

TITLE 3 DEPARTMENTS

For provisions concerning the creation of departments see [§2.01.060](#), entitled Powers of Mayor, of this code.

CHAPTER 3.01 DEPARTMENT OF FINANCIAL MANAGEMENT

3.01.010 Department established

There is hereby established an executive department to be known as the Department of Financial Management. The head of such department shall be the director, who, prior to such appointment, shall possess such qualifications as the Council may by ordinance provide.

3.01.020 Departmental functions

The Department shall be responsible for the following:

- 1) Property management, including space allocation and communication systems;
- 2) Maintenance of a uniform system of accounts for all City money matters, and a system for receipt, deposit and recording of all moneys received by the City;
- 3) Management and operation of the treasury;
- 4) Management and operation of human resources;
- 5) Management and operation of risk management.

3.01.030 Divisions

The Department of Finance and Management Services shall be divided into the following divisions and supervisors thereof:

- 1) Division of the Treasury, supervised by the City Treasurer, who shall:
 - a) Accounts of receipts and expenditures. Keep in proper books, a full and accurate account of all the moneys received and disbursed by him on behalf of the City, specifying the time of receipt and disbursement, from whom received and to whom disbursed, and on what account received and disbursed, and how paid.
 - b) Cancellation of evidences of debt. Cancel all warrants and other evidences of debt against the City, whenever paid by him, by writing or stamping across the face thereof the words, "Paid by the City Treasurer," with the date of payment written or stamped thereon.
 - c) Receive and disburse moneys. Receive and have custody of all moneys paid to the City and shall disburse City moneys upon the warrant of the City Auditor.

- d) Collect moneys and fees due City. Demand and receive all moneys and fees owing to the City whenever any person is indebted to the City in any manner and the means of collection of such debt is not otherwise provided for by law. When any claim shall not be collectible by other methods, he shall report the same to the City Attorney for prosecution.
- 2) Division of Accounts, headed by the Financial Officer, who shall:
- a) Audit accounts. Examine and audit the accounts of all officers and departments subject to the approval of the Chief Executive and Council.
 - b) Prescribe form. Prescribe the form of accounts and reports to be rendered to him.
 - c) Pay City employees. Pay City employees upon presentation of the properly certified payroll.
 - d) Budget duties. Prepare estimates of revenue, and shall give such other assistance in the preparation of the budget as may be required of him by the Executive.
 - e) Financial statements. Transmit to the Executive at least semi-monthly audited statements of cash on hand and of classified unencumbered appropriation balances for the City as a whole, and such other financial statements as the Chief Executive may from time to time require. He shall keep all departments, boards, commission, or institutions currently informed of its classified unencumbered appropriation balances.
 - f) Keep accounts. Keep all general accounts of the City government and of the respective departments, offices, boards, commissions and institutions thereof.

CHAPTER 3.02 DEPARTMENT OF CUSTOMER SUPPORT SERVICES*

3.02.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Customer Support Services Department. The head of such department shall be known as the City Clerk, who shall be appointed by the Mayor with the advice and consent of the Council.

*Note to Chapter 3.02: The Department of Customer Support Services responsibilities falls under the duties of the City Clerk, *see* [Chapter 2.03, Article II](#).

3.02.020 Departmental functions

The Department shall perform the following functions under the direction of the City Clerk:

- 1) Assist with the duties of the City Clerk.
- 2) Receiving and posting payments made to various accounts for the City of Rexburg.
- 3) Answer visitor/customer inquiries and complaints.
- 4) Directing visitors/customers to their destinations.

- 5) Sorting and handing out mail.
- 6) Answer incoming calls.
- 7) Scheduling and making reservations for city facilities and venues.
- 8) Reconciling cash received for various city facilities and venues.
- 9) Ordering and managing supplies.
- 10) Scheduling and creating ads for the Romance Marquee.

CHAPTER 3.03 DEPARTMENT OF EMERGENCY SERVICES*

*Note to Chapter 3.03: The Department of Emergency Services is made up the Fire Department (City, County, Fire District), Ambulance Services (County facilitated) and the Hospital (County facilitated). There is an Emergency Services Board with representatives from the city and county. The Emergency Services Board, The Fire District Board, County Commissioners and City Council make up the four governing bodies for the Department of Emergency Services. The city and county support their portion of the Fire Department through their own budget allocations. The Ambulance District has its own taxing district. The Fire District also has its own taxing district and covers all residents outside the city. The Hospital is supported by its own revenue, but it is governed by the county.

3.03.010 Organization

It shall be the duty of the City Council of the City of Rexburg to have complete supervision of the Fire Department and require the Fire Chief to make a complete annual report concerning the department in general, giving the description of the condition of the department, make suggestions and recommendations for major improvements and tell of the activities during the year.

The Fire Chief shall be directly responsible to the City Council in his capacity as head of the Fire Department. ([Ord. 380 §1, 1952](#)).

3.03.020 Firemen

1 In general all firemen shall be trained to handle any and all of the fire apparatuses provided, also the act in any desired capacity in handling first aid, fire appliances, hose, chemical engines, or doing salvage work.

