

AN ORDINANCE OF THE CITY OF CUPERTINO REORGANIZING
THE DEPARTMENTS OF THE CITY OF CUPERTINO

THE CITY COUNCIL OF THE CITY OF CUPERTINO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Purpose

The purpose of this ordinance is to provide for a more efficient organizational structure for the City of Cupertino, to designate its departments and divisions, and to describe their functions.

Section 2. Departments and Divisions

The following departments and divisions are hereby established:

A. Department of Administrative Services. This department shall have the following divisions:

1. City Clerk Division. This division shall be charged with the duties and responsibilities of a City Clerk.
2. Personnel Division. This division shall be responsible for the administration of the Personnel Code and for personnel administration.
3. Budget Division. This division shall be responsible for the preparation of the annual Operating Budget, the compilation of fiscal data from which a Capital Improvements Budget may be constructed, and the preparation of other statistical and fiscal analyses to be used as a managerial tool by the City Manager.
4. Accounting Division. This division shall be responsible for the day-to-day processing of all fiscal records, the banking of cash collections, the investments of monies pursuant to instructions from the City Treasurer, and the preparation of financial statements.

The Director of Administrative Services shall be the head of this department. He shall also be appointed City Clerk, Finance Director, Personnel Director and Budget Officer.

B. Department of Planning and Development. This department shall have the following divisions:

1. Planning Division. This division shall be responsible for current and long-range planning, the development and maintenance of the General Plan and Specific Plans, and the processing of applications for Use Permits, Variances, and Changes of Zoning.
2. Building Division. This division shall be responsible for the enforcement of the Building Codes, the Sign Ordinance and other similar regulatory ordinances.

The Director of Planning and Development shall be the head of this department, with the Building Official being responsible for activities within the Building Division.

C. Department of Public Works. This department shall have the following divisions:

1. Street Maintenance Division. This division shall be responsible for the maintenance of streets, storm drains and street lights.
2. Buildings and Grounds Division. This division shall be responsible for the maintenance of all City buildings, and all grounds, including park sites, street medians, and the Civic Center.
3. Water Utility Division. This division was created under a separate ordinance, but for operational administrative purposes shall be treated as a division of the Department of Public Works, except for customer service, accounting, and fiscal matters.
4. Engineering and Administration Division. This division shall be responsible for providing engineering services and general administration for the Department of Public Works.

The Director of Public Works shall be the head of this department.

D. Department of Parks and Recreation. This department shall be responsible for all recreational programs of the City, and for the planning and development of existing and future park sites. The physical maintenance of these parks, however, shall be under the Department of Public Works.

The Director of Parks and Recreation shall be the head of this department.

E. Department of Public Safety. This department shall be responsible for law enforcement and fire protection services. However, since these services are presently contracted for by the City, this department shall not be implemented, and the Director of Public Safety shall not be appointed, until the City Council, by appropriate ordinance, resolution, or other action, determines to administer its own law enforcement and/or fire protection services.

The Director of Public Safety shall be the head of this department. He shall also be appointed Chief of Police and Fire Chief.

Section 3. Authority of City Manager

All department heads, without limitation, shall be appointed by, and responsible to, the City Manager. The City Manager shall have authority to eliminate any division, to add new divisions, to alter their functions, and to reassign personnel from one division or department to another division or department.

Section 4. Repeal of Inconsistent Provisions of Other Ordinances

The provisions of any ordinance heretofore enacted by the City Council which are inconsistent with the provisions of this ordinance, are, to the extent of such inconsistency, hereby repealed.

INTRODUCED at a regular meeting of the City Council of the City of Cupertino on the 3rd. day of May, 1971, and ENACTED at a regular meeting of the City Council of the City of Cupertino on the 17th. day of May, 1971, by the following vote:

AYES: Councilmen - Frolich, Green, Stokes, Noel

NOES: Councilmen - None

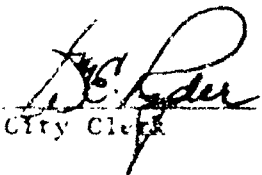
ABSENT: Councilmen - Fitzgerald

APPROVED:



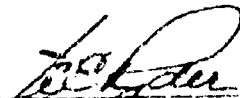
Mayor, City of Cupertino

ATTEST:



City Clerk

I hereby certify that the City of Cupertino Ordinance No. 484 attached hereto is a true and correct copy of said Ordinance which has been published or posted pursuant to law.



Wm. E. Ryder,
City Clerk