

ARTICLE IV. - DEPARTMENTS

Sec. 2-276. - Established.

The following departments are established:

- (1) Community development department.
- (2) Public property department.
- (3) Finance department.
- (4) Fire department.
- (5) Organizational development department.
- (6) Law department.
- (7) Human resources department.
- (8) Police department.
- (9) Public works department.

(Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99; Ord. No. O00-31, § 1, 3-28-00)

Sec. 2-277. - Department heads.

Each department shall be subject to the direction and control of the department head of the department. Each department head shall be appointed by the mayor and confirmed by the city council. The job description of each department head shall be as established by the city council. Each department head shall report to the mayor.

Sec. 2-278. - Departmental divisions, subdivisions and heads of each.

Departments may be organized into divisions and subdivisions. Each division and subdivision shall be under the control of a division head and subdivision head, respectively. Each division head shall be under the direction and control of and report to the department head of the department of which the division is a part and has full authority to manage the division to which assigned. Each subdivision head shall be under the direction and control of and report to the division head of the division of which the subdivision is a part and has full authority to manage the subdivision to which assigned. The job description of each department, division and subdivision head shall be as established by the mayor.

(Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99)

Sec. 2-279. - Assistant department/division heads.

Assistant department/division heads may be established from time to time. Assistant department/division heads shall be appointed by the mayor and confirmed by the city council. The job description of each assistant, department head/division head shall be established by the city council.

(Ord. No. O91-101, § 1, 12-23-91)

Sec. 2-280. - Community development department.

- (a) The community development director is the department head of the community development department.
- (b) The community development department is divided into the following divisions:
 - (1) Division of building and permits. The division head of this division is the building and permits director.
 - (2) Division of property standards. The division head of this division is the property standards director.
 - (3) Division of planning. The division head of this division is the deputy director of community development or the designee of the community development director.
 - (4) Division of land use and zoning. The division head of this division is the deputy director of community development or the designee of the community development director.
 - (5) Division of downtown development. The division head of this division is the administrator of downtown development/riverwalk.
 - (6) Division of historic preservation. The division head of this division is the historic preservation director.
 - (7) Division of neighborhood redevelopment. The division head of this division is the neighborhood redevelopment director. The neighborhood redevelopment division shall also include the subdivision of community resource center management.
 - (8) Division of downtown services. The division head of this division is the downtown services director. The downtown services division shall also include the subdivisions of motor vehicle/transit centers, civic activities and cable access.
 - (9) The property manager.
- (c) The functions of the community development department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99; Ord. No. O00-31, § 1, 3-28-00)

Cross reference— Buildings and building regulations, Ch. 12; planning and development, Ch. 34; preservation, Ch. 37; subdivisions, Ch. 43; zoning, App. A.

Sec. 2-281. - Public property department.

- (a) The public property director is the department head of the public property department.
- (b) The public property department is divided into the following divisions:
 - (1) Division of equipment services. The division head of this division is the fleet operations director.
 - (2) Division of parks. The division head of this division is the superintendent of parks. The parks division shall also include the subdivisions of golf course operation, animal control and youth services.
 - (3) Division of streets. The division head of this division is the public property director. The streets division shall also include the subdivisions of electrical operation and recycling/sanitation.
- (c) The functions of the public property department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O91-13, § 1, 3-5-91; Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99)

Sec. 2-282. - Finance department.

- (a) The finance director is the department head of the finance department.
- (b) The finance department is divided into the following divisions:
 - (1) Division of accounting. The division head of this division is the finance director or his designee.
 - (2) Division of management information systems. The division head of this division is the management information systems director.
 - (3) Division of revenue and collection. The division head of this division is the finance director or his designee.
 - (4) Division of purchasing and central services. The division head of this division is the director of purchasing and central services.
 - (5) Division of water billing. The division head of this division is the water billing manager.
 - (6) Division of budget. The division head of this division is the finance director or his designee.
- (c) The functions of the finance department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O91-13, § 2, 3-5-91; Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99)

Cross reference— Finance director may serve as treasurer, § 2-236; licenses, permits and miscellaneous business regulations, Ch. 25; metered parking and gate-controlled lots, § 27-216 et seq.; taxation, Ch. 44; utilities, Ch. 48.

Sec. 2-283. - Fire department.

- (a) The fire chief is the department head of the fire department.
- (b) The fire department contains a bureau of fire prevention and other bureaus and divisions as are established by general order of the fire chief.
- (c) The functions of the fire department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O99-30, § 1, 4-13-99)

Cross reference— Fire department, § 17-21 et seq.

