

ORDINANCE NO. 41-76

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Charles Molinaro ON THE 16th
DAY OF August, 1976.

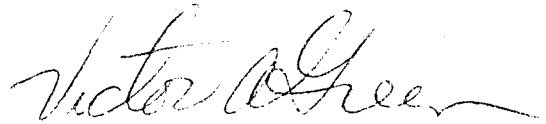
AN ORDINANCE ENACTING VOLUME II, ORGANIZATION
AND PROCEDURE, OF THE ADMINISTRATIVE CODE

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. Volume II, Organization and Procedure, Administrative
Code of the City of Centerville, a copy of which is attached hereto and
incorporated herein is hereby enacted.

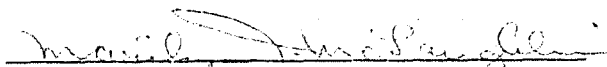
Section 2. This ordinance shall become effective from and after the
earliest date allowed by law.

PASSED this 16th day of August, 1976.



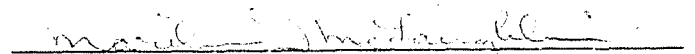
Mayor of the City of Centerville, Ohio

ATTEST:


Clerk of the Council of the
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio,
hereby certifies the foregoing to be a true and correct copy of Ordinance
No. 41-76, passed by the Council of the City of Centerville, Ohio, on
the 16th day of August, 1976.


Clerk of the Council

Approved as to form, consistency
with existing laws, and
charter & ordinance provisions.

Robert H. Robinson
Municipal Attorney

CITY OF CENTERVILLE
ADMINISTRATIVE CODE
VOLUME II
ORGANIZATION AND PROCEDURE

JULY, 1976

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Section I.

GENERAL PROVISIONS

1.1 Purpose:

The purpose of this Administrative Code shall be to provide in detail the organization of the Municipal Government, and define the powers and duties of each organizational unit within the administrative structure. (See Table 1).

1.2 Administration:

The City Manager shall be charged with the responsibility for the administration of City affairs in accordance with the provisions of the City Charter and this Administrative Code.

1.3 Amendments and Revisions:

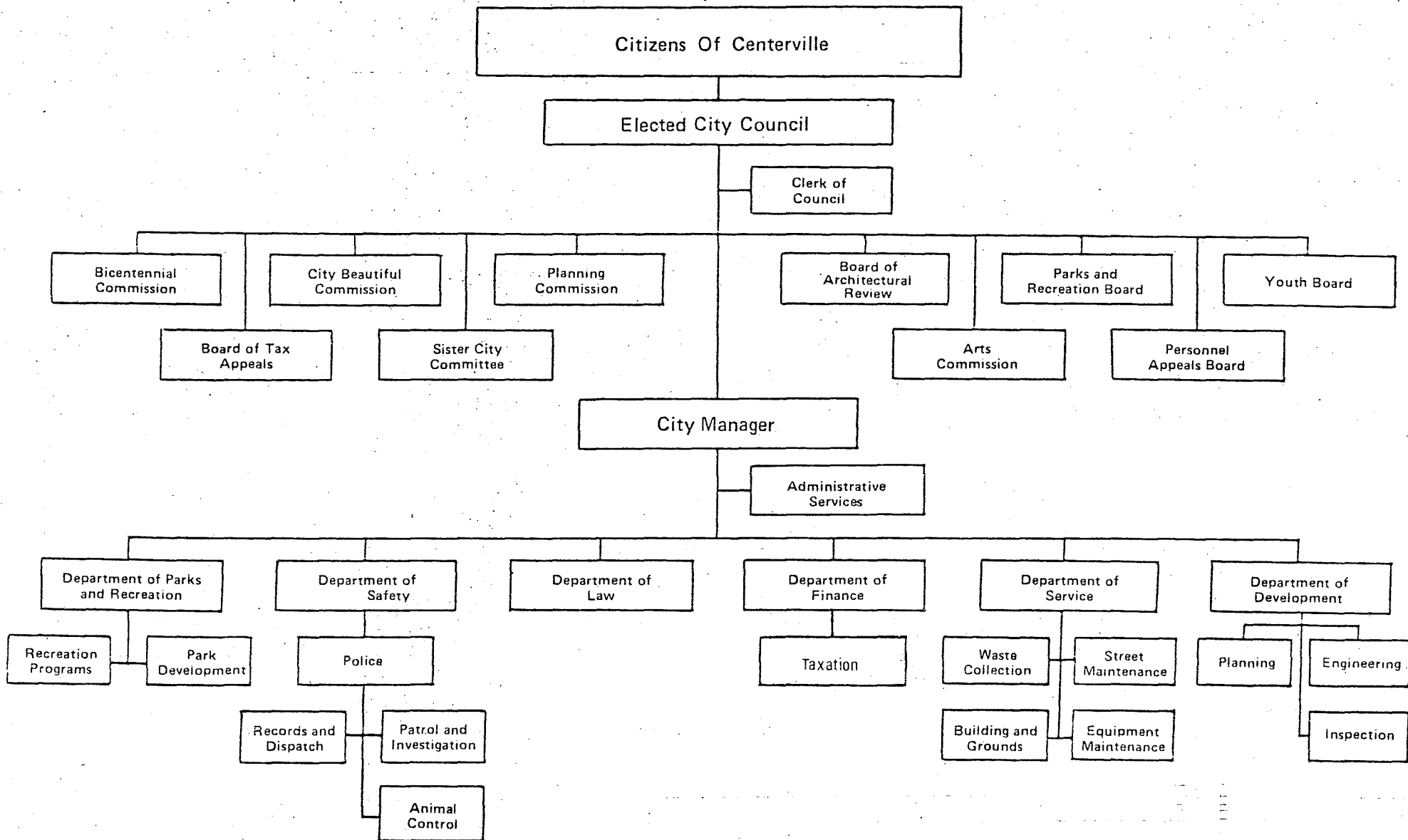
In order to insure an efficient administrative organization, it will be necessary from time to time, to amend and/or revise this Administrative Code. In this event, amendments to, and revision of, the Administrative Code shall be made by the City Council only after consultation with and recommendation by the City Manager.

