

**HARRISVILLE CITY
ORDINANCE NO. 466 _____**

DEPARTMENTAL ORGANIZATION

AN ORDINANCE OF HARRISVILLE CITY, UTAH, REPEALING CHAPTER 1.100; REPEALING CHAPTER 2.08; REPEALING AND RE-ENACTING CHAPTER 1.60 TO BE ENTITLED “DEPARTMENTAL ORGANIZATION”; PROVIDE FOR MUNICIPAL ADMINISTRATION, OFFICERS, AND DEPARTMENTAL OPERATION; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §10-8-79 authorizes the City Council to “create any office they may deem necessary for the good government of the city, and provide for filling vacancies in elective and appointive offices, and prescribe the powers, duties and compensation of all officers of the city, except as otherwise provided by law.”

WHEREAS, the City Council is the governing body of the City and may organize the City into various departments to carry our municipal functions;

WHEREAS, the City Council finds it necessary to organize departments of the City for effective and efficient operation;

NOW, THEREFORE, be it ordained by the City Council of Harrisville City as follows:

Section 1: Repealer. Any section, clause, word, sentence, paragraph, or phrase inconsistent with this Ordinance and any reference thereto is hereby vacated.

Section 2: Amendment. Harrisville Municipal Code is amended as provided herein. Chapter 1.100 and Chapter 2.08 are hereby repealed, Chapter 1.60 is hereby repealed and re-enacted to as “Departmental Organization” to read as follows:

**Chapter 1.60
DEPARTMENTAL ORGANIZATION**

Sections:

- 1.60.010. Council authority and power to appoint.**
- 1.60.020. Departments created.**
- 1.60.030. Administrative Services Department.**
- 1.60.040. Parks & Recreation Department.**
- 1.60.050. Police Department.**
- 1.60.060. Public Works Department.**

1.60.010. Council authority and power to appoint.

The City Council may create and organize city departments, and any office deemed necessary for the government of the City. The City Council may provide for filling vacancies in elective and appointive offices as provided by law. The Mayor, with the advice and consent of the City

Council, may appoint and fill vacancies in all offices provided for by law or ordinance. All appointed officers shall continue in office until their successors are appointed and qualified.

1.60.020. Departments created.

The City Council hereby creates following four (4) departments:

1. Administrative Services Department.
2. Parks & Recreation Department.
3. Police Department.
4. Public Works Department.

1.60.030. Administrative Services Department.

The Administrative Services Department shall govern the general administrative operations of the City and consist of statutory and administrative officers as provided herein.

1. Department officers. The following officers shall be under the direction of the Administrative Services Department:
 - a. City Administrator.
 - b. City Attorney.
 - c. City Recorder and any deputy.
 - d. City Treasurer.
 - e. City Historian.
 - f. City Planner.
 - g. Building Official.
 - h. Human Resource Officer.
 - i. Finance Officer.
 - j. Appeal Authorities.
 - k. Planning Commission.
 - l. Senior and Youth Services Director.
 - m. Other administrative officers as needed from time-to-time.
2. City Administrator. The office and position of City Administrator is hereby created provided herein. The appointment of the City Administrator shall be made by the mayor, subject to the advice and consent of the council. The appointment to this office and position may be full-time or part-time subject to the terms and conditions of any contract or agreement between the city and appointee made contemporaneous with or subsequent to the appointment, and continue as set forth in the Personnel Policy and Procedure Manual.
 - a. The City Administrator shall be under the supervision and control of the mayor and city council. The city administrator shall perform the following duties:
 - i. Serve as department head and director of the Administrative Services Department.
 - ii. Direct the formulation, administration, and assist in the enforcement of all laws, the municipal code, and other ordinances.
 - iii. Execute the policies affecting administration that are adopted by the mayor and council.
 - iv. Assist in the preparation of the annual budget.
 - v. Recommend to the mayor the personnel matters as needed.
 - vi. Direct personnel performance evaluations and administer personnel policies.

