

CITY OF ST. MARYS
ORDINANCE NO. —

AMENDING CHAPTER 1, PART 1, ARTICLE I, OF THE CITY CODE TO
REORGANIZE THE CITY'S DEPARTMENTS.

Whereas, the City has over time restructured its various departments with the intent and purpose of providing efficient and cost-effective service to the community;

And whereas, City Council deems it important to revise the provisions of the City Code to be consistent with the actual manner in which the City departments are structured and operate;

NOW, THEREFORE, St. Marys City Council ordains as follows:

Chapter 1, Part 1, Article I, of the St. Marys City Code, entitled "Administrative Code", is revised to read as follows:

Section 191. Administrative Organization

1. The City shall be organized and operate through the following departments, headed by the following officers:
 - A. Administrative Department - City Manager
 - B. Community & Economic Development Department - Director of Community Development
 - C. Police Department - Chief of Police
 - D. Finance/Human Resources Department - Finance Director
 - E. Public Works Department- Public Works Director
 - F. Code and Zoning Enforcement – Chief Code Enforcement Officer
 - G. Parks and Recreation Department – Parks and Recreation Director
2. In the absence of an appointed department head, the Manager shall be the department head for that department.

Section 192. Appointment of Department Heads

1. Except for the Chief of Police and the City Manager, all department heads shall be appointed by the City Manager upon prior approval of City Council and shall serve at the pleasure of the Manager and City Council. The Chief of Police and City Manager shall be appointed by City Council. All department heads, including the Chief of Police, shall report to the City Manager.

Section 193. Administrative Department

1. The powers and duties of the Administrative Department shall include but not be limited to:
 - A. City administration and management;
 - B. Clerical support to City Council, City departments, boards, and commissions;
 - C. Records Management for the City and select municipal authorities, boards and commissions;
 - D. IT Services and Management;
 - E. Public Relations services;

- F. Receipt and tracking of citizen comments, questions and complaints for Departmental issues;
- G. Building custodial services;
- H. Manages the Resident Reception Area at City Hall to receive visitors.

Section 194. Community & Economic Development Department

- 1. The powers and duties of the Community & Economic Development Department shall include but not be limited to:
 - A. Administration of all Community and Economic Development programs;
 - B. Administration of the State Community Development Block Grant Program (CDBG);
 - C. Coordinate City Redevelopment efforts;
 - D. Administration of the Housing Rehabilitation programs;
 - E. Grantsmanship and grants management services;
 - F. Receipt and tracking of citizen comments, questions and complaints for Departmental issues;
 - G. Coordination of the recycling program.

Section 195. Police Department

- 1. The powers and duties of the Police Department shall include but not be limited to:
 - A. Maintenance of law and order within the City. Members of the City Police Department shall have such police powers as are regularly vested in police officers by Pennsylvania law.
 - B. Animal control and meter enforcement.
 - C. The Chief of Police shall have supervision and control of the members of the Police Department in their regular activities. The Chief of Police shall report to the Manager.

Section 196. Finance/Human Resources Department

- 1. The powers and duties of the Finance Department shall include but not be limited to:

- A. Budgeting, accounting, and purchasing support to City Council, the Tax Collector, other departments, boards, and commissions;
- B. Administration and oversight of all accounting and financial procedures and policies for the City;
- C. Payroll administration;
- D. Accounting for the City and its municipal authorities;
- E. Collection and accounting service for the sewer utility billing for the wastewater treatment plant services provided by the City;
- F. Administration of purchasing for all departments;
- G. Assistance of external auditors by providing needed data and by responding to inquiries in the course of or at the completion of the audit and implements auditor recommendations;
- H. Preparation of revenue forecasts for the City budget;
- I. Preparation and filing of various federal and state reports;
- J. Maintaining and filing required annual reports with governmental and regulatory agencies;
- K. Investing municipal funds and closely monitors to obtain optimum returns;
- L. Debt management;
- M. Overseeing the City's insurance and risk management programs;
- N. Updating and maintaining City accounting software;
- O. Managing all issuing and tracking of accounts payable/accounts receivable;
- P. Preparing & filing annual tax documents associated with City vendors and pension recipients to include W9s and 1099s;
- Q. Initiating and overseeing City pension payments for retirees.
- R. **Human Resources services**