1.4 Applicability:

Where the City Charter and the Administrative Code is silent, the officers and employees of the City, through the City Manager, shall have and may exercise all powers and duties provided for similar officers and employees by state law. However, provisions of the City Charter and the Administrative Code shall supercede those of the state law in case of conflict.

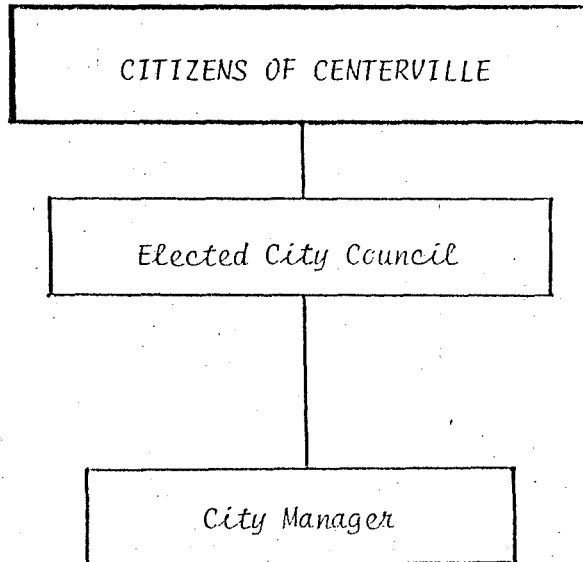
1.5 Union Agreements:

City employees belonging to a collective bargaining unit recognized by the City, shall be subject to the provisions of this Administrative Code except in those cases where such provisions conflict with specific terms of the applicable union contracts.



CITY OF CENTERVILLE
 ORGANIZATIONAL CHART
 1976

Office of the City Manager



Section II.

OFFICE OF THE CITY MANAGER

2.1 Duties:

The City Manager shall be the Chief Executive and Chief Administrative Officer of the City and be responsible to the City Council for the administration of all municipal affairs placed in his charge by the City Charter, and such additional duties as may be prescribed herein or by the City Council, within the limits of the City Charter. The duties of the City Manager shall be as follows:

- A. He shall see that all laws, provisions of the City Charter and acts of the City Council, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.
- B. He shall submit to the City Council and make available to the public a complete report on the finances, administrative activities and an inventory of the properties of the municipality as of the end of each fiscal year.
- C. He shall prepare and submit the annual budget and capital program to the City Council.
- D. He shall keep the City Council fully advised as to the financial condition and future needs of the municipality and make such recommendations to the City Council concerning the affairs of the municipality as he deems desirable, or as the City Council may require.

- E. He shall direct and supervise the administration of all departments, offices and agencies of the Municipality except as otherwise provided by the City Charter.
- F. He shall appoint and, when he deems it necessary for the good of the service, suspend or remove any municipal employee and appointive administrative officer, except as otherwise provided by the City Charter or by personnel rules adopted pursuant to the City Charter. He may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
- G. He shall attend all City Council meetings and shall have the right to take part in discussion, but may not vote.
- H. He shall make such other reports as the City Council may require concerning the operations of the municipal departments, offices and agencies subject to his direction and supervision.
- I. He shall arrange and prepare contracts, franchises, and agreements, in cooperation with the Municipal Attorney, but no such contracts, franchises or agreements shall be legal until ratified by ordinance of the City Council and, with reference to public utilities, according to the provisions of Article XVIII of the Constitution of the State of Ohio.

2.2 Bond:

The City Manager shall furnish a corporate surety bond, as required by the City Charter, in the amount of \$10,000, the premium of which

shall be paid by the City.

2.3 Rules and Regulations:

Under the provisions of the City Charter, the City Manager may prescribe general rules and regulations as he may deem necessary, desirable or expedient for the general conduct of the various departments within the City Administration. Each department head shall, in like manner, prescribe such rules and regulations that he may deem necessary, desirable, or expedient for the proper conduct of his department, but not inconsistent with the rules and regulations prescribed by the City Manager.

