

CITY OF JEANNETTE
WESTMORELAND COUNTY, PENNSYLVANIA

ORDINANCE NO. 2026-___ 01 _____

AN ORDINANCE OF THE CITY OF JEANNETTE, WESTMORELAND COUNTY, PENNSYLVANIA, ESTABLISHING CITY DEPARTMENTS AND THE DETERMINING THE POWERS AND DUTIES TO BE PERFORMED BY EACH DEPARTMENT; REPEALING INCONSISTENT ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 11101, provides that “[t]he city may enact an ordinance establishing departments to implement administrative functions of the city”; and

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 11102, provides that “Council may, by ordinance, do all of the following: (1) Determine the powers and duties to be performed by each department; (2) Prescribe the powers and duties of officers and employees; (3) Assign particular officers and employees, including directors of departments, to one or more of the departments; (4) Require an officer or employee to perform duties in two or more departments; and (5) Adopt rules and regulations as deemed necessary for the efficient and economical conduct of the business of the city”; and

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 11103(a), provides that “the mayor shall be director of the department of public affairs” if one is established and, in any instance, shall supervise city police”; and

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 11103(b)(1), provides that “Council shall, at its organizational meeting, designate, by resolution, a council member to be a director of any of the following, if established by ordinance: (i) The department of accounts and finance; (ii) The department of public safety; (iii) The department of streets and public improvements; and (iv) The department of parks and public property”;

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 11103(b)(2), provides that a council member’s departmental director designation may be changed at council's discretion; and

WHEREAS, the Third Class City Code, 11 Pa.C.S.A. § 12435, affords the City of Jeannette with the power “to enact, make, adopt, modify, repeal and enforce, in accordance with this part, ordinances, resolutions, rules and regulations not inconsistent with or restrained by the Constitution of Pennsylvania and laws of this Commonwealth that are either of the following: (1) Expedient or necessary for the proper management, care and control of the city and its finances and the maintenance of the peace, good government, safety and welfare of the city and its trade, commerce and manufactures. (2) Necessary to the exercise of the powers and authority of local self-government in municipal affairs.”

BE IT ENACTED AND ORDAINED by the City Council of the City of Jeannette, Westmoreland County, Commonwealth of Pennsylvania, and it is hereby enacted and ordained as follows:

Section 1. Establishment of Departments. The City Council of the City of Jeannette hereby establishes and designates the following five (5) departments:

1. Department of Public Affairs
2. Department of Accounts and Finance
3. Department of Public Safety
4. Department of Streets and Public Improvements
5. Department of Parks and Public Property

Section 2. Departmental Directors. The City Council of the City of Jeannette hereby designates the Mayor as director of the Department of Public Affairs and the four (4) City Council members, as may be appointed by City Council at the biennial organizational meeting or otherwise, as the directors of the Department of Accounts and Finance, Department of Public Safety, Department of Streets and Public Improvements, and Department of Parks and Public Property.

Section 3. Departmental Responsibilities. The City Council of the City of Jeannette hereby determines the powers and duties to be performed by each department as follows:

1. Department of Public Affairs – oversight, administration, and responsibility for:
 - a. Police Department
 - b. Recreation Board
 - c. Liaison with the Library
2. Department of Accounts and Finance – oversight, administration, and responsibility for:
 - a. Finance Department
 - b. Liaison with City Treasurer’s Office
 - c. Code Enforcement Department
3. Department of Public Safety – oversight, administration, and responsibility for:
 - a. Fire Department
4. Department of Streets and Public Improvements – oversight, administration, and responsibility for:
 - a. Street Department
5. Department of Parks and Public Property – oversight, administration, and responsibility for:
 - a. Sanitation Department
 - b. Buildings and Grounds Department (City Buildings, Parks, and Property)

Section 4. Effectuation and Implementation of Responsibilities; Limitations. Each department director shall exercise all such powers and duties in accordance with the Third Class

City Code, City of Jeannette ordinances (including, without limitation, Ordinance No. 2023-06), City of Jeannette policies and procedures (including, without limitation, the City of Jeannette Personnel Policies and Procedures Manual), and other applicable law.

Section 5. Severability. It is herein declared that the provisions of this Ordinance are severable, and if any provisions, portions, or sections of this Ordinance are declared to be illegal, invalid, or unconstitutional, the decisions of any Court, which makes declarations, shall not impair or affect any of the remaining portions of this Ordinance.

Section 6. Repealer. Any ordinance or part of any ordinance that conflicts with the provisions of this ordinance is hereby repealed to the extent of any such conflict on the effective date of this ordinance.

Section 7. Effective Date. This Ordinance shall become effective ten (10) days after its enactment.

This Ordinance is duly ORDAINED AND ENACTED by a majority of the members of the City Council of the City of Jeannette at a duly advertised public meeting held on the _____ day of _____, 2026.

CITY OF JEANNETTE

By: _____
Michelle Langdon
Mayor and President of Council

ATTEST: (SEAL)

Ethan E. Keedy
City Manager/City Clerk