- vii. Assist the mayor and council in exercising supervisory control of all departments, offices, and all subordinate officers and employees of the city.
 - viii. Assist in administering administrative rules and procedures.
 - ix. Attend city meetings, as needed.
 - x. Investigate, examine, or inquire into the affairs or operations of any department, office, division, commission, or other matter as needed or as authorized by the mayor and council.
 - xi. Employ consultants and professional counsel to aid administration as authorized by the mayor and council.
 - xii. Manage any day-to-day operations of the city.
 - xiii. Assist in negotiating various contracts and administer the same.
 - xiv. Assist in affairs relating to other entities, agencies, governments, or municipalities as directed by the mayor and council.
 - xv. Handle public relations and media affairs as necessary.
 - xvi. Perform such other duties as may be delegated or assigned to the city administrator from time to time.
- b. Limitations. Neither the mayor or a member of the city council shall serve as the City Administrator. Any vacancy within the office and position of City Administrator shall be filled as soon as possible. This part only serves to create the office provide herein as authorized by *Utah Code Annotated* §10-8-87. Nothing in this chapter shall be construed to limit the powers of the mayor or council, nor is this chapter a change in form of government.
3. Other officers. All other officers shall performs the powers and duties set forth by statute, the municipal code, other code, and the Personnel Policies and Procedures Manual.
4. Statutory officers. The mayor shall appoint the statutory officers set forth in *Utah Code Annotated* §10-3-916, subject to the advice and consent of the council. Said officers shall serve until their replacement is selected and qualified.

1.60.040. Parks & Recreation Department.

1. The Parks and Recreation Department shall have charge of and be responsible for:
- a. Assist in the development of a park and recreation plan for the City.
 - b. Administer the improvement of the quantity and quality of parks, recreational facilities, leisure, and recreation experiences for residents and visitors.
 - c. Provide an optimum range, mix, and location of open space, leisure and recreation opportunities.
 - d. Promote appropriate park and recreation resources and programs.
 - e. Promote community history and preservation.
 - f. Implements a community forestry and gardening programs.
 - g. Conduct research and evaluate the effectiveness of existing facilities.
 - h. Encourage public and private cooperation to provide diversified park and recreation opportunities.
 - i. Review and report to the mayor and council the status of existing and proposed open space, park and recreation facilities that encourage innovation in planning, design, funding, and operation.
 - j. Oversee and manage any municipal cemetery in accordance with *Utah Code Annotated* §§10-8-62 and 10-8-63 as authorized by the council.
 - k. Assist with community activities and programs as needed.

2. Parks & Recreation Director. The Parks & Recreation Director shall be appointed by the mayor, subject to the advices and consent of the council, and continue as set forth in the Personnel Policy and Procedure Manual. The Parks & Recreation Director shall:
 - a. Serve as department head and director of the Parks & Recreation Department
 - b. Develop, create, oversee, and manage municipal parks and recreation programs.
 - c. Develop, create, oversee, and manage activities that foster the culture, history and traditions for the municipality.
 - d. Preserve and foster open space and the cultural and historical values of the community.
 - e. Oversee and manage open space areas and multi-use pathways.
 - f. Implement the community forestry and gardening programs.
 - g. Implement community historical projects.
 - h. Direct and manage parks and recreation staff.
 - i. Assist with community activities, programs, and events.
 - j. Coordinate and willingly assist all other departments, the administration, mayor and council.
 - k. Perform other duties that may be assigned to the department or as prescribed by ordinance.

