

RESOLUTION 2021- 046

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPROVING AN AMENDMENT TO CHAPTER 33: CITY DEPARTMENTS OF THE CITY CODE OF ORDINANCES; AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY, OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS, TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, Chapter 33: City Departments was originally included in the Code of Ordinances to specify various departments and their services, powers, and duties; and

WHEREAS, many administrative changes to departments, particularly in respect to names and reorganizations, have occurred over the years; and

WHEREAS, the chapter is now obsolete, and updating and simplifying the chapter is necessary; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

The policy of the City of Sierra Vista declaring proposed amendments to the City Code of Ordinances as a public record be, and hereby is, reaffirmed.

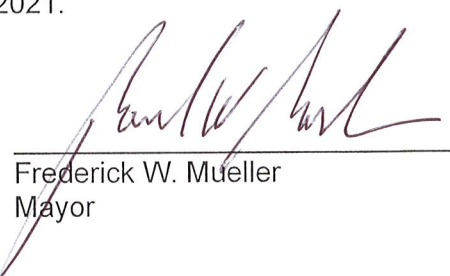
SECTION 2

That the document attached hereto as Exhibit A, Amendments to Chapter 33 of the Sierra Vista City Code of Ordinances, is approved and a 30-day public comment period is declared.


SECTION 3

That the City Manager, City Clerk, City Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 24<sup>th</sup> DAY OF JUNE 2021.

  
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Frederick W. Mueller  
Mayor


Approval as to Form:



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Nathan Williams  
City Attorney

Attest:



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Jill Adams  
City Clerk

CHAPTER 33: CITY ~~DEPARTMENTS SERVICES~~

Section

~~Police Department Law Enforcement Services~~

- 33.01 Establishment
- ~~33.02 Police Chief~~
- ~~33.03 Divisions of Police Department~~
- ~~33.04 Powers and duties~~
- ~~33.05 Rules and regulations~~
- ~~33.06 Police officers; appointments and promotions~~
- 33.0~~2~~7 Police assistants/aides

~~Fire Department Fire & Emergency Medical Services~~

- 33.25 Establishment
- ~~33.26 Powers and duties~~
- ~~33.27 Fire Chief~~
- ~~33.28 Members; appointments and promotions~~
- 33.26~~9~~ Reserve fire-fighting personnel
- 33.27~~30~~ Response to calls outside corporate limits

~~Department of Public Works Services~~

- 33.40 Establishment
- ~~33.41 Divisions of Department~~
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~~Department of Parks and Leisure Parks, Recreation, and Library Services~~

- 33.50 Establishment
- ~~33.51 Divisions of Department~~
- ~~33.52 Powers and duties~~
- ~~33.53 Director of Parks and Leisure Services~~

~~Department of Community Development and Planning Services~~

- 33.60 Establishment
- ~~33.61 Divisions of Department~~
- ~~33.62 Advice and assistance~~
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~~Department of Library Services~~

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Department of Administrative Services

~~–33.80 Establishment~~

~~–33.81 Divisions of Department~~

~~–33.82 Powers and duties~~

~~–33.83 Advice and assistance~~

~~–33.84 Director of Administrative Services~~

Cross-reference:

Smoking during public meetings, see § 30.22

Uniform Fire Code, see Chapter 152

POLICE DEPARTMENT/LAW ENFORCEMENT SERVICES

§ 33.01 ESTABLISHMENT.

~~There is hereby created the Sierra Vista Police Department, an executive department of the city. The City of Sierra Vista shall provide law enforcement services. It shall consist of the Police Chief, who shall be the head of the department and all officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Chief. The Police Chief shall supervise his or her department in accordance with the applicable personnel ordinances and Chapter 40 of this code and shall exercise the powers and perform the duties as are customarily conferred and required by applicable ordinance, resolution, or lawful directive. The position of the Police Chief is hereby declared as classified service, and the Chief shall be appointed and removed by the City Manager and shall serve and receive the compensation as shall be determined in accordance with any applicable classification and compensation plan and the applicable personnel ordinance.~~

Law enforcement services shall include, but are not limited to, preserving order, enforcement of the codes, ordinances, and laws of the city and state, preserving the peace, and mitigating the results and rendering aid in the event of a disaster or emergency.

