

ORDINANCE NO 2 1976
BEING AN ORDINANCE AMENDING ARTICLE XVI
CHAPTER 2 OF THE CODE OF THE CITY OF
FORT COLLINS RELATING TO THE ADMINISTRATIVE
ORGANIZATION OF THE CITY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS

That Article XVI of Chapter 2 of the Code of the City of Fort Collins be and the same hereby is amended to read as follows

"Article XVI City Administration

"§2-70 Department of General Administrative Services

"A There is hereby created a Department of General Administrative Services, which Department shall have the responsibilities and functions herein-after indicated for the divisions of the Department and such other responsibilities and functions as may be provided by law or ordinance or assigned by the City Manager

"B There is hereby established the office of Director of General Administrative Services who shall be appointed by the City Manager The Director of General Administrative Services shall have control and supervision over all employees assigned to this Department subject to the supervision of the City Manager

"C The General Administrative Services Department shall consist of the following divisions

"(1) Personnel Division This division shall be headed by a Personnel Officer who shall be appointed by the Director of General Administrative Services The Personnel Division shall

"(a) Be responsible for recruiting testing, selecting and retaining qualified employees for municipal employment

"(b) Administer maintain and update personnel policies including employee grievance procedures classification and compensation plans and other personnel practices and procedures

- "(2) Purchasing Department This department shall act as a division of the General Administrative Services Department and shall be headed by the Purchasing Director who shall be known as the Purchasing Agent and who shall be appointed by the Director of General Administrative Services The Purchasing Department shall be responsible for all city purchasing as provided in the Charter and ordinances of the city
- "(3) Stock Control Division This division shall be headed by a Stock Control Manager who shall be appointed by the Director of General Administrative Services The Stock Control Division shall operate the city warehouse and maintain all stocks and supplies assigned to the warehouse
- "(4) Equipment Division This division shall be headed by an Equipment Superintendent who shall be appointed by the Director of General Administrative Services The Equipment Division shall
- "(a) Be responsible for the maintenance of all equipment of the city assigned to it for maintenance
- "(b) Operate the City vehicle and equipment repair facilities
- "(c) Assign to user departments and divisions all equipment under the jurisdiction of the Equipment Division
- "(5) Division of Transportation This division shall be headed by a Transportation Officer who shall be appointed by the Director of General Administrative Services This division shall be responsible for the operation of the City Transit System and all other matters involving transportation in the City
- "(6) Division of Building Repair and Maintenance This division shall be headed by a Building Maintenance Superintendent who shall be appointed by the Director of General Administrative Services This division shall be responsible for the general maintenance and upkeep of all municipal buildings

- "(7) Division of Employee Health and Safety This division shall be headed by a safety officer who shall be appointed by the Director of General Administrative Services This division shall be responsible for implementing and enforcing all safety programs involving city personnel
- "(8) Division of Management Information Systems This division shall be headed by an MIS Manager who shall be appointed by the Director of General Administrative Services This division shall be responsible for the formation of City computer programs and for the administration of all such computer programs

"D In addition to the functions and duties prescribed above the divisions of the Department of General Administrative Services shall perform such other duties or functions as may be provided by law, ordinance or charter or as may be assigned by the Director of General Administrative Services

"§2-71 Department of Engineering Services

- "A There is hereby created a Department of Engineering Services which department shall have the responsibilities and functions hereinafter indicated for the divisions of the department and such other responsibilities and functions as may be provided by law or ordinance or assigned by the City Manager The Department of Engineering Services shall act as the Department of Public Works and shall perform all functions and duties set forth in the Charter of the City of Fort Collins for the Department of Public Works
- "B There is hereby established the office of Director of Engineering Services who shall be appointed by the City Manager The Director of Engineering Services shall have control and supervision over all employees assigned to this department, subject to the supervision of the City Manager The Director of Engineering Services shall be the Director of Public Works and shall perform the duties of the Director of Public Works set forth in the Charter and ordinances of the City
- "C The Department of Engineering Services shall consist of the following divisions
- "(1) Engineering Division This division shall be headed by the City Engineer who shall be

appointed by the Director of Engineering Services The Engineering Division shall

"(a) Keep and maintain accurate maps plats and records of all public works, lands or property owned by the city

"(b) Advise city officials on all engineering matters referred to it

"(c) From time to time as required by the Council or City Manager make reports regarding public improvements or such other work as may be requested

"(2) Traffic Engineering Division This division shall be headed by the Traffic Engineer who shall be appointed by the Director of Engineering Services The Traffic Engineering Division shall

"(a) Be responsible for signalization, signing and marking for all streets in the city

"(b) Make such studies of traffic conditions as may be necessary or directed

"(c) Make suggestions and recommendations to the Director of Engineering Services regarding traffic on city streets

"(3) Building Inspection Division This division shall be headed by the Building Inspector who shall be appointed by the Director of Engineering Services The Building Inspection Division shall

"(a) Inspect all construction in the city to insure compliance with applicable codes and ordinances of the city

"(b) License building contractors in the city and maintain necessary testing and examination procedures in connection with the licensing of contractors

"(c) Review all plans for construction in the city and issue building permits in connection with all buildings

"(d) Maintain liaison with all boards and agencies concerned with building and construction in the city

"(4) Division of Streets This division shall be headed by a Street Supervisor who shall be appointed by the Director of Engineering Services The Division of Streets shall be responsible for the maintenance of all city streets and alleys such maintenance to include cleaning repairs, grading overlaying and the like

