
ARTICLE 123
Department of Community Services

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CROSS REFERENCES

Guidelines for Administrative Officers: Art. 115
Sewers: Arts. 913-917
Sidewalks: Art. 903

123.01 FUNCTIONS OF DEPARTMENT

The functions of the Department of Community Services shall be the administration and control of City activity pertaining to the construction, installation, operation and maintenance of the streets, rights-of-way, physical facilities and real and personal property of the City. The department shall also be responsible for the disposal of solid waste, the treatment of sewage and the distribution of water, except to the extent that any such activity is expressly charged to any other department, office or agency. The department shall also administer and control City activity pertaining to the prevention and control of disease, including vector control and the control of factors in the environment, both natural and man-made inimical to public health and the administration and control of City activity pertaining to the provisions of social services, including: the arrangement of City ceremonies and functions, the development of the inter-governmental relationships, promoting community development, acting as a liaison to other government groups, the promotion of cultural and historic activities, the regulation and establishment of recreational facilities and all functions of the Code Enforcement Officer of the City. The department shall have the administrative responsibility for engineering personnel, subject, however, to the provisions of Article 131.

123.02 DIRECTOR OF COMMUNITY SERVICES

The Department of Community Services shall be headed by the Director of Community Services who shall be responsible for the function of that department. He shall have the specified duties included under Section 123.01 and as hereafter enumerated.

123.03 ADMINISTRATION OF PHYSICAL PROPERTIES

The Director of Community Services shall be responsible for the administration, direction and supervision of the construction, maintenance and operation of the physical properties of the City.

123.04 MAINTENANCE OF CITY STREETS AND SIDEWALKS

The Director of Community Services shall oversee the construction and maintenance of the streets of the City, doing whatever is necessary to keep them open to traffic; provided, however, nothing in this paragraph shall limit or diminish the responsibility of the owners or occupants of property for the construction, maintenance and repair of sidewalks and the removal of obstructions from sidewalks and the removal of any limbs or trees within the public right-of-way creating any hazard or unsafe condition.

123.05 MAINTENANCE OF GUTTERS, SEWERS AND WATER DISTRIBUTION SYSTEM

The Director of Community Services shall be responsible for the maintenance of curbs and gutters, storm and sanitary sewers, the public sewage disposal facilities, and for the collection, treatment and distribution of the City's potable water.

123.06 TREES

The Director of Community Services shall oversee the planting and maintenance of trees and other vegetation incidental to parks, playgrounds or watershed areas owned by the City.

123.07 SIGNS

The Director of Community Services shall be responsible for the installation and maintenance of City facilities in and along the streets, including traffic signs and signals, parking meters, directional signs and street name signs.

123.08 DISPOSAL OF SOLID WASTES

The Director of Community Services shall provide for and manage the collection and disposal of solid waste produced in the City.

123.09 OTHER DUTIES

The Director of Community Services shall perform such duties and enforce and administer those ordinances that are assigned to, or which assign responsibilities to, that department.

123.10 HEALTH CONTROLS AND INSPECTIONS

The Director of Community Services shall administer and direct those public health controls, inspections and services that are not assigned to or vested in other departments.

123.11 EMERGENCY POWERS

In case of an emergency that threatens to present a hazard to the health of the residents of the City or its environs, the Director of Community Services is to undertake

whatever measures are needed to protect the health of the residents of the City and its environs. As soon as possible after taking any action under this paragraph, the Director of Community Services is to report to the Manager on the action taken.

123.12 CODE ENFORCEMENT OFFICER

The Director of Community Services shall perform or delegate all of the duties and enforce and administer those ordinances in which the Code Enforcement Officer is involved.

123.13 PARKS AND RECREATIONAL FACILITIES

The Director of Community Services shall be responsible for the maintenance establishment and regulation of all City parks and recreational facilities.