('76 Code, § 4-1-1) (Ord. 936, passed 10-28-93; Am. Ord. 1090, passed 4-22-99)

Statutory reference:

Authority to establish, regulate Police Department, see A.R.S. § 9-240(B)(12)

~~§ 33.02 POLICE CHIEF.~~

~~–The Police Chief shall have all the duties and powers assigned by this code, law, or ordinance to the chief of the Police Department.~~

~~('76 Code, § 4-1-3) (Ord. 936, passed 10-28-93)~~

~~§ 33.03 DIVISIONS OF POLICE DEPARTMENT.~~

~~–There are hereby created within the Police Department divisions of police and administration and those other divisions deemed necessary for the efficient operation of the Department. The division commanders shall be appointed and removed by the City~~



Manager subject to the provisions of Chapter 40 of this title as it now exists or may be hereafter amended.

(76 Code, § 4-1-4) (Ord. 936, passed 10-28-93)

#### ~~§ 33.04 POWERS AND DUTIES.~~

~~It shall be the function of the Police Department to preserve order, enforce this code, ordinances and laws of the city, preserve the peace, mitigate the results and render aid in the case of disaster or accident. The Police Department will also be responsible for other duties as assigned by the City Manager.~~

~~(76 Code, § 4-1-2) (Ord. 936, passed 10-28-93; Am. Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.05 RULES AND REGULATIONS.~~

~~The Police Chief may make or prescribe the rules and regulations for the conduct of this Department as he or she shall deem advisable. The rules, when approved by the City Manager, shall be binding on the members. The rules may cover the conduct of the members, uniforms and equipment to be worn or carried, hours of service, vacations, and other matters necessary or desirable for the better efficiency of the Department.~~

~~(76 Code, § 4-1-1) (Ord. 936, passed 10-28-93)~~

#### ~~§ 33.06 POLICE OFFICERS; APPOINTMENTS AND PROMOTIONS.~~

~~The members of the Police Department shall be appointed, and promotions within the Department shall be made, in the manner provided by law. Each member of the Department shall have all the responsibility, authority, and liability prescribed by statute or ordinance for a police officer.~~

~~(76 Code, § 4-1-6) (Ord. 936, passed 10-28-93)~~

#### § 33.027 POLICE LAW ENFORCEMENT ASSISTANTS/AIDES.

(A) Unarmed police law enforcement assistants/aides are hereby appointed and authorized pursuant to A.R.S. § 28-627(E) and (F) to investigate traffic accidents within the city, and to commence an action before a court or judge for any violation of a state statute or local ordinance relating to traffic laws, provided that the violation is related to a traffic accident within the jurisdiction of the city and to commence an action or proceeding before a court or judge for any violation of the city code regulating the standing or parking of vehicles.

(B) Police Law enforcement assistants/aides shall, when performing accident investigations, file written reports as required pursuant to A.R.S. § 28-667.

(C) In no way shall this section be construed to grant other powers or benefits to police law enforcement assistants/aides to which peace officers of this state are entitled.

(76 Code, § 4-1-7) (Ord. 936, passed 10-28-93)

#### FIRE DEPARTMENT FIRE & EMERGENCY MEDICAL SERVICES

#### § 33.25 ESTABLISHMENT.

~~There is hereby created the Sierra Vista Fire Department, organized in and for the City of Sierra Vista, Arizona. The City of Sierra Vista shall provide firefighting and emergency medical services. It shall consist of the Fire Chief, who shall be the head of the Department and all officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Chief. The Fire Chief shall supervise his or her department in accordance with the applicable personnel ordinances of the city and shall exercise the powers and perform the duties as are customarily conferred and required by applicable ordinance, resolution, or lawful directive. The position of Fire Chief is declared as classified service and he or she shall be appointed and removed by the City Manager, and shall serve and receive compensation determined in accordance with any applicable classification and compensation plan and personnel ordinance, receive the compensation as shall be determined in accordance with applicable Personnel Policies, and Chapter 40 of this code.~~

~~Firefighting and emergency medical services shall include, but is not limited to:~~

~~('76 Code, § 4-3-1) (Ord. 936, passed 10-28-93; Am. Ord. 1090, passed 4-22-99)~~