2.4 Departmental Organization:

The administration of the City shall be organized, under the direction of the City Manager and the appropriate department head, into the following departments:

<u>NAME OF DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>
Finance	Director of Finance
Law	Municipal Attorney
Safety	Director of Safety
Service	Director of Service
Development	Director of Development
Parks and Recreation	Director of Parks and Recreation

This however, shall not preclude the City Council from providing such services through joint participation with other governmental agencies as provided in Section 3.04 of the City Charter. The City Council shall also have the power to establish other depart-

ments, as dictated by the needs of the City, and, except for those departments established in Section 7.01 of the City Charter, may abolish or combine departments in any way it deems advisable and necessary. In addition, the City Council may prescribe the functions and names, or change the names, of any department, with the exception that no function assigned by the City Charter to a particular department, may be discontinued, or unless specifically provided by the City Charter, assigned to any other.

Upon approval of the City Council, the City Manager may serve as the director of one or more departments within the administration or appoint a department head as director of one or more departments.

2.5 Transfer of Personnel:

The City Manager may at his discretion and in accordance with the provisions of the City Personnel Rules and Regulations, temporarily transfer employees from one department to another department in order to expedite the work of a department or to meet increased demands of a seasonal or periodic nature which may occur within a department.

2.6 Transfer of Work:

The City Manager may, at his discretion, direct the transfer of work from one department to another, but may not transfer any function of one department to another unless approved by the City Council and provided for under the City Charter.

2.7 Officers:

Each department head shall be an officer of the City and shall per-

form all of the duties required of his office by the City Charter, the Administrative Code and other ordinances of the City.

2.8 Responsibilities of Department Heads:

- A. Each department head shall be immediately responsible to the City Manager for the effective administration of their departments and all activities assigned thereto; and shall,
- B. Keep informed as to the latest practices in their particular field, and implement, with the approval of the City Manager, such new practices that will be of benefit to the service and the public; and shall,
- C. Submit reports of the activities of their departments when and as required by the City Manager; and shall,
- D. Establish and maintain a system of records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for the reports required by the City Manager; and shall,
- E. Have power, when authorized by the City Manager, to appoint and remove their subordinates; and shall,
- F. Be responsible for the proper custody and maintenance of all city property and equipment used in their departments.

2.9 Departmental Rules and Regulations:

In addition to the organization and procedure set forth in this Administrative Code, each department head shall develop specific

rules and regulations to govern the operation of their particular department. Such rules and regulations shall be approved by the City Manager and a copy kept on file in his office.

All amendments and revisions to departmental rules and regulations shall be subject to approval by the City Manager.

2.10 Acting Department Heads:

If, for any reason, a department head is temporarily unable to perform his duties, the City Manager may name a qualified member of the City staff to act as department head in the absence of the director.

2.11 Departmental Divisions:

In accordance with the provisions of the City Charter, the following departmental divisions are hereby established:

<u>DEPARTMENT</u>	<u>DIVISION</u>	<u>DIVISION HEAD</u>
FINANCE	TAXATION	SUPERINTENDENT OF TAXATION
SERVICE	STREETS	SERVICE SUPERINTENDENT
	WASTE COLLECTION	SERVICE SUPERINTENDENT
	BUILDINGS & GROUNDS	SERVICE SUPERINTENDENT
	EQUIPMENT MAINTENANCE	SERVICE SUPERINTENDENT
DEVELOPMENT	ENGINEERING	CITY ENGINEER
	PLANNING & ZONING	CITY PLANNER
	INSPECTION	CHIEF ENFORCEMENT OFFICER
SAFETY	POLICE	CHIEF OF POLICE

2.12 Responsibilities of Division Heads:

A. Each Division head shall be immediately responsible to his respective department head for the effective administration of their division and all activities assigned thereto; and shall,

- B. Keep informed as to the latest practices in their particular field and implement with the approval of the department head and the City Manager new practices that will be of benefit to the City service and the public; and shall,
- C. Submit reports of the activities of their division when requested by the department head and the City Manager; and shall,
- D. Establish and maintain a system of records and reports in sufficient detail to furnish all the information necessary for proper control of division activities and to form a basis for the reports required by the department head and the City Manager; and shall,
- E. Be responsible for the proper custody and maintenance of all city property and equipment used in their division.

2.13 Acting Division Heads:

If, for any reason, a division head is temporarily unable to perform his duties, the respective department head, may, with the consent of the City Manager, name a qualified employee within his department as acting division head until such time as the division head is able to assume full responsibility for the duties of his position.

2.14 Assistant to the City Manager:

The City Manager may, at his discretion, employ an Administrative Assistant who shall generally assist the City Manager in the performance of his duties in such a manner and to the extent that the City Manager may deem necessary.

2.15 Personnel Officer:

In accordance with Section 10.03 of the City Charter, the City Manager shall appoint a personnel officer who shall administer the personnel system of the municipality. It shall be further prescribed that the personnel officer shall be an Assistant to the City Manager and have the following responsibilities:

- A. Develop, update and maintain the necessary personnel rules and regulations as required by the merit system of the municipality according to the provisions of the Ohio Constitution, Article XV, Section 10.
- B. Classify positions within the City service, establish job standards, provide for position reclassification, and establish a probation period for all positions within the city service.
- C. Recruit qualified prospects for employment in the City service, conduct competitive examinations, establish and conduct in-service training programs to enhance employee performance and promotion.
- D. Develop personnel policies which ensure compliance with the Equal Employment Opportunity Act of 1972 and promote the Affirmative Action Program established by the City.
- E. Advise the City Manager in all personnel matters and perform other such duties as may be required.

