

## CHAPTER 2. ADMINISTRATION

### **ARTICLE IV: Administrative Code and Departments**

#### **Section 2-91. Administrative Code.**

- (a) There is hereby established for the City an administrative code for the purpose of dividing the administrative service of the City into departments, and for the purpose of broadly defining the functions of each such department as outlined in the personnel policy manual, administrative procedures manual, and position classification and compensation manual adopted by the City Council. These manuals shall comprise the administrative code for the City and may be amended from time to time by resolution of the City Council.
- (b) With the exception of the City Attorney, all department directors are appointed by, and are responsible to, the City Manager for duties and functions outlined in the administrative code (position classification and compensation manual). The overall operation of the City shall be divided into departments and divisions with the department directors and division heads thereof. The following departments, divisions, and positions are hereby created:
  - (1) *Department of Administration.* The Department of Administration shall be under the supervision and control of the City Manager and shall be responsible for the administration, supervision, and related administrative functions of the following divisions:
    - a. City Clerk;
    - b. Licensing;
    - c. General Municipal Administrative Services.
  - (2) *Department of Finance.* The Department of Finance shall be under the supervision and control of the Finance Director and shall be responsible for the administration, supervision, and related financing functions of the following divisions:
    - a. Finance;
    - b. Utility billing;
    - c. Data processing;
    - d. Purchasing;
    - e. City assessor's office;
    - f. Special assessments;
    - g. Payroll.

- (3) *Department of Public Works.* The Department of Public Works shall be under the supervision and control of the Public Works Director and shall be responsible for the administration, supervision and related public works functions of the following divisions:
- a. Engineering;
  - b. Building maintenance;
  - c. Sanitary and storm sewers;
  - d. Streets and alleys;
  - e. Water.
- (4) *Police Department.* The Police Department shall be under the supervision and control of the Police Chief and shall be responsible for the administration, supervision and related police activities of the following divisions:
- a. Law enforcement division;
  - b. Civil defense division.
- (5) *Department of Human Resources.* The Department of Human Resources shall be under the supervision and control of the Human Resources Director and shall be responsible for the administration, supervision and related personnel activities of the following divisions:
- a. Labor relations;
  - b. Employee relations;
  - c. Employee safety;
- (6) *Department of Community Development.* The Department of Community Development shall be under the supervision and control of the Community Development Director and shall be responsible for the administration, supervision and related community development activities of the following divisions:
- a. Economic development;
  - b. Housing and redevelopment;
  - c. **Recycling.**
  - d. **Rental Assistance.**
- (7) *Department of Planning.* The Department of Planning shall be under the supervision and control of the Planning Director and shall be responsible for the administration, supervision and related activities of the following divisions:.
- a. Planning and Zoning;
  - b. Building Permits and Property Maintenance.
  - c. Code Enforcement.

d. Heritage Preservation.

- (8) *Department of Electric Utility.* The Department of Electric Utility shall be under the supervision and control of the Electric Utility Director and shall be responsible for the administration, supervision, and related municipal utility activities of the following division: Electric utility.
- (9) *Department of Golf Course & Banquet Center.* The Department of Golf Course and Banquet Center shall be under the supervision and control of the Golf Course Manager, and shall be responsible for the administration, and supervision of related golf course and banquet center activities.
- (10) *Department of Liquor Operations.* The Department of Liquor Operations shall be under the supervision and control of the Liquor Store Manager, and shall be responsible for the administration, and supervision of the City's Liquor Store(s).
- (11) *Department of Parks and Recreation.* The Department of Parks and Recreation shall be under the supervision and control of the Director of Parks, Recreation, and Maintenance, and shall be responsible for the administration, supervision and related parks and recreation activities of the following divisions:
- a. Organized Recreation;
  - b. Park development, construction and maintenance;
  - c. Cemeteries;
  - d. Shade trees, Beautification;
  - e. Aquatic Center.

**Section 2-92 thru 2-120.**

**Reserved.**