~~Statutory reference:~~

~~Authority to establish regulations to control and prevent fires, see A.R.S. § 9-240(B)(7)~~

#### ~~§ 33.26 POWERS AND DUTIES.~~

~~The Fire Department shall be responsible for the following duties:~~

- ~~• --(A)-- Protection of life and property from destructive force of fire.~~
- ~~• --(B)-- Suppression and prevention of fire threat to life and property.~~
- ~~• --(C)-- Provide emergency medical care at the pre-hospital level up to and including advanced life support; i.e., paramedic service.~~
- ~~• --(D)-- Respond to and attempt to mitigate hazardous materials emergencies occurring within the corporate city limits.~~
- ~~• --(E)-- Conduct public programs to educate the general public as to acceptable on fire prevention and life safety practices.~~
- ~~• --(F) The Fire Department will also be responsible for oOther duties as assigned by the City Manager.~~

~~('76 Code, § 4-3-2) (Ord. 936, passed 10-28-93; Am. Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.27 FIRE CHIEF.~~

~~–(A)– The Chief shall formulate a set of rules and regulations to govern the Department and shall be responsible to the Manager for the personnel, morale and general efficiency of the Department.~~

~~–(B)– The Chief shall determine the number and type of companies of which the Fire Department is to be composed and shall determine and direct the response of the companies to alarms.~~

~~–(C)– The Chief shall cause to conduct regular and suitable drills or instruction necessary to maintain the proficiency of the Department in the achievement of its mission.~~

~~–(D)–The Chief is hereby required to assist the proper authorities in suppressing the crime of arson by investigating or causing to be investigated the cause, origin, and circumstances of all fires.~~

~~–(E)–The Chief and/or his or her designated representative are hereby empowered to enter any and all buildings and premises at any reasonable hour for the purpose of making inspections and to serve written notice upon the owner or occupant to abate, within a specified time, any and all fire and life hazards that may be found.~~

~~–(F)–The Chief shall ensure that complete records are kept of all fires, inspections, apparatus and equipment, personnel, and other information pertinent to the work of the Department.~~

~~–(G)–The Chief shall be held accountable to the City Manager only and shall make written and verbal reports thereto as the Manager and Council may require.~~

~~(‘76 Code, § 4-3-3) (Ord. 936, passed 10-28-93; Am. Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.28 MEMBERS; APPOINTMENTS AND PROMOTIONS.~~

~~–The members of the Fire Department shall be appointed by the Fire Chief, as approved in advance by the City Manager. Promotions within the Department shall be made in the manner prescribed by applicable personnel ordinances, resolution, or lawful directive. Each member of the Department shall have all the responsibility, authority, and liability prescribed by statute or ordinance for fire-fighters.~~

~~(‘76 Code, § 4-3-4) (Ord. 936, passed 10-28-93)~~

#### § 33.29 RESERVE ~~FIRE-FIGHTING~~ PERSONNEL.

The reserve ~~fire-fighting~~ personnel shall be appointed by the ~~Fire~~ Chief, who shall be responsible for the development, supervision, and direction of the ~~Fire~~ Reserve Program. The personnel shall have all the responsibility, authority, and liability prescribed by statute or ordinance for ~~fire-fighters~~firefighting and medical services personnel.

(‘76 Code, § 4-3-5) (Ord. 936, passed 10-28-93)

#### § 33.30 RESPONSE TO CALLS OUTSIDE CORPORATE LIMITS.

The ~~Fire~~ Department is authorized to respond to alarms beyond the corporate city limits whenever the ~~Fire~~ Chief, in his or her discretion, shall deem it necessary to protect lives and property, and only when the services of the responding units can be spared by the ~~Fire~~ Department with a margin of safety to protect the persons and property within the city. Unless otherwise precluded or prohibited pursuant to a mutual aid agreement or intergovernmental agreement, the city shall be entitled to charge the property owner or other individual or entity requiring a response by the ~~Fire~~ Department for the reasonable value of services rendered for responses beyond the corporate limits of the city.

