

CHAPTER 3
MUNICIPAL SERVICES DEPARTMENT

- 3-3-1: Municipal Services Department Established
- 3-3-2: Appointment of Municipal Services Director
- 3-3-3: Duties
- 3-3-4: Divisions

3-3-1: **MUNICIPAL SERVICES DEPARTMENT ESTABLISHED:** The Department of Municipal Services is hereby established as an administrative department of the City.

3-3-2: **APPOINTMENT OF MUNICIPAL SERVICES DIRECTOR:** The Department of Municipal Services shall be managed by a Municipal Services Director who shall be appointed by the Mayor, subject to confirmation by at least four (4) members of the Council. The Director may be removed by the Mayor, with or without cause, subject to confirmation by a vote of at least four members of the Council, or by the Council upon its own initiative upon a unanimous vote thereof.

3-3-3: **DUTIES:** The Director of Municipal Services shall have the duty of planning, organizing, supervising and administering all activities and responsibilities of the Department.

3-3-4: **DIVISIONS:** The Department shall consist of four (4) divisions, each having the following powers and duties:

- (A) The General Services Division shall manage and supervise all City shops, garages, including all equipment and vehicles; administer and maintain all public buildings and other real or personal property owned or leased by the City; and administer and control the purchase of all equipment and supplies used by the various departments and divisions throughout the City.
- (B) The Finance Division shall prepare, supervise and control the annual budget, supervise the general account of the City, maintain and keep records of all insurance coverage; account for all City utilities revenues; account for all moneys belonging to the City, file proper reports and financial statements.
- (C) The City Treasurer shall be custodian of all moneys belonging to the City and shall render a monthly report under oath showing the state of the balance of all monies and funds belonging to the City; manage and deposit all City funds; and have charge of all funds and records of local improvement districts; invest all public funds in a sound, prudent and lawful manner and keep a record of all unpaid checks or warrants of the City; keep a record of all outstanding bonds against the City, showing the amount of each, to whom the bonds were issued and when any bonds are purchased, paid or cancelled; collect all utility revenue, and perform all other duties imposed upon the office by law.
- (D) The Data Processing Division shall be responsible to operate and maintain all computer and electronic media record-keeping equipment for the Department; to administer and

supervise all data entry, computer programming and other record-keeping or electronic data retrieval operations of the Department.