2 Any fireman leaving town for some time shall inform the Fire Chief immediately and obtain a leave of absence. Failure to do so may leave the company undermanned and shall be punishable (by fine, demerit, or other type of disciplinary action adopted by the department)

3 Appointment of new men to the Fire Department shall be made with the object of improving the operation efficiency and general excellency of the man-power. In the selection of men consideration shall be given to the following rules:

4 All firemen shall be required to pass a physical examination as shall be prescribed by the City Physician.

5 Membership in the Fire Department should of itself confer distinction and should carry some privileges sufficiently attractive to make membership desirable and sought after. The rate of payment for service at fires and drills shall be established by the City Council.

6 It shall be mandatory for a fireman to retire at the age of 62 years.

7 Strict discipline shall at all times be maintained for the purpose of contributing as a necessary factor, to the smoothness of operation and efficiency of the department.

8 Fireman shall hereby note that absolute discipline and the prompt obedience to orders is at all times required. ([Ord. 380 §4, 1952](#)).

3.03.030 Drills

1 The department shall be drilled and maintained to the end that fires shall be controlled immediately at their start so far as possible. Drills shall be in charge of a competent officer of fireman who shall be responsible for the proper training and drilling of men and the standardization of methods.

2 Complete drills shall be held by each company at least twice a month. (Company drills for full paid men should be held at least weekly.) ([Ord. 380 §5, 1952](#)).

3.03.040 Building inspections

- 1) The fire Chief or any person he may so designate is hereby authorized, empowered, and required to inspect from time to time, but no less frequently than twice yearly, all buildings and premises where accumulation of combustible materials or other hazardous conditions and liable to exist and to order such changes or removals as in his opinion are necessary for safety from fire, principally in the business and industrial sections; for the purpose of inspection, he is hereby empowered to enter any and all buildings and premises at any reasonable hour.
- 2) Also, in the same districts for the purpose of facilitating fire fighting, building inspections shall be made by the department officers from time to time but not less frequently than once every three months to determine the arrangements of buildings with respect to one another, to familiarize themselves with the inside of every building and its contents, to study the best methods of attacking every building in case of fire and to note all new constructions.
- 3) Records shall be kept of all inspections including notes and sketches. These records shall be made a permanent part of the records of the Fire Department.
- 4) The Fire Chief or any person he may so designate, is hereby authorized, empowered and required to inspect buildings in which public gatherings are held at the time of such gatherings and to prohibit the overcrowding of any building in which such gatherings are held and to prohibit the closing or crowding of exits by people and the obstruction of stairways at such gatherings. ([Ord. 380 §6, 1952](#)).

CHAPTER 3.04 POLICE DEPARTMENT*

*Note to Chapter 3.04: For statutory provisions requiring local officers to enforce the Idaho Motor Vehicle Laws, see [Idaho Code §49-103](#).

3.04.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Police Department. The head of such department shall be the Chief of Police, who shall be appointed by the Mayor and ratified by the City Council.

3.04.020 Departmental functions

The Department shall perform the following functions:

- 1) Crime prevention. Preserve the public peace, prevent crime, and detect and arrest offenders.
- 2) Traffic enforcement. Administer and enforce laws regulating, directing, controlling and restricting the movement of vehicular and pedestrian traffic, and the general use of the streets by vehicles and the public.
- 3) Training. Operate a training program to maintain and improve the competency and efficiency of the members of the Department.
- 4) Incident report preparation. Prepare reports on injuries to persons and property occurring by accident or otherwise on the streets, in alleys and other public places within the City as required by law.
- 5) Weapons disposition. Provide a procedure for the sale, destruction or other disposition of all weapons or other articles used in the commission of crime or coming into the custody of the Department; provided, that where such weapon or article may be used as evidence in either a civil or criminal proceeding, it shall in no way be disposed of except upon a written order of a court of law.
- 6) Lost property. Provide a procedure for the sale of unclaimed, lost or stolen articles coming into the custody of the Department.

3.04.030 Regulations – Administration and enforcement authority

Administration and enforcement of this title shall be vested in the police department, subject to the control of the mayor and council as provided for in this title. ([Ord. 482 §1\(part\), 1968](#)).

3.04.040 Peace Officer training*

*Note to Chapter 3.04.040: For statutory provisions concerning the training of peace officers and requiring the participation of political subdivisions in same, see [Idaho Code §19-5115](#) to §19-5122.

- 1) Desire to qualify for aid. The city declares that it desires to qualify to receive aid for police training from the Law Enforcement Planning Commission under the provisions of [Idaho Code §19--5118](#). ([Ord. 506 §1, 1970](#)).
- 2) Adherence to standards. Pursuant to said [Idaho Code §19-5118](#), the city, while receiving aid from the Law Enforcement Planning Commission pursuant to said statute, will adhere to the standards for employment and training established by the Idaho Peace Officer Standards and Training Advisory Council. ([Ord. 506 §2, 1970](#)).

CHAPTER 3.05 DEPARTMENT OF PARKS

3.05.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Parks Department. The head of such department shall be known as the Parks Director, who shall be appointed by the Mayor and ratified by City Council.