(‘76 Code, § 4-3-6) (Ord. 936, passed 10-28-93)

#### ~~DEPARTMENT OF PUBLIC WORKS~~ SERVICES

#### § 33.40 ESTABLISHMENT.



~~The City of Sierra Vista shall provide public works services. There is hereby created the Department of Public Works, an executive department of the city. It shall consist of the A Director of Public Works who shall be the head of the Department and all officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Director. The Director of Public Works shall supervise his/her Department in accordance with the applicable personnel ordinances and Chapter 40 of this title and shall exercise the powers and perform the duties as are customarily conferred and required by this code, applicable ordinance, resolution, or lawful directive. The position of the Director of Public Works is declared as classified service, and he/she shall be appointed and removed by the Manager and shall serve and receive the compensation as shall be determined in accordance with the applicable Personnel Policies, Chapter 40 of this code receive compensation determined in accordance with any applicable classification and compensation plan and personnel ordinance.. The Department of Public Works will have an individual that will possess a valid certificate of registration as a professional engineer as issued by the Arizona State Board of Technical Registration, and will be designated as City Engineer, pursuant to Title 32, Arizona Revised Statutes, as amended. The Director of Public Works shall be Superintendent of Streets as required by A.R.S. § 48-501 through 48-691 inclusive.~~

(‘76 Code, § 3-4-1) (Ord. 302, passed 7-24-75; Am. Ord. 894, passed 1-9-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 931, passed 9-23-93; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1090, passed 4-22-99)

Services provided shall include, but are not limited to:

- Supervision over the care and maintenance of all streets, alleys, and other public ways under the city jurisdiction, together with the appurtenances thereto, which include the pavement, curbs, sidewalks, storm drains, and traffic control devices.
- The operation and maintenance of all buildings owned by the city, together with the appurtenances thereto, to include parking lots and driveways.
- Charge of and management supervision over the administration, planning, operation and maintenance of the enterprise activities and services of the city which include the airport, fleet services, sewer system, water system and refuse system; and the administration and planning of the city’s environmental programs, which include ground water conservation, storm water conservation, energy conservation and recycling.
- Design and construction of assigned engineering projects and assure public improvement plans are designed and constructed in compliance with city standards.
- Other duties as assigned by the City Manager.

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#### § 33.41 DIVISIONS OF DEPARTMENT:

~~The Department of Public Works will include a Division of Services, Operations and Maintenance, to carry out its operation and maintenance duties and a Division of Environmental, Planning and Administration to carry out its environmental management, planning, supervision and administrative duties, and a Division of Engineering to manage~~

~~the design and construction of assigned projects in compliance with the city standards. The division heads and/or superintendents shall be appointed and removed by the Director of Public Works subject to the ratification of the Manager and the provisions of Chapter 40 of the code as it now exists or may be hereafter amended.~~

~~(76 Code, § 3-4-1) (Ord. 302, passed 7-24-75; Am. Ord. 894, passed 1-9-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 931, passed 9-23-93; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1048, passed 10-23-97)~~

#### ~~§ 33.42 POWERS AND DUTIES.~~

~~—The Department of Public Works shall have charge of the supervision over the care and maintenance of all streets, alleys and other public ways under the city jurisdiction, together with the appurtenances thereto, which include the pavement, curbs, sidewalks, storm drains and traffic control devices, but do not include the landscaping along public ways; and the operation and maintenance of all buildings owned by the city, together with the appurtenances thereto, parking lots and driveways. The Department of Public Works shall have charge of and management supervision over the administration, planning, operation and maintenance of the enterprise activities and services of the city which include the airport, fleet services, sewer system, water system and refuse system; and the administration and planning of the city's environmental programs, which include ground water conservation, storm water conservation, energy conservation and refuse recycling. The department shall also have charge of design and construction of assigned engineering projects and assure public improvement plans are designed and constructed in compliance with city standards. The department of Public Works will also be responsible for other duties as assigned by the City Manager.~~

~~(76 Code, § 3-4-1) (Ord. 302, passed 7-24-75; Am. Ord. 894, passed 1-9-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 931, passed 9-23-93; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1048, passed 10-23-97; Am. Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.43 ADVICE AND ASSISTANCE.~~

~~—The Director of Public Works shall provide operational assistance to, and cooperate with, all other departments, boards, commissions, offices, or other official entities of the city.~~

~~(76 Code, § 3-4-5) (Ord. 302, passed 7-24-75; Am. Ord. 894, passed 1-9-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 931, passed 9-23-93; Am. Ord. 1044, passed 9-11-97)~~