Sec. 2-284. - Organizational development department.

- (a) The organizational development director is the department head of the organizational development department.
- (b) The functions of the organizational development department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99)

Cross reference— Animals, Ch. 9; permanent housing code committee, § 12-111 et seq.; emergency management agency, Ch. 14.

Sec. 2-285. - Law department.

- (a) The corporation counsel is the department head of the law department.
- (b) The legal staff in the law department shall consist of attorneys who shall be appointed by the mayor and confirmed by the city council.
- (c) The functions of the law department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor. The law department may, subject to approval by the mayor, employ special counsel as may be required, subject to the limitations imposed by the annual budget.

(Ord. No. O91-13, § 3, 3-5-91; Ord. No. O99-30, § 1, 4-13-99; Ord. No. O99-96, § 3, 11-9-99)

Sec. 2-286. - Human resources department.

- (a) The human resources director is the department head of the human resources department.
- (b) The functions of the human resources department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O99-30, § 1, 4-13-99; Ord. No. O00-31, § 1, 3-28-00)

Cross reference— Human resources, ch. 33.

Sec. 2-287. - Police department.

- (a) The police chief is the department head of the police department.
- (b) The police department contains any bureaus and divisions as are established by general order of the police department.
- (c) The functions of the police department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor.

(Ord. No. O91-101, § 1, 12-23-91; Ord. No. O93-67, § 2, 9-7-92; Ord. No. O99-30, § 1, 4-13-99; Ord. No. O04-13, § 2, 2-24-04)

Cross reference— Police department, § 36-16 et seq.

Sec. 2-288. - Public works department.

- (a) The public works director is the department head of the public works department.
- (b) The public works department is divided into the following divisions:
 - (1) Division of airport. The division head of this division is the airport manager.
 - (2) Division of engineering. The division head of this division is the city engineer.
 - (3) Division of water and sewer administration, production and meter maintenance. The division head of this division is the superintendent of water production.
 - (4) Division of water and sewer maintenance. The division head of this division is the superintendent of water and sewer maintenance.

- (c) The functions of the public works department shall be as established by state law, city ordinance or resolution and at the administrative direction of the mayor. The public works director and his designees are deemed peace officers and may prepare and serve citations personally or by certified mail for violation of:
- (1) Sections 15-3, 15-36, 15-38, 18-24, 42-6, subsection (a), 42-51, 42-101, 48-133 or 48-134; or
 - (2) Chapter 18, article II or III.
- (d) Appeals from decisions of the public works department.
- (1) *Application for appeal.* Any person who has submitted an application to the public works department may appeal to the planning and development committee of the city council, from a decision of the public works director, city engineer, superintendent of water utilities or their representatives which apply the city's public works specifications to the permit or application. Application for appeal may be made when it is claimed that the true intent of the applicable code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of the applicable code do not fully apply. Public works standards, as contained in this Code or city standard specifications for improvements are not subject to appeal.
 - (2) *Filing of appeals.* The committee shall consider appeals hereunder upon notice of the chairman within twenty (20) days of the filing of an appeal or at stated periodic meetings if warranted by the volume of work. The appeal shall be filed in writing with the director of public works and submitted by him to the committee.
 - (3) *Resolutions regarding appeals.* Every action of the committee regarding appeals hereunder shall be by written resolution and certified copies shall be furnished to the appellant and to the city official within fifteen (15) business days of the action of the committee.
 - (4) *Enforcement of decision.* The city official shall take immediate action in accordance with the decision of the committee.
 - (5) *City council review.* Decisions made by the committee hereunder are appealable to the city council by the applicant or the city official involved in the appeal. Appeals shall be filed with the city clerk on the city's petition for appeal forms to the city council within ten (10) business days from the date of the decision by the committee. Only items associated with the appeal on record with the committee may be appealable.

(Code 1969, §§ 2-32(a), 2-33; Ord. No. 87-5634, § 1, 3-17-87; Ord. No. O91-13, § 4, 3-5-91; Ord. No. O91-101, § 1, 12-23-91; Ord. No. O99-30, § 1, 4-13-99)

Cross reference— Airports and aircraft, Ch. 5; parks and recreation, Ch. 30; streets and sidewalks, Ch. 42; utilities, Ch. 48.

Secs. 2-289—2-310. - Reserved.