1.60.050. Police Department.

1. The Police Department shall have charge of and be responsible for:
 - a. Enforce any enforceable the laws or regulations.
 - b. Provide traffic enforcement.
 - c. Conduct investigations.
 - d. Conduct internal affairs as needed.
 - e. Exercise the powers and duties as set forth in the Utah Code Annotated §§10-3-913, 10-3-914, and 10-3-915.
 - f. Prepare and implement Police Policies.
 - g. Acquire, operate, and maintain, police equipment.
 - h. Manage and dispose of lost, seized, or stolen property in accordance with law.
 - i. Ensure all Police Officer Standard Training (POST) or other requirements are followed and implemented.
 - j. Assist and coordinate with other agencies as needed or required.
 - k. Coordinate emergency management, disaster relief, evacuation plans, with other departments, agencies, and the Citizen Emergency Response Team (CERT).
 - l. Serve as liaison with other agencies for emergency management.
 - m. Provide training, education and awareness to the public in all matters relating to public safety.
 - n. Administer and oversee neighborhood watch or similar programs.
 - o. Advise on law enforcement, crime prevention, graffiti and gangs, school safety, and safe business practices.
2. Chief of Police. The Chief of Police shall be appointed by the mayor, subject to the advices and consent of the council, and continue as set forth in the Personnel Policy and Procedure Manual. The Chief of Police shall:
 - a. Serve as department head and director of the Police Department.
 - b. Organize, supervise, and be responsible for all activities of the Police Department.
 - c. Assign the duties of the different police officers.

- d. Attend meetings of the city council as needed to consult with and advise on matters of public safety.
- e. Execute or provide for the execution of all lawful orders of the mayor and city council.
- f. Execute or provide for the lawful execution of all lawful orders of any court.
- g. Perform other duties that may be assigned to the department or as prescribed by ordinance.

1.60.060. Public Works Department.

- 1. The Public Works Department shall have charge of and be responsible for:
 - a. Operation and maintenance of streets, sidewalks, drainage ways, flood control, and other public ways and facilities.
 - b. Operation and maintenance of traffic control devices.
 - c. Oversee snow removal.
 - d. Oversee storage, usage, and disposal of hazardous materials used by the City.
 - e. In conjunction with other divisions and departments assist with management of sidewalks, pathways, trails, and other alternative transportation modes.
 - f. Providing the assistance necessary to city administration, the council and planning commission in the development of a public works and transportation plan elements, and assist in planning, development, and inspections for residential and applicable commercial.
 - g. Develop and implement a road maintenance plans to maintain roads in suitable condition.
 - h. Oversee the city engineer.
 - i. Administer all road or storm water related permits, including but not limited to:
 - i. Construction permits.
 - ii. Traffic control.
 - iii. Activity permits.
 - iv. Encroachment permits
 - v. Use of right-of-way permits.
 - vi. Excavation permits.
 - vii. Storm water permits.
 - j. Assist with solid waste collection and management within the City.
 - k. Fleet management including:
 - i. Management department vehicles.
 - ii. Keep maintenance of records that would indicate the performance and costs of all equipment assigned to fleet management.
 - iii. The management and dispensing of all fuel used by the city.
 - l. Pursue development that in a manner that mitigates increased congestion on streets and roads.
 - m. Direct the details of the design, construction, alteration, occupancy, use, repair, and maintenance of buildings, structures, and certain equipment according to the applicable regulations or code.
 - n. Protect the tax base of the city.
 - o. Perform other duties as assigned to the division.
- 2. Public Works Director. The Public Works Director shall be appointed by the mayor, subject to the advices and consent of the council, and continue as set forth in the Personnel Policy and Procedure Manual. The Public Works Director shall:

- a. Serve as department head and director of the Public Works Department.
- b. Administer the duties of the department.
- c. Providing assistance to city administration, the mayor and council, and the planning commission as needed.
- d. Conduct capital facility studies and other studies as needed.
- e. Oversee bids and the award process for public works projects.
- f. Oversee the planning, development, construction, and maintenance of public facilities and projects.
- g. Promulgate in conjunction with the city engineer regulations and specifications for public works standards and technical specifications, storm water, and sewer management.
- h. Oversee the city engineer.
- i. Supervise the personnel of the department.
- j. Coordinate with other departments.
- k. Perform other duties that may be assigned to the department or as prescribed by ordinance.