performance of those duties under the general laws of the state. The chief administrative officer shall keep a full and complete record and account of all fees as received and as paid to the chief administrative officer in a form and manner as the board of finance and the city auditor may prescribe, and shall give a proper receipt for every fee collected. The chief administrative officer shall receive only an annual salary or other compensation as shall be determined by the city council. The chief administrative officer shall be ex officio clerk of the city council with mayor presiding, city council, board of civil authority, board for the abatement of taxes and liquor control commissioners. The chief administrative officer shall have exclusive charge and custody of the public records of the city and of all records, papers and documents belonging to the Town of Burlington at the time the City of Burlington was organized. The chief administrative officer shall be the presiding officer for ward, city and legislative district elections. An assistant within the chief administrator's office may be designated by the chief administrative officer to be the presiding officer for ward, city, and legislative district elections.

(c) The chief administrative officer shall have the same powers and be subject to the same liabilities as are prescribed by the laws of this state for town treasurers, shall perform all of the duties relating to the issuing and paying of school bonds, and bonds to retire outstanding indebtedness and such other duties as are herein specified. In the absence or inability of the chief administrative officer to perform his or her duties, the next ranking employee within the chief administrative officer's office (first assistant city treasurer) shall have the same powers, be subject to the same liabilities, and perform the same duties as devolve upon the chief administrative officer.

(d) The chief administrative officer shall be responsible to employ such other employees as may be approved by the city council.

(e) The chief administrative officer shall be authorized to perform other administrative and executive functions and responsibilities as assigned by the mayor. It shall also be the

responsibility of the chief administrative officer to provide adequate staff resources for the city council, provided such resources are approved as a portion of the annual city budget.

ARTICLE 50. CITY TREASURER

§ 143. [Reserved.]

§ 144. Chief administrative officer to keep record of notes and bonds issued.

The chief administrative officer shall keep a record of every note or bond issued under the provisions of this Charter, therein stating the number and the denomination of each note or bond, when and where payable, to whom issued, and the rate of interest thereon; and shall also keep a record of payments thereon of principal and interest; and if coupons are taken up, shall cancel and preserve the same.

§ 145. Record of school bonds to be kept.

The chief administrative officer shall keep a record of all school bonds, the issuance, payment and discharge thereof, as hereinbefore provided for other bonds issued by said city.

§ 146. Redeemed bonds, notes and interest coupons to be kept.

When old notes or bonds and any interest coupons are taken up by payment thereof, by exchange or by sale of the new notes or bonds, the chief administrative officer shall keep a record of the same and such old notes or bonds and interest coupons shall be cancelled and kept on file in the chief administrative officer's office for a period of fourteen years from the date when the note or bond is taken up and cancelled and after such period of fourteen years such cancelled notes or bonds and interest coupons thereof may be destroyed.

§ 147. Chief administrative officer to keep separate account of school appropriations.

The chief administrative officer shall keep a separate account of all moneys appropriated for the use of schools, which money shall consist of the income accruing in every legal way for the use and maintenance of schools in said city, and of all money appropriated by the city council for that purpose; and the chief administrative officer shall pay out of any moneys mentioned in this section all warrants drawn by the board of school commissioners for the use of schools.