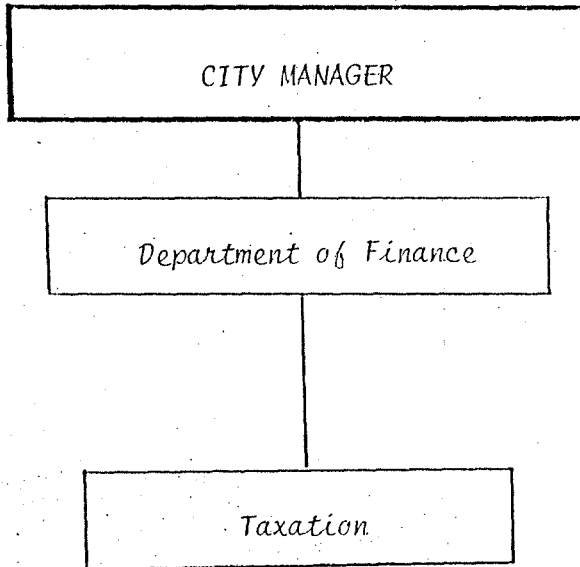
2.16 Preparation of Traffic Regulations:

In consultation with the Director of Safety and the Chief of Police, and in order to expedite the flow and direction of traffic, to

eliminate congestion on streets, alleys, and highways, and to provide for the safety of passengers in motor vehicles and pedestrians, the City Manager may make and issue written rules and regulations governing the traffic control devices, parking regulations, regulation of right-of-way, turns, through routes and truck routes, pedestrian zones, unloading and loading zones and the regulation of the direction of traffic on streets, alleys, and highways and the creation and abolition of one-way streets, according to the provisions of Ordinance #27-68.

Article IV,

Department of Finance



Section III

DEPARTMENT OF FINANCE

3.1 General:

The functions of the Department of Finance shall be the responsibility of the Director of Finance who shall be immediately responsible to the City Manager. The Department of Finance shall be composed of the Division of Taxation and such other divisions as may hereafter be established.

3.2 Duties of the Director of Finance:

- A. The Director of Finance shall keep, in proper books, a full and accurate record of all monies received and disbursed on behalf of the City and of all monies due to and from the City upon contracts and orders for which the City is obligated.
- B. Receive and have custody of all monies paid to the City and to disburse all City monies in accordance with the City Charter and City Ordinances, signing all warrants upon the City Treasury in making such disbursements.
- C. Render a report to the City Manager, reflecting the financial condition of the City, showing monthly receipts, outstanding balances of all funds, and such other information that the City Manager may require.
- D. Certify that funds are available, according to law, to pay monies provided by all contracts, agreements, or other obligations for the expenditure of City funds. No such contract, agreement or other obligation shall be valid until so certified.

- E. Make payment of the interest and principal on the bonded debt when due, and keep accurate records of said debt and of payments thereon.
- F. Prepare the City Payrolls.
- G. Administer all employee pension and benefit funds, receiving such funds, acting as custodian thereof, and making disbursements therefrom, signing warrants and checks for such purposes, according to law.
- H. Enter into contracts with legal depositories for the deposit of all funds of the City with said depositories; rent safety deposit boxes or otherwise provide for the safekeeping of securities and other documents, and maintain custody of all documents evidencing investments by the City and of pension and benefit funds of City employees.
- I. Prepare and submit such reports as may be required by law.
- J. Assist the City Manager in the preparation of the annual budget and Capital Improvement Program.
- K. Act as purchasing agent for the City, and as directed by the City Manager, make all purchases required by the various departments and sell unused, worn out, surplus or obsolete equipment and materials owned by the City.

3.3 Division of Taxation:

The Division of Taxation shall be responsible for collecting the City income tax in accordance with City Ordinance #30-70 and amendments thereto; maintaining records in accordance with ordinances of the City and laws of the State of Ohio; and, preparing reports as required by the Director of Finance and the City Manager.

3.4 Superintendent of Taxation:

The functions of the Division of Taxation shall be the responsibility of the Superintendent of Taxation who shall be immediately responsible to the Finance Director.

3.5 Responsibilities of the Superintendent of Taxation:

- A. The Superintendent of Taxation shall formulate and recommend to the Director of Finance, policies, procedures, rules and regulations for the Division of Taxation and its personnel.
- B. Be responsible for the performance by the Division of Taxation of the duties assigned to it by the City Charter, by law, and by the Administrative Code.
- C. Perform other duties as the Director of Finance may prescribe.

3.6 Purchasing Procedure:

Whenever the head of a department deems it necessary or desirable that supplies, materials, equipment or contractual services be purchased or secured, said department head shall prepare, sign and submit to the purchasing agent a requisition thereof, approved by the City Manager, and specifying the nature of the purchase desired, the quantity required, and the performance requirements to be met. Upon receipt of such requisition, the purchasing agent shall inquire of potential suppliers as to the cost of such purchase, in the form of informal offers to supply the items required. If the probable cost thereof will be \$2,500.00 or more, he shall notify the City Manager who will initiate the formal bidding process as provided herein. If the cost is less than \$2,500.00, he shall recommend to the City Manager, purchase from the supplier offering the lowest and best bid.

among the informal bidders.