#### ~~§ 33.44 CERTAIN CITY PROPERTIES ASSIGNED TO CUSTODY OF DEPARTMENT.~~

~~—All physical properties of the city, including the sewage treatment system and all municipal utilities not assigned to some other department or officer, shall be and are assigned to the Department of Public Works. The Director of Public Works shall be the custodian of all tools, equipment and other personal property assigned to the Department of Public Works. The City Clerk shall furnish the Director of Public Works with a list of physical properties specifically assigned to other departments or officers.~~

~~(76 Code, § 3-4-4) (Ord. 302, passed 7-24-75; Am. Ord. 894, passed 1-9-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 931, passed 9-23-93; Am. Ord. 1044, passed 9-11-97)~~



DEPARTMENT OF PARKS, AND LEISURE RECREATION, AND LIBRARY SERVICES

§ 33.50 ESTABLISHMENT.

The City of Sierra Vista shall provide parks, recreation, and library services. There is hereby created the Department of Parks and Leisure Services, an executive department of the city. It shall consist of the A Director of Parks and Leisure Services who shall be the head of the department and all officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Director. The Director of Parks and Leisure Services shall supervise his or her department in accordance with the applicable personnel ordinances and shall exercise the powers and perform the duties as are required by code, applicable ordinances, resolutions, or lawful directives. The position of Director of Parks and Leisure Services is declared as classified service and he or she shall be appointed and removed by the City Manager, and shall receive compensation determined in accordance with any applicable classification and compensation plan and personnel ordinance. receive compensation as shall be determined in accordance with applicable personnel policies.

(‘76 Code, § 3-7-1) (Ord. 317, passed 4-8-76; Am. Ord. 894, passed 1-9-92; Am. Ord. 907, passed 8-27-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 1090, passed 4-22-99)

Cross-reference:

Public Parks regulations, see Chapter 94

Services provided shall include, but are not limited to:

- Administration of the care, expansion, operation, and maintenance of all existing parks and recreation areas, facilities, and programs.
- Plan for the acquisition, development, operation, and maintenance of all proposed recreational facilities and programs in accordance with policies and lawful directives of the City Council.
- Administer the care, expansion, operation of the library facilities and programs; plan for development and operation of all library facilities and programs.
- Inform the public of the services and facilities provided by the Department.
- Other duties as assigned by the City Manager.

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§ 33.51 DIVISIONS OF DEPARTMENT.

There are hereby created within the Department of Parks and Leisure Services the divisions of Administration, Leisure and Parks and other divisions as the Director deems appropriate for the efficient and expeditious operation of the Department. The division supervisors and division heads shall be appointed and removed by the City Manager subject to the provisions of Chapter 40 of this title as it now exists or may be hereafter amended.

(‘76 Code, § 3-7-2) (Ord. 317, passed 4-8-76; Am. Ord. 907, passed 8-27-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 957, passed 7-28-94)

§ 33.52 POWERS AND DUTIES.

—The Director of Parks and Leisure Services shall:

—(A) Administer the care, expansion, operation, and maintenance of all existing parks and recreation areas, facilities, and programs; plan for the acquisition, development and operation, and maintenance of all proposed facilities and programs in accordance with policies and lawful directives of the City Council. When possible, incorporate the recommendations formulated by the Parks and Recreation Commission into practices and procedures as appropriate.

—(B) Prepare and submit the annual Department budget to the City Manager.

—(1) Each year, the budget of the City shall include an appropriation to the Arts and Humanities Fund in the amount of \$12,000. The appropriated fund shall be spent solely and completely and for no other purpose than for the execution, display, placement, and preservation of works of art, and cultural projects. Funds not expended, plus any accrued interest, shall be recognized as a reserve of fund balance and carried over and re-budgeted in the next fiscal year. Upon repeal of the Arts and Humanities Fund, all funds not expended and not encumbered in the Municipal Arts Fund shall revert to the general fund. The funding provided for in the above text is suspended for fiscal years 2001/2002 and 2002/2003, and may be reinstated after that time.

