

ORDINANCE # _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 2, ADMINISTRATION, ARTICLE III, DEPARTMENTS, DIVISION 2. DEPARTMENT OF PUBLIC SERVICES; SECTION 2-129, AND DIVISION 3. PARKS AND RECREATION DIVISION, SECTIONS 2-159, 2-160, 2-161 (a – g), AND 2-162, AND DIVISION 5. COMMUNITY CENTER DIVISION, SECTIONS 2-193, 2-194, 2-195 (b – f), AND 2-196 - TO CHANGE THE JURISDICTION AND RESPONSIBILITIES FOR PARKS AND RECREATION AND FOR THE COMMUNITY CENTER FROM THE PUBLIC SERVICES DEPARTMENT TO THE DEPARTMENT OF PARKS AND RECREATION

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Section 1. Ordinance Amendment.

Chapter 2, Administration, Article III, Departments, Division 2. Department of Public Services, Section 2-129; and Division 3. Parks and Recreation Division, Sections 2-159, 2-160, 2-161 (a – g), and 2-162; and Division 5. Community Center Division, Sections 2-193, 2-194, 2-195 (b – f), and 2-196 are hereby amended to read as follows:

ARTICLE III. DEPARTMENTS

DIVISION 2. DEPARTMENT OF PUBLIC SERVICES

Sec. 2-129. Jurisdiction and responsibilities.

- (a) The department of public services shall have jurisdiction over and responsibility for, among other things, but not limited to, the following divisions:
 - (1) Public works division. The public works division of the department of public services shall be headed by the director of public services, or his designated representative, who shall be responsible for the following:
 - a. Construction, maintenance and repair of all present and future physical and tangible properties and assets of the city.

-
- b. Water mains and water distribution system.
 - c. Stormwater structures and pumping stations.
 - d. Sanitary sewer system.
 - e. Streets, alleys, sidewalks, curbs, gutters, sewers, drains, buildings, parking meters, municipal parking lots.
 - f. Operation and maintenance of the refuse collection system.
 - g. Operation and maintenance of the rolling stock and mechanical equipment of the city.
 - h. Investigation of any alleged violation of local ordinances and the Code of the city pertaining to public works and any other applicable rules and regulations.
 - i. Control and regulation of the planting of trees, shrubs, flowers.
 - j. Planning, development, maintenance, management and operation of all playgrounds and public medians.
 - k. Maintenance schedules for all trees and lawn areas located on public land.
 - l. Coordinating reforestation and landscape projects.
 - m. Investigation of any alleged violation of local ordinances and the Code of the city pertaining to forestry and any other applicable rule and regulations.
- (b) The city administrator may be the director of public services.
 - (c) The director of public services may appoint and designate a person to be known as the assistant director of public services, who shall perform such duties as shall be delegated to him by the director of public services.
 - (d) The director of public services shall plan, schedule, correlated and supervise all departmental activities and the use of personnel and equipment in connection with the various functions described in subsection (a) of this section.
 - (e) The director of public services shall keep such records, documents, files and materials and shall prepare such reports as requested by the city administrator.
 - (f) The director of public services may encumber funds and authorize services, labor and materials according to established procedures. The director shall make all purchases through the city purchasing agent as required and shall not obligate the city except through established procedures.
 - (g) The director of public services shall perform such other duties as may be prescribed by the city administrator or by provisions of this Code.
 - (h) Notwithstanding anything to the contrary contained in this division, the jurisdiction and responsibilities set forth in this section shall be subject to and shall be controlled by the provisions of the city Charter.
- (Code 1975, § 1-7-3)

DIVISION 3. PARKS AND RECREATION DEPARTMENT

Sec. 2-159. Created.

There is hereby created a parks and recreation department, which shall be in the charge of the director of parks and recreation, or his designated representative, to be appointed by the city administrator and to hold office as provided in section 2-128.

(Code 1975, § 1-5-1)

Sec. 2-160. Organization.

The director of parks and recreation, or his designated representative, shall recommend to the city administrator the employment of such employees as such director deems necessary to efficiently carry out the responsibilities of the parks and recreation department within the limits of the current budget, and shall further recommend to the city administrator the discharge of any such employees without confirmation by the council in accordance with the Charter.

(Code 1975, § 1-5-2)

Sec. 2-161. Jurisdiction and responsibilities.