In accordance with the provisions of Ordinance 63-75, and upon recommendation of the purchasing agent, the City Manager shall be authorized to enter into any contract, purchase supplies, material or provide labor for any work for the City involving an expenditure of not more than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00).

When an expenditure for any purpose exceeds TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00), the City Manager shall provide that an advertisement for bids be published once each week, for not less than two weeks nor more than four weeks, in a newspaper of general circulation within the City.

At a time specified in the advertisement, the City Manager or his designee shall open all bids in the Municipal Building on the last day for filing such bids, which shall be at least seven days after the last published notice for bids, and at that time and place, publicly read the bids.

Upon recommendation by the City Manager, the City Council shall award the bid in accordance with Chapter 105, Centerville Municipal Code.

When duly authorized, the City Manager shall make and execute a written contract with the bidder specified by the City Council. All contracts shall have attached, a certificate of availability of funds, signed by the Director of Finance.

3.7 Purchase Orders:

Whenever informal bidding is followed pursuant to this section, the purchasing agent shall prepare a purchase order addressed to the

successful bidder, directing him to supply the goods or services required in accordance with the terms agreed upon. Such purchase order shall be submitted to the Director of Finance for encumbrance and certification and forwarded to the City Manager for final approval.

Upon final approval by the City Manager, the purchasing agent shall distribute copies of the purchase order as follows:

- A. Original - To vendor
- B. 1 copy - To Department Head
- C. 1 copy - To receiving
- D. 1 copy - File

Every undertaking by the City involving the expenditure over \$25.00 shall be in writing, in the form of a purchase order or of a contract as may be appropriate. No officer or employee of the City shall have authority to enter into any oral agreement involving the expenditure of City funds to exceed \$25.00. The City Manager shall sign all contracts on behalf of the City, and he and the Director of Finance shall sign all purchase orders. The Director of Finance shall certify that the amount required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection free from any obligation or certification now outstanding. In the case of a contract that is to continue beyond the current year and to involve expenditures of money in future years, the Director of Finance shall only certify those funds estimated to be paid by the City during the current year.

Purchases under \$25.00 may be made by any employee or officer of the City without benefit of a purchase order if approved by the department head. It shall be the responsibility of the department head to insure that sufficient funds are available in the account to which the purchase is to be charged. All receipts for such purchases shall be filed with the Finance Department through the purchasing agent.

3.8 Inspection:

The purchasing agent shall inspect or supervise the inspection of all deliveries of supplies, materials, equipment or contractual services, to determine their conformance with the specifications set forth in or referred to in the order or contract.

3.9 Purchase of U.S. Government Surplus:

Upon authorization by the City Manager and approval by the City Council, the purchasing agent shall be permitted to purchase surplus property from the Federal and/or State government whenever such property is offered, if he determines that such a purchase can be made at prices less than could be obtained by utilizing formal or informal bidding procedures to purchase similar commodities from private firms. While it shall not be required that the purchasing agent advertise for bids, all such purchases shall be made in conformance with the procedure and terms required by the Federal and/or State government, irrespective of the purchase price.

3.10 Payment of Funds:

The purchasing agent shall require invoices to be submitted to the Director of Finance with written certificate thereon by the head of

the department or division of the City concerned to the effect that the goods or services for which the invoice is rendered have been delivered or performed in the manner, quantity and quality specified, prior to the issuance of the City's warrant in payment thereof, whereupon the City's warrant shall be promptly issued in payment.

3.11 Payrolls:

Payrolls shall be submitted to the City Manager for approval as prepared by the Director of Finance. Upon the City Manager's approval thereof, the Director of Finance shall issue warrants in payment thereof when due. It shall not be necessary for the Director of Finance to encumber in advance, or to certify the availability of funds appropriated for personal services, except those obtained on a contractual basis, provided that upon issuance of such warrants, the Director of Finance shall immediately cause the appropriate funds to be encumbered to the extent of the warrants issued.

3.12 Payment on Contracts:

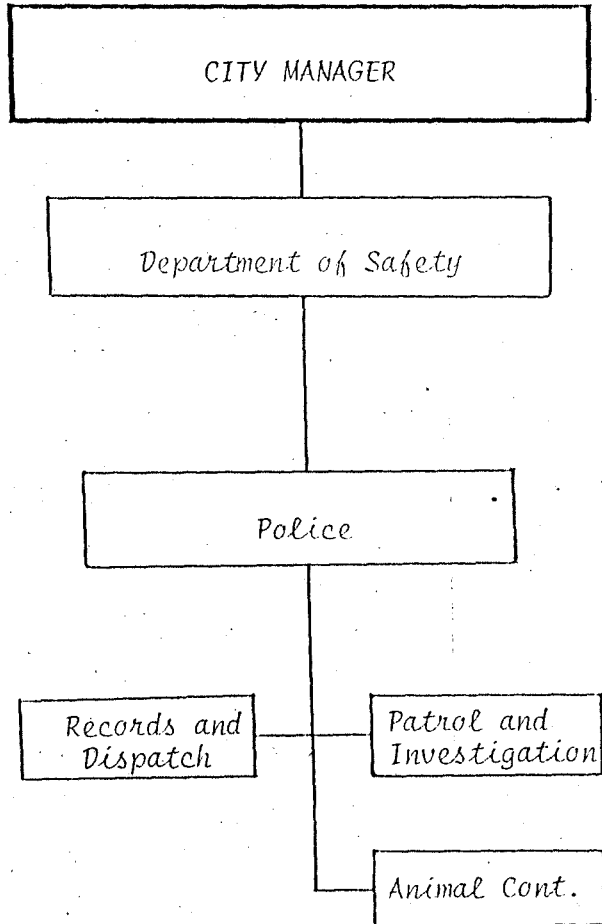
Prior to the making partial or final payments on contracts, the City Manager shall certify that the conditions of the contract for which the payment is to be made, have been complied with. In the case of partial payments, such payments shall be made in accordance with estimates of the amount and value of the work accomplished; the certificates, or estimates shall include only the amount and value of the work accomplished and materials used since any preceding estimate; such certificates or estimates shall further indicate that a greater portion of the contract has been performed by the contracting party,

