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Title: Amending Chapter 6 of the Administrative Code regarding the Department of Public Works.

Sponsors: Russ Stark

Indexes:

Code sections:

Attachments:

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12/15/2015	1	Mayor's Office	Signed	
12/9/2015	1	City Council	Adopted	Pass
12/2/2015	1	City Council	Laid Over to Final Adoption	Pass
11/18/2015	1	City Council	Laid Over to Third Reading/Public Hearing	
11/12/2015	1	City Council	Laid Over to Second Reading	

Amending Chapter 6 of the Administrative Code regarding the Department of Public Works.

The City Council of the City of Saint Paul Does Ordain:

Section 1.

Sections 6.01 through Sections 6.08 of the Administrative Code are hereby amended to read as follows:

Sec. 6.01. - Department generally.

- (a) Department established. There is hereby established an executive department of the City of Saint Paul to be known as the department of public works. The head of such department shall be the city engineer and director, who, prior to such appointment, shall possess such qualifications as the council may by ordinance provide. The department of public works shall be organized into the divisions of: streets and bridges, traffic and lighting, sewers and utilities, solid waste and energy, equipment services, municipal engineering, real estate, and administration.
- (b) Departmental functions. The department of public works shall be responsible for the design, engineering, construction, operation and maintenance of the city's public works projects involving and including all streets, sidewalks, alleys, bridges, sewers, lighting systems, flood-control devices, solid waste collection, disposal and reclamation systems, traffic-control devices, and the coordination of placement of other facilities in the public ways, including gas, electric, steam and water, and property management, including space allocation and communication systems, the coordination of building maintenance, and a system of assessments and valuations.
- (b) City engineer and dDirector powers and duties. The city engineer and director of the department of public works shall be appointed by the mayor with the consent of the council, and shall be in the unclassified service of the city. The city engineer and director shall be accountable to the mayor and,

subject to his/her supervision and control, shall administer the affairs of the department. He/she shall have general authority and control over all departmental staff and shall oversee the proper fulfillment of all tasks and duties assigned to the department. He/she shall have the power to prescribe such rules and regulations as he/she deems necessary or expedient for the proper operation of the department and to that end shall keep himself/herself informed of the latest administrative practices. The city engineer and director shall have the power and the duty to take all personnel actions, including hiring, assigning and reassigning employees, including supervisory personnel, within his/her department and shall supervise their performance.

- (c) The department shall have a designated city engineer. The city engineer shall be a licensed professional engineer and shall hold responsibility for all engineering functions as indicated by state and federal statutes and regulations.

~~Sec. 6.02. - Division of streets and bridges.~~ General responsibilities enumerated

- (a) Departmental functions generally. The department of public works shall be responsible for the design, engineering, construction, operation and maintenance of the city's public works projects involving and including all streets, sidewalks, alleys, bridges, sewers, lighting systems, flood-control devices, and the coordination of placement of other facilities in the public ways, including gas, electric, steam and water. and property management including space allocation and communication systems, the coordination of building maintenance, and a system of assessments and valuations.

~~Within the department of public works, there shall be a division of streets and bridges. Under the supervision of the city engineer and director, the division shall:~~ department's duties shall include:

(b) Streets and Bridges

- (1) ~~Have charge of a~~All matters relating to the design and engineering functions to be performed by the department of public works, involving streets, alleys, sidewalks and bridges.
- (2) ~~Have charge of a~~All matters relating to the construction of public works' street and bridge projects including inspecting, advising and approving the construction of all such works.
- (3) ~~Have charge of t~~The preparation and maintenance of the city's records dealing with streets, bridges and other public ways located within the city limits.
- (4) ~~Be r~~Responsibility for the maintenance of all public streets, sidewalks, alleys and bridges.
- (5) ~~Be r~~Responsibility for the control and usage of all public streets, sidewalks, alleys and bridges.