—(2) The Arts and Humanities Commission, the Science and Technology Commission, the Park and Recreation Commission, the Museum Committee, the Senior Advisory Committee, and the Sierra Vista Youth Commission may accept money or property in the name of the City of Sierra Vista either as a gift or otherwise. All cash, gifts, or revenues shall be deposited in the City's donation fund. Property other than money shall be accounted to the City, and use and disposition thereof shall be made through the City Manager or his designee.

—(C) Inform the general public of the services and facilities being provided by the Department of Parks and Leisure Services; address professional civic and lay groups on recreational subjects; solicit suggestions from the general public on increasing the effectiveness of the leisure and recreation programs; cooperate with governmental and voluntary agencies or organizations in solving recreation problems; provide, upon request, advisory assistance to community agencies and organizations on problems related to parks, leisure, and recreation facilities and programs.

—(D) Assist community organizations in the promotion of leisure and recreation services; conduct studies of local conditions and needs for leisure services; assist with the recruitment and training of professional recreation personnel and volunteer leaders.

—(E) Advise the City Council, City Manager, the Parks and Recreation Commission and community organizations concerning the expenditure of public funds for acquisitions, design and parks and leisure development of facilities or areas; and maintain effective, cooperative relations with all city officials, state and federal agencies, and with local, state, and national voluntary recreation organizations.

—(F) Post the rules and regulations as deemed necessary for the conduct of persons in all parks and other recreational facilities under city jurisdiction.

—(G) The department of Parks and Leisure Services will also be responsible for other duties as assigned by the City Manager.



(76 Code, § 3-7-4) (Ord. 317, passed 4-8-76; Am. Ord. 907, passed 8-27-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 1033, passed 4-24-97; Am. Ord. 1090, passed 4-22-99; Am. Ord. 1131, passed 6-14-01)

#### § 33.53 DIRECTOR OF PARKS AND LEISURE SERVICES.

~~The position of the Director of Parks and Leisure Services is declared as classified service and he or she shall be appointed and removed by the Manager in accordance with § 31.07(C) of this title; and shall serve and receive such compensation as shall be determined in accordance with the applicable personnel ordinance.~~

(76 Code, § 3-7-3) (Ord. 317, passed 4-8-76; Am. Ord. 894, passed 1-9-92; Am. Ord. 907, passed 8-27-92; Am. Ord. 908, passed 8-27-92; Am. Ord. 1090, passed 4-22-99)

#### DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING SERVICES

#### § 33.60 ESTABLISHMENT.

~~(A)~~—In accordance with A.R.S. § 9-461.03, ~~there is hereby created the Department of Community Development, an executive department of the city the City of Sierra Vista shall provide community development and planning services.~~ It shall consist of ~~a the~~ Director of ~~Community Development~~, who shall be the head of the Department, and all the officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Director.

~~(B)~~—The Director of ~~Community Development~~ shall supervise his or her Department in accordance with the applicable personnel ordinances and Chapter 40 of this title, and shall exercise the powers and perform the duties as are customarily conferred and required by this code, applicable ordinance, resolution, or lawful directive. The position of the Director of ~~Community Development~~ is declared as classified service, and he or she shall be appointed and removed by the Manager and shall serve and receive compensation determined in accordance with any applicable classification and compensation plan and personnel ordinance. ~~and shall serve and receive the compensation as shall be determined in accordance with Chapter 40, Personnel Policies.~~

~~(C)~~—

Services provided by the department shall include, but are not limited to:

- The Department of ~~Community Development~~ shall be the planning agency for the city.
- Supervision of the preparation and/or the updating of the Sierra Vista General Plan, specific plans and the other plans and studies as are necessary and appropriate, which shall be prepared in accordance with the provisions of A.R.S. Title 9, Chapter 4, Article 6.
- Administration and enforcement of the provisions of Chapter 151 of this code.
- ~~(D)~~—The Department of ~~Community Development~~ will also be responsible for ~~o~~ther duties as assigned by the City Manager.

