

Introduced by: City Manager Griffin
 Date: February 15, 2011
 Public Hearing: March 8, 2011
 Action: Postponed to April 12, 2011
 Public Hearing: April 12, 2011
 Action: Postponed to May 10, 2011
 Date: May 10, 2011
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Best	
Erbey	
Brown	
DeVries	
Hanson	
Johnson	

CITY OF PALMER, ALASKA

ORDINANCE NO. 11-005 (SUBSTITUTE)

AN ORDINANCE OF THE PALMER CITY COUNCIL AMENDING PALMER MUNICIPAL CODE BY MAKING OMNIBUS REVISIONS TO TITLE 2 CITY DEPARTMENTS, BY ADDING AND REPEALING LANGUAGE PERTAINING TO THE DUTIES AND RESPONSIBILITIES OF CITY DEPARTMENTS

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Chapter 2.35 is amended to read as follows (new language is underlined and deleted language is stricken):

**Chapter 2.35
CITY DEPARTMENTS GENERALLY**

2.35.005 Departments established.

The following departments are established:

- A. Department of finance ~~administration~~, consisting of:
 - 1. Finance.
 - ~~2. Human resources;~~
 - ~~3. Information technology~~
- B. Department of community development, consisting of:
 - 1. Building;
 - 2. Planning;

3. Zoning;
 4. Community development;
 5. Palmer Municipal Library;
 6. Parks and recreation, including:
 - a. MTA Events Center;
 - b. Palmer municipal golf course.
- C. ~~Department of community services, consisting of:~~
1. ~~Palmer municipal airport;~~
 2. ~~Palmer public library;~~
 3. ~~Parks and recreation, including:~~
 - a. ~~Palmer municipal ice arena;~~
 - b. ~~Palmer municipal golf course.~~
- D. Department of public safety, consisting of:
1. Palmer fire and rescue;
 2. Palmer police department.
- E. Department of public works, consisting of:
1. Water;
 2. Sewage collection and treatment;
 3. Streets and snow removal;
 4. Maintenance;
 5. Airport maintenance;
 6. Construction management;
 7. Solid waste collection.

Section 4. Palmer Municipal Code Chapter 2.40 is amended to read as follows (new language is underlined and deleted language is stricken):

Chapter 2.40 **DEPARTMENT OF FINANCE ADMINISTRATION**

2.40.005 Creation.

The department of finance administration is comprised of the following:

- A. Finance;
- B. ~~Human resources;~~
- C. ~~Information technology.~~

2.40.010 Appointment.

The director of finance administration shall be appointed by the city manager and serve at the pleasure of the city manager.

2.40.020 Purpose.

In accordance with the City of Palmer Charter, the department of finance administration is established for the collection, receipt, and custody of taxes, moneys, and things of value belonging to the city. A director of finance administration will be responsible for the department.

2.40.030 Duties.

The functions of the department shall include:

- A. Custodian of all city funds;
- B. Revenue and expenditure accounting including budget control reporting, federal and state aid accounting and other financial reporting;
- C. Payroll administration;
- D. Investment management;
- E. Debt service management;
- F. Compilation and maintenance of ~~Compile~~ the city's budget based on detailed department estimates and work programs and control it under direction of the manager and council;
- G. Certification of available funding for ~~Certify~~ all appropriations and encumbrances ~~as to availability of appropriation balances and funds;~~
- H. Establish ~~Prescribe~~ and control such procedures as are necessary to protect city funds and property; general fixed asset accounts, i.e., acquisition or disposal;
- I. Prepare and submit ~~Be responsible for~~ financial reports to local, state and federal agencies;
- J. Maintain and issue notifications of special assessment areas, assess taxes as directed by council, administer the billing and collecting of taxes, and the administration of tax and assessment foreclosure process and foreclosure sales;
- K. Control, administration and inventory of real property and personal property of the city;
- L. Purchasing and accounts payable maintenance;
- M. Automated data processing for the finance department and coordination of automated data processing for all departments; and
- ~~N. Provide human resources functions for the city;~~
- ~~NO. Provide information technology function for the city;~~
- ~~NOP.~~ Other duties as assigned by the manager.

Section 5. Palmer Municipal Code Chapter 2.45 is amended to read as follows (new language is underlined and deleted language is stricken):

**Chapter 2.45
DEPARTMENT OF COMMUNITY DEVELOPMENT**

2.45.005 Creation.

The department of community development is comprised of the following:

- A. Building;
- B. Planning;
- C. Zoning;
- D. Code compliance;
- E. Community development;
- F. Palmer municipal library;
- G. Parks and recreation, including:
 - 1. MTA Events Center;
 - 2. Palmer municipal golf course.

