ORDINANCE NO. 2918

AN ORDINANCE AMENDING TITLE 2, OCCGF, ESTABLISHING A PLANNING DEPARTMENT

* * * * * * * * * * * * *

WHEREAS, the Great Falls City-County Planning Board was created by City Ordinance No. 1441 on August 5, 1963 and by County Resolution on January 13, 1964; and,

WHEREAS, the Cascade County Board of Commissioners has taken action to dissolve the Great Falls City-County Planning Board and assume jurisdiction of the extraterritorial area around Great Falls; and,

WHEREAS, the Charter of the City of Great Falls states that, “The City Commission may establish and appoint persons to boards, councils, committees, commissions, and other bodies of an advisory or substantive nature to assist the commission in the exercise of its duties”; and,

WHEREAS, the Great Falls Planning Advisory Board was created in lieu of the former Great Falls City-County Planning Board by City Ordinance No. 2913 on May 17, 2005; and,

WHEREAS, the newly created Board will be in need of professional staff resources and assistance to perform and provide its duties, services and functions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

That Title 2, Section 16 OCCGF, pertaining to Administrative Departments, the full text and provisions of which are set forth on Exhibit A, attached hereto, and by this reference made a part hereof, is hereby amended to establish a Planning Department.

PASSED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, this 7th day of June, 2005.

__________________________
Randall H. Gray, Mayor

ATTEST:

__________________________
Carolyn M. Horst, Deputy City Clerk

(SEAL OF CITY)

APROVED FOR LEGAL CONTENT:

__________________________
David V. Gliko, City Attorney
State of Montana  )
County of Cascade : ss.
City of Great Falls  )

I, Carolyn M. Horst, Deputy City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Ordinance No. 2918 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana at a meeting thereof held on the 7th day of June, 2005.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City on the 7th day of June, 2005.

Carolyn M. Horst, Deputy City Clerk

(SEAL OF CITY)

State of Montana  )
County of Cascade : ss.
City of Great Falls  )

Carolyn M. Horst, being first duly sworn, deposes and says: That on the 7th day of June, 2005 and prior thereto, she was the Deputy City Clerk of the City of Great Falls, Montana; that as said Deputy City Clerk she did publish and post as required by law and as prescribed and directed by the Commission, Ordinance No. 2918 of the City of Great Falls, in three conspicuous places within the limits of said City to-wit:

On the Bulletin Board, first floor, Civic Center Building;
On the Bulletin Board, first floor, Cascade County Court House;
On the Bulletin Board, Great Falls Public Library

Carolyn M. Horst, Deputy City Clerk

(SEAL OF CITY)
Chapter 2.16

ADMINISTRATIVE DEPARTMENTS

Sections:

2.16.010 Establishment. The administrative departments of the City are hereby established. Each department is subject to the control and supervision of the City Manager who may transfer, eliminate or add to department functions. (Ord. 2652, 1993; Ord. 2479 *2(part), 1987).

2.16.015 Assistant City Manager. The City Manager shall appoint an Assistant City Manager who shall serve as acting City Manager in the absence of the City Manager assuming all responsibilities as outing in the Charter. The Assistant City Manager shall oversee management of the Great Falls Housing Authority and the Human Resource and Budgeting functions of the City. The Assistant City Manager shall perform such other duties by direction of the City Manager or as required by law. (Ord. 2825, 2002).

2.16.020 City Clerk. The City Manager shall appoint a City Clerk who shall keep a history of the City of Great Falls, maintain public records and perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993).

2.16.030 Legal Department. A Department of Law is hereby created. The City Manager shall appoint a City Attorney, qualified under Montana law, to administer the Department of Law. The Department shall render legal services in all civil and administrative matters for the City and prosecute all charges in Municipal Court, and perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993; Ord. 2479 *2(part), 1987).
2.16.045 Fiscal Services Department. A Fiscal Services Department is hereby created. The City Manager shall appoint a director to administer said Department. The Department shall render accounting, revenue collection, including utility billing, court receipts and accounts receivable, accounts payable, debt issuance, investment services, payroll, risk management and information processing services to the City and perform such other duties by direction of the City Manager or as required by law. (Ord. 2825, 2002; Ord. 2703, 1996.)

2.16.050 Public Works Department. A Public Works Department is hereby created. The City Manager shall appoint a Director to administer the Public Works Department. The Department shall administer capital improvements, maintenance, operations, and utilities and perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993; Ord. 2479 '2(part), 1987).

2.16.060 Fire Department. A Fire Department is hereby created. The City Manager shall appoint a Fire Chief to administer the Fire Department. The Department shall provide fire fighting, rescue operation, fire investigation and fire prevention services for the City and perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993; Ord. 2479 '2(part), 1987).

2.16.070 Police Department. A Police Department is hereby created. The City Manager shall appoint a Police Chief to administer the Police Department. The Department shall enforce the laws of the City and State to protect life and property; to control traffic; and perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993; Ord. 2479 '2(part), 1987).

2.16.080 Community Development Department. A Community Development Department is hereby created. The City Manager shall appoint a Director to administer the Community Development Department. The Department shall facilitate, promote and ensure quality development in the City; administer related federal programs; provide a neighborhood council liaison; and perform such other duties by direction of the City Manager or as required by law. (Ord. 2727, 1997; Ord. 2652, 1993; Ord. 2479 '2(part), 1987).

2.16.090 Park and Recreation Department. A Park and Recreation Department is hereby created. The City Manager shall appoint a Director to administer the Park and Recreation Department. The Department shall manage all parks and recreational facilities and programs; and, perform such other duties by direction of the City Manager or as required by law. (Ord. 2652, 1993; Ord. 2479 '2(part), 1987).

2.16.100 Planning Department. A Planning Department is hereby created. The City Manager shall appoint a Director to administer the Planning Department. The Department shall render land use and transportation planning services and facilitate, promote and ensure orderly land development in the City; and, perform
such other duties by direction of the City Manager or as required by law. (Ord. 2918, 2005)