~~Sec. 6.03. - Division of traffic and lighting.~~

~~Within the department of public works, there shall be a division of traffic and lighting. Under the supervision of the city engineer and director, the division shall:~~

(c) Traffic and lighting

- (1) ~~Have charge of a~~All matters relating to the design and engineering functions to be performed by the department of public works involving traffic control and lighting.
- (2) ~~Have charge of a~~All matters relating to the construction of public works' traffic-control devices and lighting projects, including inspection, advising and approving the construction of all such works.
- (3) ~~Be responsible~~ Responsibility for the design of all necessary traffic regulatory devices and signals.
- (4) ~~Be responsible~~ Responsibility for the operation and maintenance of all necessary traffic regulatory devices and signals.

- (5) Be responsible Responsibility for the operation and maintenance of the city's street and alley lighting systems.
- (6) Be responsible Responsibility for the control and usage of all parts of the traffic-control system.

~~Sec. 6.04. — Division of sewers and utilities.~~

~~Within the department of public works, there shall be a division of sewers and utilities. Under the supervision of the city engineer and director, the division shall:~~

(d) Sewers and utilities

- (1) Have charge of ~~a~~All matters relating to the design and engineering functions to be performed by the department of public works, involving sewers, flood control and drainage.
- (2) Have charge of ~~a~~All matters relating to the construction of public works' sewers and related structural projects, including inspecting, advising and approving the construction of all such works, except waterworks.
- (3) Supervise ~~of~~ the placement of all utilities in the public streets or other public property, including water, gas, steam, electric, telephone and cable television.
- (4) Be responsible Responsibility for the maintenance of all public sewers and other drainage facilities.
- (5) Be responsible Responsibility for the control and usage of all public sewers and other drainage facilities.
- (6) Be responsible Responsibility for the physical inspection and maintenance of flood-control devices.
- (7) Implementation of flood-control measures in cooperation with the emergency preparedness functions of the city and of other governmental agencies.

~~Sec. 6.05. — Division of solid waste and energy.~~

~~Within the department of public works, there shall be a division of solid waste and energy. Under the supervision of the city engineer and director, the division shall:~~

(e) Solid Waste and energy

- (1) Provide Responsibility for a municipal solid waste collection and disposal systems and establish ment of billing procedures therefor.
- (2) ~~Regulation of the private~~ collection and removal of solid waste and ~~assist in~~ the enforcement of all laws governing the storage, removal and handling of such solid waste within the city.
- (3) ~~Coordination and administration~~ er of any assigned duties involved in the planning, construction and maintenance of solid waste disposal or resource reclamation facilities including cogeneration facilities or other energy-producing facilities within the city.

~~Sec. 6.06. — Equipment services division.~~

~~Within the department of public works, there shall be an equipment services division. Under the supervision of the city engineer and director, the division shall:~~

(f) Equipment services

- (1) Have charge of Responsibility for the purchaseing, rental and repair of all equipment and vehicles belonging to the department of public works.
- (2) Have charge of Responsibility for the purchaseing, rental and repair of all other assigned city equipment.

~~Sec. 6.07. --Municipal engineering division.~~

~~Within the department of public works there shall be a municipal engineering division. Under the supervision of the city engineer and director, the division shall:~~

(g) Municipal engineering

- (1) ~~Be responsible~~ Responsibility for the planning, design and construction of all assigned public works improvement projects.
- (2) ~~Be responsible~~ Responsibility for the planning, design and construction of other assigned city improvement projects.
- (3) ~~Be responsible~~ Responsibility for land surveying.
- (4) ~~Be responsible~~ Responsibility for project management of all projects generated externally from public works, but involving more than one line division of the department of public works.

~~Sec. 6.08. --Administration division.~~

~~Within the department of public works, there shall be an administration division. Under the supervision of the city engineer and director, the division shall:~~

- (1) ~~Be responsible for assisting line division managers in the preparation of their annual budgets.~~
- (2) ~~Provide financial management information services to line division managers.~~
- (3) ~~Provide personnel and general administrative services to line division managers.~~

Section 2.

This ordinance shall take effect and be in force thirty (30) days following its passage, approval and publication.