2.45.010 Appointment.

The director of community development shall be appointed by the city manager and serve at the pleasure of the city manager.

2.45.020 Purpose.

In accordance with the City of Palmer Charter, the department of community development is established to provide for the planning, library and recreation services and community development services within the city, to ensure compliance with comprehensive municipal building and zoning regulations. A director of community development will be responsible for the department.

2.45.030 Duties.

The functions of the department shall include:

- A. Building inspections, plan review and maintenance of building records;
- B. Planning activities including the preparation and implementation of long range and current plans and provision of staff support to the Palmer Planning and Zoning Commission;
- C. Custodian of zoning and other land use plans, maps and documents;
- D. Code compliance and the investigation of nuisances that may be offensive or endanger the health or general welfare of the public;
- E. Community development;
- F. Maintenance of official street number map and issuance of an address to each lot, tract, parcel and building within the city;
- G. Operation of the Palmer municipal library;
- H. Development and operation of parks and recreation facilities, including:
 - 1. MTA Events Center;
 - 2. Palmer municipal golf course;
- I. Other duties as assigned by the manager.

Section 6. Palmer Municipal Code Chapter 2.50 is repealed.

Section 7. Palmer Municipal Code Chapter 2.55 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**Chapter 2.55
DEPARTMENT OF PUBLIC SAFETY**

2.55.005 Creation.

The department of public safety is comprised of the following:

- A. Palmer fire and rescue;
- B. Palmer police department.

2.55.010 Appointment.

The director of public safety shall be appointed by the city manager and serve at the pleasure of the city manager.

- A. The fire chief shall be hired by the director of public safety. The fire chief is responsible for appointing assistant chiefs and other personnel the fire chief deems necessary for the effective operation of the department.
- B. The chief of police shall be hired by the director of public safety. The chief of police is responsible for oversight of certified and non-certified personnel of the police department.

2.55.015 Purpose.

In accordance with the City of Palmer Charter, the department of public safety is established to provide police, dispatch, fire and rescue services, emergency preparedness and response services in a coordinated manner. A director of public safety will be responsible for the department.

2.55.020 Duties of Palmer fire and rescue.

- A. The functions of the fire and rescue department shall include:
1. Fire prevention and suppression;
 2. Fire investigation;
 3. Other services to protect life and property within the limits of the city, and subject to contracts and the availability of personnel and equipment, outside the city limits.
- B. In conjunction with the director of public safety, the fire chief shall:
1. Appoint and supervise assistant chiefs and other personnel the fire chief deems necessary for the effective operation of the fire department.
 2. Manage the budget, operation and personnel of the department;
 3. Possess demonstrated ability to command personnel;
 4. Implement an operations manual for the purpose of governing the department;
 5. Provide training and drills for department personnel in the operations and maintenance of firefighting equipment, emergency medical care and rescue salvage, fire prevention, fire science, water discipline and other subjects and practices that promote good firefighting and safety;
 6. Ensure the proper investigation of the cause, origin and circumstances of all fires, and ensure that all department personnel are trained in arson recognition and certain personnel are trained in arson investigation.
 7. Maintain comprehensive records of all fires, fire inspections, department apparatus and equipment, personnel roster and training records, and other information about the operation of the department.
 8. Report department status and activities to the director of public safety;
 9. Perform such other duties as shall be required by the director of public safety.
- ~~A. Objective. Palmer fire and rescue is established to provide, without limitation, fire prevention and suppression, fire investigation, and fire code enforcement services, or other services, the object of which shall be the protection of life and property within the limits of the city; and, subject to contracts and the availability of personnel and equipment, outside the city limits.~~
- ~~B. Officers—Appointment. The department shall consist of a fire chief appointed by the director of public safety, and of assistant chiefs and other personnel the fire chief deems necessary for the effective operation of the department. Assistant chiefs and all other department personnel are subordinate to the fire chief.~~
- ~~C. Fire Chief. In conjunction with the director of public safety, the fire chief shall:~~
- ~~1. Manage the budget, operation and personnel of the department;~~
 - ~~2. Possess demonstrated ability to command personnel;~~
 - ~~3. Be technically qualified by training and experience, and shall be certified as the state or city may require;~~
 - ~~4. Implement an operations manual for the purpose of governing the department;~~
 - ~~5. Determine the components that comprise the department and the sequence of component response to fire alarms or other emergencies;~~

