

ORDINANCE #1371
TO AMEND CHAPTER 2.08 CITY OFFICERS AND DEPARTMENT HEADS

BE IT ORDAINED by the Deadwood City Commission of the City of Deadwood, that Chapter 2.08 be amended to read as follows:

2.08.010 Officers

The officers of the city shall be an attorney, a City Finance Officer, ~~a fire chief~~, a Chief of Police, a Public Works Director, ~~a Planning & Zoning Administrator, a Historic Preservation Officer, City Planner, a Cemetery Sexton~~, a Librarian, ~~a zoning administrator~~, a **Parking &** Transportation Director, **a Parks, Recreation & Events Director**, ~~a risk services director~~, and such other officers as may be necessary for the administration of city business and affairs. Such officers shall be hired by the Mayor and City Commission and shall hold office until their successors are duly hired and qualified.

~~In addition to the above officers, there shall be a fire chief who shall act in a volunteer position elected by the City of Deadwood Fire Department and acknowledged by City Commission.~~

(Ord. 1215 (part), 2014; Ord. 1172, 2012; prior code § 2-301)

2.08.020 Oath Of Office

~~All officers, department heads, such other officers as may be required and~~ police officers are required to take an oath of office before entering upon the discharge of their duties, which oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the city finance officer.

- ~~1. Form of oath for the chief administrator and officers:~~

~~STATE OF SOUTH DAKOTA)~~

~~COUNTY OF LAWRENCE) ss~~

~~CITY OF DEADWOOD)~~

~~I, _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of South Dakota, and the Charter and Ordinances of the City of Deadwood; that I will faithfully, honestly and impartially discharge my duties as _____, during my continuance therein; that I am not directly or indirectly pecuniarily interested in any public service corporation engaged in business in the City of Deadwood, or in any person or corporation having contracts with the said city, so help me God.~~

~~_____~~

~~Subscribed and sworn to before me this _____ day of _____, 20____.~~

~~_____
City Finance Officer~~

Form of oath for members of the police department:
STATE OF SOUTH DAKOTA)

COUNTY OF LAWRENCE) ss

CITY OF DEADWOOD)

I _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of South Dakota, and the Charter and Ordinances of the City of Deadwood; and that I will to the best of my ability, faithfully perform the duties of police officer during my continuance therein, so help me God.

Police Officer

Judge of Record

~~City Finance Officer~~ Police Chief

Subscribed and sworn to before me this ____ day of _____, 20____.

(Ord. 1215 (part), 2014; prior code § 2-302)

2.08.030 Bonds

Bonds of city officials, unless otherwise provided by state law, shall be as fixed annually at the May meeting.

(Prior code § 2-203)

2.08.040 Administrative Policy And Procedures

1. Officers. Each officer shall perform all duties required of his or her office by state law and this code and such other duties not in conflict therewith as may be required by the city commission.
2. Department Heads.
 1. Department Head Defined. A “department head” is an ~~officer, appointed person,~~ other than the mayor or commissioners, **who has been approved by City Commission to have** direct supervision over and responsibility for municipal personnel records, funds, maintenance, and/or service **per associated job description.**
 2. Responsibility to City Commission. The department heads are immediately responsible to the city commission for the effective administration of their respective departments and all activities assigned thereto.
 3. Inaugurate Sound Practices. The department heads shall keep informed about the latest practices in their particular fields.
 4. Report to Administrator. The department heads shall submit reports of their department activities to the city commission as required by this code or at the special request of the city commission.
 5. Maintain Records. The department heads shall establish and maintain a system filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for periodic reports to the city commission.

6. Authority Over Employees. The department heads have power, when authorized by the city commission, to appoint and remove, subject to the personnel policy regulations, all subordinates under them.
7. Maintain Equipment. The department heads are responsible for the proper maintenance of all city property and equipment used in their departments.
3. Departments. Upon direction by the city commission, and as its facilities permit, each department shall furnish to any other department such service, labor, and materials as may be requisitioned by the head of such department, through the same procedures and subject to the same audit and control as other expenditures.

(Prior code § 2-304)

2.08.050 Removal Of Officers

Any officer may be removed by a majority vote of the members of the Deadwood City Commission.

Dated this 15th day of May, 2023.

CITY OF DEADWOOD

David R. Ruth Jr. Mayor

ATTEST: Jessica McKeown, Finance Officer

First Reading:	May 1, 2023
Second Reading:	May 15, 2023
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