3.05.020 Departmental functions

The Department shall perform the following functions:

- 1) Manage and maintain the beautification of city owned parks, facilities, venues, and certain city streets (e.g. Main Street).

CHAPTER 3.06 DEPARTMENT OF PUBLIC WORKS

3.06.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Department of Public Works. The head of such Department shall be the Director of Public Works, 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 Engineering Department, Equipment Shop, Street Department, Sanitation Department, Water Department, and Wastewater Department. ([Ord. 58 §30, 1903](#)).

3.06.020 Division of Streets Department

Within the Department of Public Works, there shall be a Street Department. Under the supervision of the Public Works Director, the Street Department shall:

- 1) Have charge of 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 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 the preparation and maintenance of the City's records dealing with streets, bridges and other public ways located within the City limits.

- 4) Be responsible for the maintenance of all public streets, sidewalks, alleys and bridges.
- 5) Be responsible for the control and usage of all public streets, sidewalks, alleys and bridges.

3.06.030 Wastewater Department

Within the Department of Public Works, there shall be a Wastewater Department. Under the supervision of the Public Works Director, the Wastewater Department shall:

- 1) Have charge of 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 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.
- 3) Be responsible for the maintenance of all public sewers and other drainage facilities.
- 4) Be responsible for the control and usage of all public sewers and other drainage facilities.
- 5) Be responsible for the physical inspection and maintenance of flood-control devices.
- 6) Implement flood-control measures in cooperation with the emergency preparedness functions of the City and of other governmental agencies.

3.06.040 Sanitation Department

Within the Department of Public Works there shall be a Sanitation Department. Under the supervision of the Public Works Director, the Sanitation Department shall:

- 1) Provide for a municipal solid waste collection, recycling and disposal system and establish billing procedures therefore.
- 2) Regulate the public 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) Coordinate and administer 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.

3.06.050 Shop Department

Within the Department of Public Works there shall be a Shop Department. Under the supervision of the Public Works Director, the Shop Department shall:

- 1) Have charge of the repair of all equipment and vehicles belonging to the Department of Public Works.
- 2) Have charge of the repair of all other assigned City equipment.

3.06.060 Engineering Department

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:

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

3.06.070 Water Department

Within the Department of Public Works, there shall be a Water Department. Under the supervision of the Public Works Director, the Water Department shall:

- 1) Have charge of all matters relating to the design and engineering functions to be performed by the Department of Public Works, involving piping, pumping, and storage of water.
- 2) Have charge of all matters relating to the construction of public works' water storage containers, and piping and related structural projects, including inspecting, advising and approving the construction of all such works.
- 3) Be responsible for the maintenance of all public water facilities.
- 4) Be responsible for the control and usage of all public water facilities.

3.06.080 Planning and Zoning Department

Within the Department of Public Works, there shall be a Planning and Zoning Department. Under the supervision of the Public Works Director, the Planning and Zoning Department shall:

- 1) Have charge of all matters relating to the planning and zoning functions to be performed by the department of Public Works.

CHAPTER 3.07 DEPARTMENT OF GEOGRAPHICAL INFORMATION SYSTEMS*

3.07.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Geographical Information Systems (GIS) Department. The head of such department shall be the GIS Coordinator, who shall be appointed by the Mayor and ratified by the City Council.

*Note to Chapter 3.07: The GIS Department works in conjunction with Madison county to provide Madison County and the City of Rexburg with a GIS program. The GIS Department

serves both Madison County and the City of Rexburg in meeting their mapping and data analysis needs.

3.07.020 Departmental functions

The Department shall perform the following functions:

- 1) Management and operation of the Geographical Information Systems hardware and software.
- 2) Collecting and maintaining geographic data, including parcels, roads, land-use zones, utilities, and other datasets used for planning and meeting decisions.
- 3) Create maps and graphs, using GIS software and related equipment.
- 4) Meet with customers/users to define needs, information/data, project requirements, answer questions, etc.
- 5) Conduct Research to locate and obtain existing databases.
- 6) Gather, analyze, and integrate data for geographic statistics to incorporate into documents and reports.
- 7) Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- 8) Design and update the GIS database.

CHAPTER 3.08 DEPARTMENT OF TECHNOLOGY COORDINATION SERVICES

3.08.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Technology Coordination Services (TCS) Department. The head of such department shall be the TCS Director, who shall be appointed by the Mayor and ratified by City Council.

3.08.020 Departmental functions

The Department shall perform the following functions:

- 1) Management and operation of computer servers.
- 2) Management and operation of communication systems.
- 3) Management and operation of the Internet Web Site.
- 4) Maintenance and repairing of computer systems.
- 5) Training and implementation of new software and technology.
- 6) Receiving and management of concerns centered on the aforementioned.

CHAPTER 3.09 DEPARTMENT OF RECREATION

3.09.010 Department established

There is hereby established an executive department of the City of Rexburg to be known as the Recreation Department. The head of such department shall be the Recreation Director, who shall be appointed by the Mayor and ratified by City Council.

3.09.020 Departmental functions

The Department shall perform the following functions:

- 1) Management and operation of recreational activities, services, programs and events.
- 2) Management and operation of Rexburg Rapids