(76 Code, § 3-12-1) (Ord. 867, passed 9-27-90; Am. Ord. 894, passed 1-9-92; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1058, passed 1-22-98; Am. Ord. 1090, passed 4-22-99)

~~§ 33.61 DIVISIONS OF DEPARTMENT.~~

~~—The Director of Community Development shall have the authority to create such divisions as are necessary and appoint and remove division heads subject to the ratification of the Manager and the provisions of Chapter 40 of this title as it now exists or may be hereafter amended.~~

~~(76 Code, § 3-12-2) (Ord. 867, passed 9-27-90; Am. Ord. 894, passed 1-9-92; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1058, passed 1-22-98)~~

~~§ 33.62 ADVICE AND ASSISTANCE.~~

~~—The Director of Community Development shall provide technical and operational assistance to, and cooperate with, all other departments, boards, commissions, officers or other official entities of the city.~~

~~(Ord. 1044, passed 9-11-97)~~

~~§ 33.63 DIRECTOR OF COMMUNITY DEVELOPMENT.~~

~~—The Director of Development Services shall:~~

~~—(A) Supervise the preparation and/or the updating of the Sierra Vista General Plan, specific plans and the other plans and studies as are necessary and appropriate. The Sierra Vista General Plan, specific plans and the other plans and studies as are necessary and appropriate shall be prepared in accordance with the provisions of A.R.S. Title 9, Chapter 4, Article 6.~~

~~—(B) Administer and enforce the provisions of Chapter 151 of this code, the Director of Community Development shall assume the powers and duties of the Building Administrator and Zoning Administrator.~~

~~—(C) Act as executive secretary for the Planning and Zoning Commission.~~

~~—(D) Act as the designated agent for the Planning and Zoning Commission.~~

~~—(E) Act as executive secretary to the Board of Adjustment.~~

~~—(F) Act as executive secretary to the Development Review Committee.~~

~~—(G) Act as ex officio Building Inspector.~~

~~—(H) Act as Building Official in the enforcement of the Uniform Building Code.~~

~~—(I) Act as the Floodplain Administrator for the city.~~

~~—(J) Require the testimony of any city official or employee to testify in support of the position of the city on any issue coming before the Planning and Zoning Commission, the Board of Adjustment, the Board of Appeals and the Development Review Committee.~~

~~—(K) At the time provided by law and rules of the Mayor and Council for submission of the annual budget estimates, he or she shall submit an itemized estimate of the contemplated expenditures for the ensuing year showing the amount proposed to be expended.~~

~~(76 Code, § 3-12-3) (Ord. 867, passed 9-27-90; Am. Ord. 894, passed 1-9-92; Am. Ord. 1044, passed 9-11-97; Am. Ord. 1058, passed 1-22-98)~~

§ 33.614 STOP ORDERS.

The Director of ~~Community Development~~ shall have the power to order all work stopped on construction or alteration or repair of buildings in the city when the work is being done in violation of any provision of any code provision or ordinance relating thereto, or in violation of the Development Code. The work shall not be resumed after the issuance of an order except on the written permission of the Director provided that, if the stop order is an oral one, it shall be followed by a written stop order within 24 hours. The written stop order may be served by any Department employee.

(‘76 Code, § 3-12-4) (Ord. 867, passed 9-27-90; Am. Ord. 894, passed 1-9-92; Am. Ord. 1058, passed 1-22-98)

#### § 33.65-62 ENTRY POWERS.

The Director of ~~Community Development~~ shall have the power to make or cause to be made an entry into any building or premises where the work of altering, repairing or constructing any building or structure is going on, for the purpose of making inspections, at any reasonable hour.

(‘76 Code, § 3-12-5) (Ord. 867, passed 9-27-90; Am. Ord. 894, passed 1-9-92; Am. Ord. 1058, passed 1-22-98)

### DEPARTMENT OF LIBRARY SERVICES

#### § 33.70 ESTABLISHMENT.

~~The Department of Library Services is hereby created. The Department of Library Services is an executive department of the city. This department shall consist of the Director of Library Services, who shall be the head of the department, and all offices and employees assigned thereto. All offices and employees shall perform their duties subject to the supervision of the Director. The Director shall supervise his or her department in accordance with the applicable personnel ordinances. The Director shall exercise the powers and perform the duties as required by code, applicable ordinances, resolutions and lawful directives.~~

