

1100.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

Directs the City's Public Works program.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

Public Works Director, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the Chief Administrative Officer.

:4 FUNCTIONS:

Public Works is responsible for planning, designing, and constructing all public projects which are owned or controlled by the City of Orlando; maintaining the City's wastewater collections and treatment system, reclaimed water system, streets, sidewalks, lakes, and storm drainage facilities; controlling traffic movement; collecting solid waste and recyclable materials, parking in the downtown area; collecting fees for stormwater programs; and maintaining GIS base mapping.

A. Renders direction and operational guidance to the following Divisions within the Public Works Department:

1. Engineering, Streets and Drainage Division

- a) Engineering Division
- b) Streets and Drainage Division

2. Environmental Services Division

- a) Solid Waste Division
- b) Stormwater Utility Division
- c) Wastewater Division

3. Parking Division

4. Transportation Engineering Division

B. Serves as technical advisor to the Mayor and City Council on the need and requirements of the City for public works improvements and environmental issues.

C. Manage the design and construction of the City's Public Works projects.

D. Develops funding for proposed projects and operational needs of the Department.

E. Solicits and selects consultants to develop plans and specifications for approved public works projects.

F. Receives and reviews petitions received for public works construction to be funded by assessment against benefited properties.

- G. Conducts research programs directed at solving environmental problems; develops programs to achieve a high level of operating efficiency in Stormwater and wastewater programs.
- H. Develops programs and projects to solve drainage, wastewater service, and transportation problems.
- I. Directs and maintains the City's GIS base map and related attribute databases.
- J. Provides surveying support to other City departments for project development, legal boundaries, annexations, code enforcement, and other purposes
- K. Performs such other duties and responsibilities as may be directed by the Mayor and/or City Council.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

Consultants' Qualifications Board; City Operations Committee.

:7 REFERENCE:

City Code, Section 2.58 through 2.60-3. Procedure adopted by City Council May 5, 1969, Item 33; amended May 12, 1975, Item 24; amended July 18, 1977, Item 26; amended July 19, 1982, Item 25 (F); amended September 15, 2003.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.