

**ORDINANCE 2825**

**AN ORDINANCE AMENDING CHAPTER 2.16  
AND 2.52 OCCGF OF THE CITY OF GREAT  
FALLS, MONTANA, PERTAINING TO  
ADMINISTRATIVE DEPARTMENTS AND THE  
CODE OF ETHICS**

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

Section 1. That 2.16 and 2.52 OCCGF, pertaining to Administrative Departments and the Code of Ethics be amended as depicted in Exhibit A which adds any language which is bolded and removes any language which is indicated with a strikeout.

PASSED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, this 21st day of May, 2002.

\_\_\_\_\_  
Randall H. Gray Mayor

ATTEST:

\_\_\_\_\_  
Peggy J. Bourne, City Clerk

(SEAL OF THE CITY)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
David V. Gliko, City Attorney

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

I, Peggy J. Bourne, City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Ordinance 2825 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 21st day of May, 2002, and approved by the Mayor of said City on the 21st day of May, 2002.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City this 21st day of May, 2002.

\_\_\_\_\_  
Peggy J. Bourne, City Clerk

(SEAL OF CITY)

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

Peggy J. Bourne, being first duly sworn, deposes and says: That on the 21st day of May, 2002, and prior thereto, she was the City Clerk of the City of Great Falls, Montana; that as said City Clerk she did publish and post as required by law and as prescribed and directed by the Commission, Ordinance 2825 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

\_\_\_\_\_  
Peggy J. Bourne, City Clerk

(SEAL OF CITY)

Ordinance 2825  
Exhibit A

**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 absence of the City Manager assuming all responsibilities as outlined 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 also perform such other duties by direction of the City Manager or as required by law

**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 City 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).

~~**2.16.040 Management Information Services Department**—A Management Information Services Department is hereby created. The City Manager shall appoint a director to administer said Department. The Department shall render budgeting, data processing and special project functions for the City and perform such other duties by direction of the City Manager or as required by law. (Ord. 2703, 1996; Ord. 2652, 1993; Ord. 2479 §2(part), 1987).~~

**2.16.045 Fiscal Control Services Department.** A Fiscal Control Services Department is hereby created. The City Manager shall appoint a Director to administer said Fiscal Services Department. The Department shall render accounting, revenue collection, including utility billing, court receipts and accounts receivable, accounts payable, **debt issuance**, and 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. 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 Fairgrounds Department.** A Fairgrounds Department is hereby created. The City Manager shall appoint a Director to administer the Fairgrounds. The Department shall manage, maintain and administer its buildings and grounds, the State Fair, arrange other events and perform such other duties by direction of the City Manager or as required by law.

~~**2.16.110 Human Resources Department.** A Human Resources Department is hereby created. The City Manager shall appoint a Director to administer the Human Resources Department. The Department shall recruit all City employees, administer a comprehensive human resource program, oversee administration and management of the insurance portfolio including workers compensation, health, liability, and unemployment insurances and perform such other duties by direction of the City Manager or as required by law. (Ord. 2703, 1996; Ord. 2652, 1993).~~

Chapter 2.52

CODE OF ETHICS

**Sections:**

2.52.010	Title.
2.52.020	Findings.
2.52.030	Purpose and Authority.
2.52.040	Definitions.
2.52.050	Ethical Standards.
2.52.060	Nepotism.
2.52.070	Distribution.

**2.52.010 Title.** This chapter shall be known and may be cited as the "City of Great Falls Code of Ethics."

**2.52.020 Findings.** The City Commission of the City of Great Falls finds and declares that:

- A. Public office and employment are a public trust;
- B. The vitality and stability of representative democracy depends upon the public's confidence in the integrity of its elected and appointed representatives;
- C. Governments have the duty both to provide their citizens with standards by which they may determine whether public duties are being faithfully performed, and to appraise their officers and employees of the behavior which is expected of them while conducting such duties.

**2.52.030 Purpose and Authority.** It is the purpose of this chapter to provide a method of assuring that standards of ethical conduct for officers and employees of the City of Great Falls shall be clear, consistent, uniform in their application, enforceable, and to provide those officers or employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties. Such ethical standards shall inspire and stimulate each officer and employee to:

- A. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective;

- B. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward urban affairs and a deep sense of social responsibility as a trusted public servant.

- C. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships so that each public servant may merit the respect and confidence of elected officials, of other officials and employees, and of the public;

D. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

**2.52.040 Definitions.** As used in this section:

A. "Agency" means any agency, board, governing body, including the chief executive officer, office, commission or other instrumentality within the City of Great Falls, and any independent local authority created by or appointed under the authority of the City of Great Falls.

B. "Business organization" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union or other legal entity;

C. "Employee" means any person, whether compensated or not, whether part-time or full-time, employed by or serving on an agency who is not a local government officer;

D. "Interest" means the ownership or control of more than 10% of the profits, assets or stock of a business organization but shall not include the control of assets in a non-profit entity or labor union;

E. "Member of immediate family" means the spouse or dependent child of an officer or employee residing in the same household.

F. "Officer" means any person whether compensated or not, whether part-time or full-time, who is one of the following:

1. Member of the City Commission
2. City Manager
3. **Assistant City Manager**
4. Director, Department of Fiscal ~~Control~~ **Services**
5. Director, Department of Community Development
6. Director, Department of Public Works
7. Director, Department of Parks & Recreation
8. Chief of Police
9. City Clerk
10. City Attorney
11. Municipal Judge
12. Fire Chief
13. Director, Library
14. Director, Fairgrounds
15. Director, City/County Planning
16. ~~Director, Department of Management Information Services.~~

G. "Officer or employee" means an officer or employee of the City of Great Falls or of an agency under the authority of or appointed by the City Commission. (Ord. 2703, 1996)