Section 197. Public Works Department

- 1. The powers and duties of the Public Works Department shall include but not be limited to:
 - A. Administration and oversight of all City street, road, and bridge contracting projects;
 - B. Engineering and design work for street, road, and bridge projects;
 - C. GIS and mapping services;
 - D. Providing the City representative for PENNDOT.
 - E. Designing, planning and execution of Public Works projects;
 - F. Receipt and tracking of citizen comments, questions and complaints of Departmental issues;
 - G. The Wastewater Treatment Plant ("WWTP") shall be responsible for wastewater collection and for the operation and maintenance of the WWTP for the City, as well as the operation and supervision of the pretreatment program. Specific duties of the WWTP shall include but are not limited to:
 - 1. Operation and maintenance of the **WWTP**;

2. Laboratory analysis;
3. Pretreatment program operation;
4. Sludge handling and disposal;
5. Operation and maintenance of pumping stations;
6. Installation and coordination of sanitary sewer taps;
7. Sanitary sewer inspection, cleaning, flushing, and maintenance and repairs;
8. Issuing certificates of compliance.

H. The Street Garage shall be responsible for maintenance and repair of all streets and roads and the infrastructure that supports them. Specific duties of the Street Garage shall include but are not limited to:

1. Street and road maintenance and repairs;
2. Snow plowing and removal;
3. Ice control on streets and City-owned sidewalks;
4. City-owned storm drain installation, cleaning, maintenance and repair;
5. Drainageway maintenance adjacent to culverts and bridges;
6. Street sweeping and roadside tree trimming;
7. Street signing and striping;
8. Parking lot cleaning and maintenance;
9. Parking Meter Maintenance;
10. Bridge Maintenance and Repairs;
11. Traffic Signal and Street Lighting maintenance.

Section 198. Code and Zoning Enforcement Department

I. The powers and duties of the Code and Zoning Enforcement shall include but not be limited to:

A. Issuing, processing and filing various zoning, sewer, sewage disposal, plumbing, road and other permits;

B. Review of building and subdivision plans;

C. Inspection of new construction and remodeling;

D. Civil enforcement of all codes;

E. Management and filing of subdivision, sewer, road, engineering and other plans and related work;

F. Provide for the collections of monies due to the City by issuance of permits, inspection fees and licenses;

G. Facility Management of City Hall, Police/Fire Facility and the Parking Garage;

H. Receipt and tracking of citizen comments, questions and complaints for Departmental issues;

I. Serve as a representative for the Zoning Hearing as Recording Secretary.

Section 199. Parks and Recreation Department

1. The powers and duties of the Parks and Recreation Department in collaboration with the Recreation Board shall include but not be limited to:

- A. The management of the facilities and activities of the Community Pool and all the parks and playgrounds within the City under the designation of a public park per Ord. No. 325, 3/15/2021;
- B. Parks and Recreation Director will provide administrative assistance to the Community and Economic Development Department as needed;
- C. Parks and Recreation Director will attend St. Marys Recreation Board monthly meetings and prepares the agenda for this meeting;
- D. Works with the St. Marys Recreation Board and City Manager to develop short and long-range planning for a comprehensive program of recreational activities, as well as capital improvements;
- E. Identifies recreational needs of the community, makes those recommendations to the Recreation Board and City Manager to achieve those needs.

Section 200. Modification or Transfer of Powers and Duties

- 1. With the approval of City Council, the City Manager may from time to time modify the powers and duties of any department or transfer such powers and duties to another department in order to provide efficiencies in the cost or performance of City services.

This ordinance shall take effect immediately upon its adoption.

ADOPTED this _____ day of _____, 20__, at a duly advertised and constituted meeting of St. Marys City Council.

Secretary

Mayor