- ~~6. Train and drill department personnel in the operation and maintenance of firefighting equipment, emergency medical care and rescue, salvage, fire prevention, fire science, water discipline and other subjects and practices that promote good firefighting and safety;~~
 - ~~7. Ensure the proper investigation of the cause, origin and circumstances of all fires, and ensure that all department personnel are trained in arson recognition and investigation;~~
 - ~~8. Be cognizant of and, when needed, request the investigative assets of the Alaska Department of Public Safety and the Palmer police department;~~
 - ~~9. Maintain comprehensive records of all fires, fire inspections, department apparatus and minor equipment, personnel and other information about the operation of the department;~~
 - ~~10. Report department status and activities to the director of public safety;~~
 - ~~11. Perform such other duties as shall be required by the director of public safety.~~
- ~~D. Membership. Membership shall consist of persons, paid or volunteer, appointed by the fire chief. Members shall be able bodied persons reasonably available for quick response. Determination of whether candidates for selection are able bodied shall be based upon and made after a medical and physical examination.~~
- ~~E. Equipment. Palmer fire and rescue shall be equipped with firefighting apparatus and other equipment required to maintain its efficiency and properly protect life and property from fire.~~

2.55.030 Duties of the Palmer Police department.

A. The functions of the police department shall include:

1. Enforcement of law and order;
2. Police training and conduct of police work;
3. Attendance at every fire to preserve order and to prevent theft and destruction;
4. Patrol and inspect streets and alleys and cause to be removed all nuisances, obstructions or impediments therein, causing offenders to be cited to abate such nuisances; and
5. Investigate the cause and circumstances of any accident occurring for which the city may be liable and notify the director of public safety promptly of all such accidents; and
6. Respond to routine and emergency calls and dispatch necessary response.

B. In conjunction with the director of public safety, the chief of police shall:

1. Direct and supervise the duties listed under 2.55.025A;
2. Cause to be investigated all applicants for any license or permit when such application requires certification by the chief of police;
3. Implement an operations manual for the purpose of governing the department;
4. Manage the budget, operations and personnel of the department;
5. Supervise the dispatch center;
6. Report department status and activities to the director of public safety.
7. Make determinations as required in PMC Title 6 (Animals);
8. Perform such other duties as shall be required by the director of public safety.

A. Officer Appointment. The department shall consist of a police chief appointed by the director of public safety, and as many other certified and noncertified personnel authorized by the city council.

B. Police Chief. In conjunction with the director of public safety, the police chief shall:

1. Be responsible for the enforcement of law and order;
2. Direct the police training and police work;

- ~~3. Arrange for the attendance of one or more police officers at every fire, to preserve order and to prevent theft and destruction;~~
- ~~4. Cause the city streets and alleys to be inspected regularly, and cause to be removed all nuisances, obstructions or impediments therein, causing offenders to be cited to abate such nuisance;~~
- ~~5. Cause to be investigated the cause and circumstances of any accident occurring for which the city may be liable; and notify the city attorney promptly of all such accidents;~~
- ~~6. Cause to be investigated all applicants for any license or permit when such application requires certification by the police chief;~~
- ~~7. Make determinations as required in PMC Title 6;~~
- ~~8. Implement an operations manual for the purpose of governing the department;~~
- ~~9. Perform such other duties as shall be required by the director of public safety.~~

Section 8. Palmer Municipal Code Chapter 2.61 is amended to read as follows (new language is underlined and deleted language is stricken):

Chapter 2.61 DEPARTMENT OF PUBLIC WORKS

2.61.005 Creation.

There is established the department of public works.

2.61.010 Appointment.

The director of public works shall be appointed by the city manager and serve at the pleasure of the city manager.

2.61.015 Purpose.

In accordance with the City of Palmer Charter, the department of public works is established to administer and operate public utilities, either within or beyond its corporate limits and to undertake the construction and maintenance of public roadways and the City's capital investments.

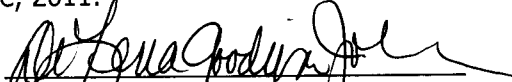
2.61.020 Duties.

The duties of the department of public works shall include supervision and responsibility of:

- A. The city water utility;
- B. The city sewer utility;
- C. Road maintenance;
- D. Capital facilities;
- E. Utility permits;
- F. Solid Waste Collection
- G.F. Driveway permits;
- G. ~~Street numbering;~~
- H. Maintenance, custodial services, repair, minor construction, renovation and upkeep of all rolling stock and buildings;
- I. Airport maintenance;
- J. Park maintenance; and
- K. Other duties as assigned by the city manager.

Section 9. Effective Date. Ordinance 11-005 shall take effect upon adoption of the Palmer City Council.

Passed and approved this fourteenth day of June, 2011.


DeLena Goodwin Johnson, Mayor


Janette M. Bower, MMC, City Clerk