than that which is represented by the requested partial payment, in addition to any preceding partial payments. Upon receiving such certificates, estimates or invoices, properly certified, the Director of Finance shall then issue warrants in payment. A percentage may be withheld by the City Manager on any contract as a guarantee of proper performance of the contract.

3.13 Bond:

The Director of Finance shall furnish bond, as required by the City Charter, in the amount of \$25,000.00, the premium of which shall be paid by the City.

Department of Safety



Section IV

DEPARTMENT OF SAFETY

4.1 General:

The functions of the Department of Safety shall be the responsibility of the Director of Safety who shall be immediately responsible to the City Manager. The Department of Safety shall be composed of the Division of Police and such other divisions as may hereafter be established.

4.2 Director of Safety:

The Director of Safety shall be responsible for the general safety and welfare of the community.

4.3 Division of Police:

The Division of Police shall have the following responsibilities: the preservation of public law and order; crime prevention and detection; apprehension of offenders; protection of persons and property; and the enforcement of the ordinances of the City and the criminal laws of the State of Ohio and the United States of America.

4.4 Chief of Police:

The functions of the Division of Police shall be the responsibility of the Chief of Police who shall be immediately responsible to the Director of Safety.

4.5 Responsibilities of the Chief of Police:

A. The Chief of Police shall formulate and recommend to the Director

of Safety, policies, procedures, rules and regulations for the Police Division and its personnel; and,

- B. Be responsible for the performance by the Police Division of the duties assigned to it by the City Charter, by law and by the Administrative Code; and,
- C. Be responsible for all police assignments; and,
- D. Act as liaison officer on behalf of the City cooperative undertakings with other law enforcement agencies; and,
- E. Perform other duties as the Director of Safety may prescribe.

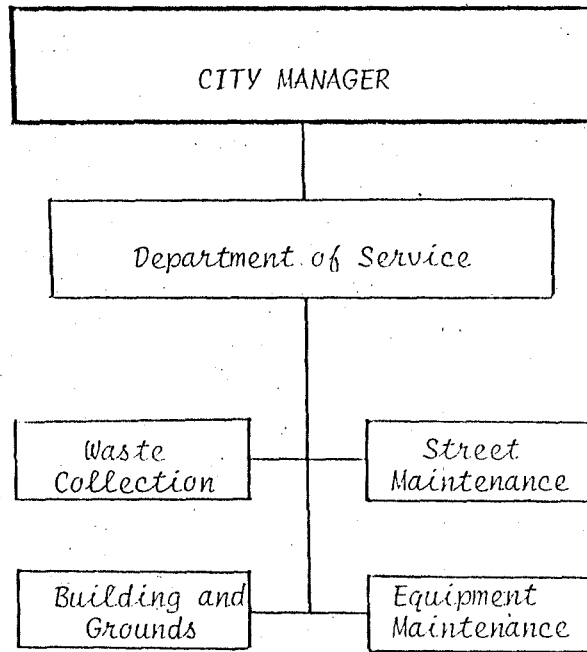
4.6 Fire Chief:

In accordance with Ordinance #10-70, the Fire Chief of the Washington Township Fire Department shall serve as Fire Chief and Fire Prevention Officer for the City and shall perform those duties outlined in Sections 737.09, 737.21, and 737.22 of the Ohio Revised Code, and such other duties as the Director of Safety may prescribe.

4.7 Bond:

The Director of Safety, Chief of Police and all officers of the Division of Police shall each furnish bond in the amount of \$2,000.00, the premiums for which shall be paid by the City.

Department of Service



Section V

DEPARTMENT OF SERVICE

5.1 General:

The functions of the Department of Service shall be the responsibility of the Director of Service who shall be immediately responsible to the City Manager. The department shall be composed of the Divisions of Streets, Waste Collection, Buildings and Grounds, Equipment/Maintenance, and any other Divisions as may hereafter be established.

5.2 Responsibilities of the Director of Service:

- A. The Director of Service shall be responsible for the maintenance, repair, construction, improvement and extension of the public streets within the City; and the
- B. Installation and maintenance of all traffic control markings; and the
- C. Operation and maintenance of all automated traffic signals and control devices; and the
- D. Maintenance and repair of all public buildings, parks and grounds owned and operated by the City; and the
- E. Maintenance, repair, construction, improvement and extension of the City's storm drainage systems; and the
- F. Removal and disposal of garbage, refuse, and trash from residences within the City;
- G. Maintenance and repair of vehicular equipment owned by the City; and
- H. Perform other duties as required by the City Manager.