"(5) Division of Construction This division shall be headed by a Construction Superintendent who shall be appointed by the Director of Engineering Services The Division of Construction shall be responsible for overseeing all city construction projects unless a construction project is assigned to another department

"§2-72 Department of Planning and Zoning

"A There is hereby created a Department of Planning and Zoning

"B There is hereby established the office of Director of Planning and Zoning who shall be appointed by the City Manager The Director of Planning and Zoning shall have control and supervision over all employees assigned to this department, subject to the supervision of the City Manager

"C The Department of Planning and Zoning shall be responsible for the following functions and duties

"(1) The performance of all staff functions regarding comprehensive city planning

"(2) The performance of all staff functions regarding city zoning

"(3) Performing all staff functions relating to planning for city capital improvements not delegated to another department

"§2-73 Department of Water and Sewer

"A There is hereby created a Department of Water and Sewer

"B There is hereby established the office of Director of Water and Sewer Utilities who shall be appointed by the City Manager The Director of Water and Sewer Utilities shall have control and supervision

over all employees assigned to the Department of Water and Sewer subject to the supervision of the City Manager

"C The Department of Water and Sewer shall have responsibilities for performance of all functions set forth in Article IX of the Charter of the City of Fort Collins relating to the water utility and the sanitary sewer utility and shall be composed of the following divisions

"(1) Water Treatment Division This division shall be headed by a Water Treatment Superintendent who shall be appointed by the Director of Water and Sewer Utilities The Water Treatment Division shall be responsible for maintaining and treating raw water supplies of the city and for operation of all water treatment facilities

"(2) Water Distribution Division This division shall be headed by a Water Distribution Superintendent who shall be appointed by the Director of Water and Sewer Utilities The Water Distribution Division shall be responsible for installation maintenance and servicing of all distribution lines of the water utility

"(3) Sewer Collection Division This division shall be headed by a Sewer Collection Superintendent who shall be appointed by the Director of Water and Sewer Utilities This division shall have responsibility for the installation, servicing and maintenance of all sanitary sewer collection lines of the sewer utility

"(4) Sewer Treatment Division This division shall be headed by a Sewer Treatment Superintendent who shall be appointed by the Director of Water and Sewer Utilities This division shall have responsibility for all matters pertaining to sanitary sewer treatment and for the operation of the sanitary sewer treatment plants of the city

"D In addition to the functions herein prescribed, the Department of Water and Sewer shall perform such other duties or functions as may be provided by law or ordinance or assigned by the City Manager

"§2-74 Department of Community Projects and Open Space

"A There is hereby created a Department of Community Projects and Open Space

"B There is hereby created the office of Director of Community Projects who shall be appointed by the City Manager. The Director of Community Projects shall have control and supervision over all employees assigned to this department, subject to the supervision of the City Manager.

"C The Department of Community Projects and Open Space shall be responsible for the following functions and duties:

"(1) The performance of all staff functions regarding open space programs

"(2) The performance of all land acquisition

"(3) The performance of staff functions relating to any special project, program or activity designated by the City Manager.

"D In addition to the functions and duties prescribed herein, the Department of Community Projects and Open Space shall perform such other duties or functions as may be provided by law or ordinance or assigned by the City Manager.

"§2-75 Department of Cultural Affairs

"A There is hereby created the Department of Cultural Affairs

"B There is hereby created the office of Director of Cultural Affairs who shall be appointed by the City Manager. The Director of Cultural Affairs shall have control and supervision over all employees assigned to this department, subject to the supervision of the City Manager.

"C The Department of Cultural Affairs shall be responsible for the following functions and duties:

"(1) The performance of all staff functions regarding the museum

"(2) The performance of all staff functions regarding the auditorium

- "(3) The performance of all staff functions regarding the historical landmarks and preservation
- "(4) The performance of all staff functions regarding the art museum
- "(5) The performance of staff functions concerning all other cultural facilities and programs as designated by the City Manager

"§2-76 Department of Human Resources

- "A There is hereby created a Department of Human Resources
- "B There is hereby established the office of Director of Human Resources who shall be appointed by the City Manager. The Director of Human Resources shall have control and supervision over all employees assigned to this department, subject to the supervision of the City Manager
- "C The Department of Human Resources shall be responsible for the following functions and duties
 - "(1) The performance of all staff functions regarding the City's Human Resources Program
 - "(2) The performance of all administrative and staff functions regarding the City's Affirmative Action Program
 - "(3) The performance of all staff functions regarding the administration of the Human Rights Ordinance
- "D In addition to the functions and duties prescribed herein the Department of Human Resources shall perform such other duties or functions as may be provided by law or ordinance or assigned by the City Manager

"§2-77 Assistant to City Manager

"There is hereby created the staff position of Assistant to the City Manager who shall be appointed by the City Manager and shall perform such duties and functions as may be assigned by the City Manager

"§2-78 Public Information Officer

"There is hereby created the staff position of Public Information Officer. The Public Information Officer shall be appointed by the City Manager and shall perform such duties and functions as assigned by the City Manager, which shall include the responsibility for public information.

"§2-79 Effect on Other Departments

"Except as duties may be assigned by the express provisions of this Article, this Article shall not change any of the functions or duties of any other established departments of the city as set forth in the Charter or ordinances of the city.

Introduced, considered favorably on first reading, and ordered published this 3rd day of February, A D 1976, and to be presented for final passage on the 17th day of February, A D 1976.

ATTEST

Verna Lewis
City Clerk

Jack E. L. Russell
Mayor

Passed and adopted on final reading this 17th day of February, A D 1976.

ATTEST

Verna Lewis
City Clerk

Jack E. L. Russell
Mayor