- (a) The parks and recreation department shall have jurisdiction over and responsibility for, among other things, but not limited to, the following:
 - (1) Preparation and supervision of all recreational programs and activities within the city and its parks.
 - (2) All rolling stock and mechanical equipment, recreational supplies and equipment purchased or acquired for the parks and recreation department.
 - (3) Arranging for and coordinating, through the department of public services, the necessary care and maintenance of all parks and playgrounds, including all facilities and buildings used by or under the control and jurisdiction of the parks and recreation department.
- (b) The director of parks and recreation, or his designated representative, may designate one of the parks and recreation employees as supervisor of parks and recreation, who shall perform all duties and services as required and such other duties as may be delegated to such supervisor by the director of parks and recreation.
- (c) The director of parks and recreation, or his designated representative, shall plan, schedule, correlate and supervise all recreational activities which are a part of the city's recreational program.
- (d) The director of parks and recreation, or his designated representative, shall arrange and coordinate with other city departments to have recreation areas, fields, parks and playgrounds, including board of education facilities, maintained and repaired by the department of public services, other than where such maintenance and repair is provided by the board of education.
- (e) The director of parks and recreation, or his designated representative, shall keep such records, documents, files and materials and shall prepare such reports as are requested by the city administrator.
- (f) The director of parks and recreation, or his designated representative, may encumber funds and authorize services, labor and materials according to established procedures. The director of parks and recreation, or his designated representative, shall make all purchases through the purchasing agent as required and shall not obligate the city except through established procedures.
- (g) The director of parks and recreation, or his designated representative, shall perform such other duties as may be prescribed by the city administrator or by this Code.
- (h) Notwithstanding anything to the contrary, the jurisdiction and responsibilities set forth in this section shall be subject to and shall be controlled by the provisions of section 4.5 of the Charter of the city.

(Code 1975, § 1-5-3)

Sec. 2-162. Additional regulations.

The director of parks and recreation, or his designated representative, is hereby authorized to make such reasonable rules and regulations as may be necessary, expedient and advisable for the carrying out of the terms and provisions of this division, or for the proper operating and maintaining of the parks and recreation division.

(Code 1975, § 1-5-4)

DIVISION 5. COMMUNITY CENTER DIVISION

Sec. 2-193. Created.

There is hereby created a community center division which shall be in the charge of the director of parks and recreation, or his designated representative, to be appointed and to hold office as provided in section 2-128 et seq.

Sec. 2-194. Organization.

The director of parks and recreation, or his designated representative, shall recommend to the city administrator the employment of such employees as such director deems necessary to efficiently carry out the responsibilities of the community center division within the limits of the current budget and shall further recommend to the city administrator the discharge of any such employees without confirmation by the council in accordance with the Charter.

Sec. 2-195. Jurisdiction and responsibilities.

- (a) The community center division shall have jurisdiction over and responsibility for, among other things, but not limited to, the following:
 - (1) All rolling stock and mechanical equipment, recreational supplies and equipment purchased or acquired for the community center division.
 - (2) Arranging for, and coordinating, through the department of public services, the necessary care and maintenance of all facilities and buildings used by or under the control and jurisdiction of the community center division.
- (b) The director of parks and recreation, or his designated representative, may designate one of the community center employees as supervisor of community center, who shall perform all duties and services as may be delegated to such supervisor by the director of parks and recreation.
- (c) The director of parks and recreation, or his designated representative, shall plan, schedule, correlate and supervise all cultural, educational, recreational and social activities for residents of the city which are a part of the community center programs.
- (d) The director of parks and recreation, or his designated representative, shall keep such records, documents, files and materials and shall prepare such reports as are requested by the city administrator.
- (e) The director of parks and recreation, or his designated representative, may encumber funds and authorize services, labor and materials according to established procedures. The director of parks and recreation, or his designated representative, shall make all purchases through the purchasing agent as required and shall not obligate the city except through established procedures.

- (f) The director of parks and recreation, or his designated representative, shall perform such other duties as may be prescribed by the city administrator or by this Code.
- (g) Notwithstanding anything to the contrary, the jurisdiction and responsibilities set forth in this section shall be subject to and shall be controlled by the provisions of section 4.5 of the Charter of the city.

Sec. 2-196. Additional regulations.

The director of parks and recreation, or his designated representative, is hereby authorized to make such reasonable rules and regulations as may be necessary, expedient and advisable for the carrying out of the terms and provisions of this division, or for the proper operating and maintaining of the community center division.