5.3 Division of Streets:

The functions of the Division of Streets shall be the responsibility of the Service Superintendent who shall be immediately responsible to the Director of Service. The Service Superintendent shall be responsible for the maintenance, repair, construction, improvement and extension of public streets; formulate and recommend policies and procedures for the division and its personnel; be responsible for the duties assigned to the division; have control of personnel as provided by the Administrative Code and the Personnel Rules and Regulations; and, perform other duties as the Director of Service may require.

5.4 Division of Waste Collection:

The functions of the Division of Waste Collection shall be the responsibility of the Service Superintendent who shall be immediately responsible to the Director of Service. The Service Superintendent shall be responsible for the weekly collection, removal, and disposal of garbage, refuse and trash from all single family residential units within the City in addition to any other establishments within the City requesting such service; formulate and recommend policies and procedures for the Division and its personnel; be responsible for the duties assigned to the Division; have control of personnel as provided by the Administrative Code and the Personnel Rules and Regulations; and, perform other duties as the Director of Service may require.

5.5 Division of Buildings and Grounds:

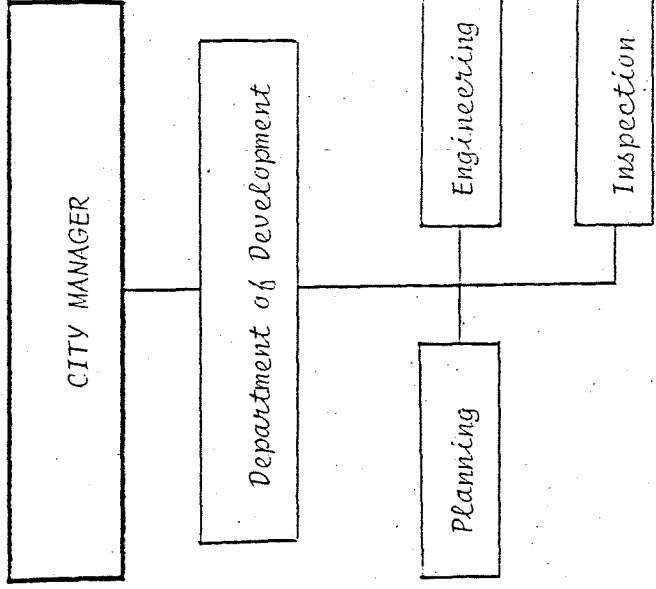
The functions of the Division of Buildings and Grounds shall be the

responsibility of the Service Superintendent who shall be immediately responsible to the Director of Service. He shall be responsible for the maintenance and repair of the public buildings, parks and grounds owned and operated by the City; formulate policies and procedures for the Division and its personnel; be responsible for the duties assigned to the Division; have control of personnel as provided by the Administrative Code and the Personnel Rules and Regulations; and, perform other duties as the Director of Service may require.

5.6 Division of Equipment Maintenance:

The functions of the Division of Equipment Maintenance shall be the responsibility of the Service Superintendent who shall be immediately responsible to the Director of Service. He shall be responsible for the maintenance and repair of all vehicular and motorized equipment owned and operated by the City; formulate policies and procedures for the Division and its personnel; be responsible for the duties assigned to the Division; have control of personnel as provided by the Administrative Code and the Personnel Rules and Regulations; and, perform other duties as the Director of Service may require.

Department of Development



Section VI

DEPARTMENT OF DEVELOPMENT

6.1 General:

The functions of the Department of Development shall be the responsibility of the Director of Development who shall be immediately responsible to the City Manager. The Department shall be composed of the Divisions of Engineering, Planning and Zoning, Inspection, and such other Divisions as may hereafter be established.

6.2 Director of Development:

The Director of Development shall be responsible for City Engineering standards, the administration of the City Zoning Ordinance, subdivision regulations and other ordinances relating to zoning classifications and restrictions, and the enforcement of all applicable building codes within the City.

6.3 Division of Engineering:

The functions of the Division of Engineering shall be the responsibility of the City Engineer who shall be immediately responsible to the Director of Development. This division shall be responsible for the preparation of engineering plans and specifications for public improvements; review of development and subdivision plans; supervising the planning and construction of public improvements; traffic engineering; preparing engineering drafts, plans and drawings for use by other departments or divisions; render engineering assistance to other departments upon request; and, perform other duties as re-

required by the Director of Development.

6.4 Division of Planning and Zoning:

The functions of the Division of Planning and Zoning shall be the responsibility of the City Planner who shall be immediately responsible to the Director of Development. This division shall be responsible for the enforcement of the restrictions and the regulation and control of platting, zoning districts, location of buildings and structures, height and design of buildings and structures, bulk and location of buildings and structures, percentage of lot occupancy and setback lines, working with the Planning Commission; development and implementation of the Master Plan; perform studies and make recommendations for public facilities, capital improvements; assist in the preservation of historical landmarks; and, related matters that may be required by the Director of Development.