~~(Ord. 1037, passed 6-12-97; Am. Ord. 1090, passed 4-22-99)~~

#### § 33.71 DIVISIONS OF DEPARTMENT.

~~The Department of Library services shall have divisions. These divisions specifically shall be Adult Services, Childrens Services, Technical services, and other divisions as the Director deems appropriate for the efficient and expeditious operation of the department. The division supervisors and employees shall be appointed and removed by the City Manager, subject to the provisions of Chapter 40 of this code as it currently exists or may be hereafter amended.~~

~~(Ord. 1037, passed 6-12-97; Am. Ord. 1090, passed 4-22-99)~~

#### § 33.72 POWERS AND DUTIES.

~~The Director of Library Services shall:~~



~~–(A)– Administer the care, expansion, operation of the library facilities and programs; plan for development and operation of all library facilities and programs, in accordance with policies and lawful directives of the City Manager and City Council. Whenever possible, incorporate the recommendations formulated by the Library Commission into practices and procedures, as appropriate.~~

~~–(B)– Prepare and submit the annual department budget to the City Manager.~~

~~–(C)– Inform the general public of the services and facilities provided by the Department of Library Services; address professional civic groups on library subjects; solicit suggestions from the general public on increasing the effectiveness of the library programs; cooperate with governmental and voluntary agencies or organizations in solving library problems; provide advisory assistance to community organizations, related to library service programs.~~

~~–(D)– Advise the City Council, City Manager, Library Commission and community groups concerning the expenditure of public funds for library services; maintain effective and cooperative relations with all city officials, employees, state and federal agencies.~~

~~–(E)– The Department of Library Services will also be responsible for other duties as assigned by the City Manager.~~

~~(Ord. 1037, passed 6-12-97; Am. Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.73 Director of Library Services.~~

~~–The position of Director of Library Services is declared as classified service and he or she shall be appointed and removed by the City Manager, in accordance with § 31.07 of this code and shall serve and receive such compensation as determined in accordance with the personnel ordinance.~~

~~(Ord. 1037, passed 6-12-97; Am. Ord. 1090, passed 4-22-99)~~

### ~~DEPARTMENT OF ADMINISTRATIVE SERVICES~~

#### ~~§ 33.80 ESTABLISHMENT.~~

~~–There is hereby created the Department of Administrative Services, an executive department of the city. It shall consist of the Director of Administrative Services, who shall be the head of the department and all officers and employees assigned thereto. All officers and employees shall perform their duties subject to the supervision of the Director. The Director of Administrative Services shall supervise his department in accordance with the applicable personnel ordinances and Chapter 40 of this code, and shall exercise the powers and perform the duties as customarily conferred and required by this code, applicable ordinances, resolution, or lawful directive. The position of Director of Administrative Services is declared as classified service and he shall be appointed and removed by the City Manager, and shall serve and receive the compensation as shall be determined in accordance with the applicable personnel policies, Chapter 40 of this code.~~

~~(Ord. 1090, passed 4-22-99)~~

#### ~~§ 33.81 DIVISIONS OF THE DEPARTMENT.~~

~~—The Department of Administrative Services will include a division of services, Human Resources, Finance, Purchasing, and Management Information Services, or other divisions as assigned, to carry out its operation and duties. The division heads shall be appointed and removed by the Director, subject to the ratification of the City Manager and the provisions of Chapter 40 of this code as it now exists or may be hereafter amended.  
(Ord. 1090, passed 4-22-99)~~

~~§ 33.82 POWERS AND DUTIES.~~

~~—The Department of Administrative Services shall have such duties and responsibilities as assigned by the City Manager. The position of Director of Administrative Services is declared as classified service and he shall be appointed and removed by the City Manager and shall serve and receive compensation as shall be determined in accordance with the applicable personnel policies.  
(Ord. 1090, passed 4-22-99)~~

~~§ 33.83 ADVICE AND ASSISTANCE.~~

~~—The Department of Administrative Services shall provide technical assistance to, and cooperate with, all other departments, boards, commissions, officers or other official entities of the city.  
(Ord. 1090, passed 4-22-99)~~

~~§ 33.84 DIRECTOR OF ADMINISTRATIVE SERVICES.~~

~~—The position of Director of Administrative Services is declared as classified service and he shall be appointed and removed by the City Manager in accordance with § 31.07 of this title; and shall serve and receive such compensation as shall be determined in accordance with the applicable personnel sections.  
(Ord. 1090, passed 4-22-99)~~