Chapter 1.00 Charter Adoption

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1.00.010 Adoption of Charter

There is adopted a Charter for the City of Dillon as approved by the voters in the November 1996 general election.

Enc Ord 395 July 1, 1998

1.00.020 Organization of Departments

The organization of city departments must be prescribed by ordinance.

Charter 5.01, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.022 Departments – Organization

The City of Dillon must be organized into the following departments:

1. Police Department;
2. Fire Department;
3. Library;
4. Public Works. The Public Works department includes the following agencies: the Water and Sewer Utility, the Street and Alley, Animal Control, Cemetery, Senior Bus, DNRC Tree Arborist, and Parks.
5. Administrative Support Department
6. Finance Department
7. Attorney’s Office

Enc Ord 395 July 1, 1998, Enc Ord 456 February 7, 2018

1.00.025 Departments - Administration

The departments of the City must have the following department heads:

1. Police Department - Police Chief
2. Fire Department - Fire Chief
3. Library - Library Director
4. Public Works - Director of Operations
5. Administrative Support Department – City Clerk
6. Finance Department – City Treasurer
7. Attorney’s Office – City Attorney

Each department head supervises, directs, and plans the daily work activities and schedules of their department and generally assists the Mayor in managing the affairs of the City. Administrators perform such other duties as may be requested by the Mayor, State statute; City ordinance; or City resolution.

Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.030 Departments - Responsibilities

The nature and scope of responsibilities of each department of the City may be established from time to time by the City Council by either resolution or ordinance.

Charter 5.02, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.032 Departments - Rules and Procedures

Required rules and procedures for each department’s operation may be established from time to time by the City Council by either resolution or ordinance.

Charter 5.02, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.035 Departments - Library Board

The Library Board of Trustees must be the governing body for the operation of the public library subject to statutes of the State of Montana and ordinances of the City of Dillon.

Charter 5.02, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.040 Personnel Management System

The City of Dillon recognizes the collective bargaining units as the exclusive representatives for the employees of the City for the purpose of collective bargaining. Agreements between these two associations and the City must include a salary schedule; provisions for vacations; sick leaves; health insurance; other employee benefits; and a grievance procedure for employees to be heard upon their request on such matters as discipline; discharge; and/or suspension. These agreements, along with the City of Dillon Policy Manual are the personnel management system of the City.

Charter 5.03, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.050 Amendment of Charter

The charter may be amended only as prescribed by state law.

Charter 6.01, Enc Ord 395 July 1, 1998

1.00.060 Effective date

The charter of the City of Dillon became effective on July 1, 1997.

Charter 6.02, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.070 Oath of Office

Before entering upon the duties of office, elected city officials must take and subscribe to the oath of office as prescribed in Article III, Section 3 of the Constitution of Montana.

Charter 6.03, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

1.00.080 Recall

The elected officers of city government may be recalled by the qualified electors of Dillon as provided by law. No person may be recalled for performing a mandatory duty of the office he or she holds or for not performing any act that, if performed, would subject him or her to prosecution for official misconduct.

Charter 6.04, Enc Ord 395 July 1, 1998

* + 1. Public Participation in Government
1. All meetings of the City Council must be open unless otherwise provided by law; and
2. Citizens are entitled to inspect and copy public writings of the City of Dillon as provided by law.

Charter 6.05, Enc Ord 395 July 1, 1998

1.00.100 Severability

If any provision of the charter is held invalid, the other provisions of this charter may not be affected thereby. If the application of the charter, or any part of its provisions, to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances may not be affected thereby.

Charter 6.06, Enc Ord 395 July 1, 1998, Amended Ord 456 February 7, 2018

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