

Article 1-11

(Ord. No. 88-06, 3-1-88).
(99-01, Amended, 02/02/1999)

ADMINISTRATIVE DEPARTMENTS

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1-1101 Departments.

There are hereby created the following departments of City government, which departments shall have the functions, powers, and duties as set forth hereinafter and which shall operate subject to the direction and control of the Mayor and City Council:

- (a) Department of Engineering and Operations.
- (b) Department of Finance and Administration.
- (c) Department of Public Works.
- (d) Department of Parks and Recreation.
- (e) Department of City Attorney.
- (f) Department of Municipal Court.

1-1102 Department of Engineering and Operations--Sub-Departments and Functions.

The Department of Engineering and Operations shall include the following sub-departments and functions:

(a) Engineering, Streets, Water Department, the Cemetery and the offices of the Director of Engineering and Operations.

(b) The Department of Engineering and Operations shall include the positions of Engineer I and Engineer II. The position of Engineer II requires a Wyoming Professional Engineer license and a valid driver's license. (Ord. No. 2159, 12-27-73). (99-01, Amended, 02/02/1999)

1-1103 Department of Finance and Administration--Sub-Departments and Functions.

The Department of Finance and Administration shall include the following sub-departments and functions:

(a) Budget, payroll, personnel, records, licenses, health, purchasing, and the office of the city clerk and city treasurer.

(b) Meter reading and the financial administration of the water system. (Ord. No. 88-06, 3-1-88).

(c) The Library Board and Airport Board shall be part of the Department of Finance and Administration. (Ord. No. 2159, 12-27-73).

1-1104 Department of Public Services--Sub-Departments and Functions.

The Department of Public Services shall include the following sub-departments and functions:

(a) Planning and Zoning, Vehicle Maintenance, Inspections and Waste Water Treatment.

(Ord. No. 88-06, 3-1-88). (Ord. No. 2159, 12-27-73). (99-01, Amended, 02/02/1999)

1-1105 Department of Parks and

**Recreation--Sub-Departments
and Functions.**

The Department of Parks and Recreation shall include the following sub-departments and functions:

(a) Parks, the golf course, the Family Recreation Center, and the Civic Center and the Recreation Department.

(b) The Recreation Board shall be part of the Department of Parks and Recreation. (Ord. No. 88-06, 3-1-88).

**1-1106 Department of City Attorney--
Sub-Departments and
Functions.**

The Department of City Attorney shall include

the following sub-departments and functions:

(a) Assistant City Attorney.

(b) Drafting all ordinances, contracts and other instruments, legal advisor of the Council and City Officers, handle litigation involving the City and the office of the city attorney. (Ord. No. 88-06, 3-1-88).

**1-1107 Department of Municipal
Court--Sub-Departments and
Functions.**

(a) Alternate Municipal Judge.

(b) Municipal Court, fines, and the office of the Municipal Judge. (Ord. No. 88-06, 3-1-88).