

**HARRISVILLE CITY
ORDINANCE 567
DEPARTMENTAL ORGANIZATION AMENDMENTS**

**AN ORDINANCE OF HARRISVILLE CITY, UTAH, AMENDING
SECTIONS 1.06.020 AND 1.06.040 AND REPEALING SECTION
1.06.060 OF THE HARRISVILLE MUNICIPAL CODE;
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 out 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: Amended. Harrisville Municipal Code Chapter 1.06 Sections 1.06.020 and 1.06.040 are hereby amended to read as follows:

1.06.020. Departments created.

The City Council hereby creates the following ~~four (4)~~ three (3) departments:

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

1.06.040. Public Works, Parks & Recreation Department.

1. The Public Works, Parks and Recreation Department shall have charge of and be responsible for:

- a. Administration of the “State Construction and Fire Codes Act” as set forth in Title 15A of the Utah Code Annotated.

- 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 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 of department vehicles and equipment.
 - ii. Keep records of maintenance 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 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 department.
- p. Assist in the development of a park and recreation plan for the City.
- q. Administer the improvement of the quantity and quality of parks, recreational facilities, leisure, and recreation experiences for residents and visitors.
- r. Provide an optimum range, mix, and location of open space, leisure and recreation opportunities.
- s. Promote appropriate park and recreation resources and programs, and community history and preservation.
- t. Implements community forestry and gardening programs.

- u. Conduct research and evaluate the effectiveness of existing facilities.
 - v. Encourage public and private cooperation to provide diversified park and recreation opportunities.
 - w. 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.
 - x. Oversee and manage any municipal cemetery in accordance with *Utah Code Annotated* §§10-8-62 and 10-8-63 as authorized by the council.
 - y. Assist with community activities and programs as needed.
- 2. Public Works, Parks & Recreation Director. The Public Works, Parks & Recreation Director shall be appointed by the mayor, subject to the advice and consent of the council, and continue as set forth in the Personnel Policy and Procedure Manual. The Public Works, Parks & Recreation Director shall:
 - a. Serve as department head and director of the Public Works, Parks & Recreation Department
 - b. Administer the duties of the department.
 - c. Provide 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. Develop, create, oversee, and manage municipal parks and recreation programs.
 - l. Develop, create, oversee, and manage activities that foster the culture, history and traditions for the municipality.
 - m. Preserve and foster open space and the cultural and historical values of the community.
 - n. Oversee and manage open space areas and multi-use pathways.
 - o. Implement the community forestry and gardening programs.
 - p. Implement community historical projects.
 - q. Direct and manage parks and recreation staff.
 - r. Assist with community activities, programs, and events.
 - s. Coordinate and willingly assist all other departments, the administration, mayor and council.
 - t. Perform other duties that may be assigned to the department or as prescribed by ordinance.

Section 3. Repealed. Harrisville Municipal Code Chapter 1.06.060 is hereby repealed.

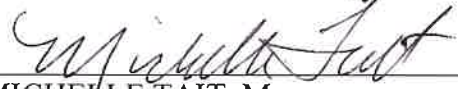
~~1.06.060. Public Works Department.~~


- ~~1. The Public Works Department shall have charge of and be responsible for:~~
 - ~~a. Administration of the "State Construction and Fire Codes Act" as set forth in Title 15A of the Utah Code Annotated.~~
 - ~~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 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 and equipment.~~
 - ~~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 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 advice 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. — Provide 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.~~

Section 4. Effective Date. This Ordinance shall take effect immediately upon posting or publication.

PASSED AND ADOPTED by the City Council on this 14th day of October, 2025.


MICHELLE TAIT, Mayor
Harrisville City

ATTEST:

JACK FOGAL, City Recorder




RECORDED this 15 day of October, 2025:

PUBLISHED OR POSTED this 15 day of October, 2025.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. '10-3-713, 1953 as amended, I, the municipal recorder of Harrisville City, hereby certify that foregoing ordinance was duly passed and published, or posted at: 1) 2150 North, 2) the Harrisville Cabin, and 3) City Hall on the above referenced dates.


JACK FOGAL, City Recorder

DATE: 10/15/25