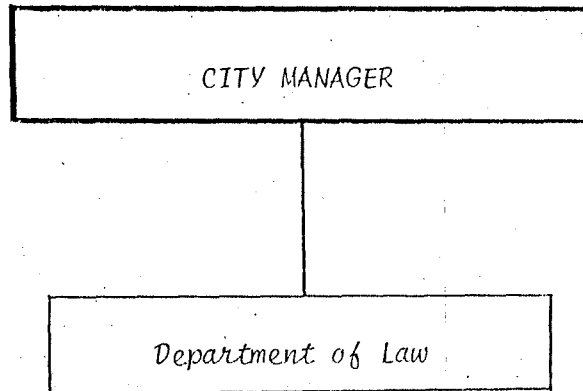
6.5 Division of Inspection:

The functions of the Division of Inspection shall be the responsibility of the Chief Enforcement Officer or his designee, who shall be immediately responsible to the Director of Development. This division shall be responsible for the inspection of buildings and premises, and issuing permits for the construction, alteration and demolition of buildings pursuant to the Uniform Building Code and State Building Code; receive applications for permits; review proposed plans for buildings; determine compliance of prepared plans with uses permitted under applicable ordinances and State law; make inspections of premises and buildings for the purpose of enforcing compliance with said ordinances and State law, and, report violations thereof to the Director of Development.

6.6 Bond:

The Director of Development, the City Engineer, City Planner, and the Chief Enforcement Officer, shall individually be required to furnish a corporate surety bond in the amount of \$2,000, the premium of which shall be paid by the City.

Department of Law



Section VII

DEPARTMENT OF LAW

7.1 General:

The functions of the Department of Law shall be the responsibility of the Municipal Attorney who shall be immediately responsible to the City Manager.

7.2 Responsibilities of the Municipal Attorney:

- A. The Municipal Attorney shall attend the regular meeting of Council and of other boards and commissions when requested.
- B. Advise and render opinions to the Council, the City Manager, City Boards and Commissions, and the Administrative Staff, on all matters of law involving the City.
- C. Draft all ordinances, contracts, resolutions and other documents of a legal nature to be made and entered into by the City and approve the form thereof.
- D. Represent the City before all courts sitting within the State in actions of law in which the City is a party.
- E. Assist in the preparation of documents and transcripts for the issuance of bonds and notes of the City.
- F. Prosecute in the Kettering Municipal Court all cases based on affidavits filed therein by the Division of Police and by other City officials, alleging violations of City ordinances and of State law, and prosecute such cases based upon affidavits filed

in said courts by private parties if deemed to be of merit by the Municipal Attorney.

G. Perform such other duties as may be assigned to the Department of Law, and as may be necessary and proper in the administration of the business of the City.

7.3 Issuance of Bonds or Notes:

Whenever the Council of the City proposes to issue bonds or notes to finance public improvements, or for any other purpose authorized by the laws of the State, the Municipal Attorney may engage the services of any firm of recognized bond attorneys to assist the Municipal Attorney in causing said bonds and notes to be issued and to render approving opinions thereon to purchasers of said bonds and notes. However, funds for such professional services shall not be encumbered without following the procedures elsewhere in this Code.

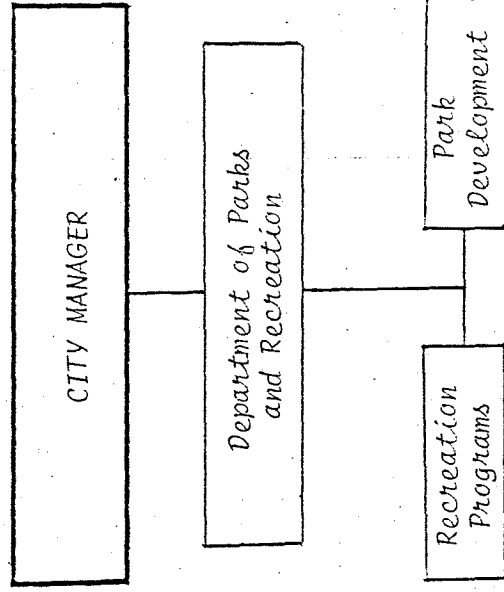
7.4 Preparation of Contracts and Bonds:

The City Manager shall arrange and prepare contracts, franchises and agreements, in cooperation with the Municipal Attorney, but no such contracts, franchises or agreements shall be legal until ratified by ordinance or resolution of the Council and, with reference to public utilities, according to the provisions of Article XVIII of the Constitution of the State of Ohio.

7.5 Bond:

The Municipal Attorney shall be required to furnish a corporate surety bond to the City, in the amount of \$2,000, the premium of which shall be paid by the City.

Department of Parks and Recreation



Section VIII

DEPARTMENT OF PARKS

AND RECREATION

8.1 General:

The functions of the Department of Parks and Recreation shall be the responsibility of the Director of Parks and Recreation who shall be immediately responsible to the City Manager.

8.2 Responsibilities of the Director of Parks and Recreation:

The Director of Parks and Recreation shall be responsible for the overall administration, development and direction of a recreation program for all groups, age and interest levels within the City, and for developing and maintaining an adequate park and playground system and the necessary physical facilities to make the programs effective.

8.3 Bond:

The Director of Parks and Recreation shall furnish a corporate surety bond in the amount of \$2,000.00, the premium of which shall be paid by the City.