

ORDINANCE NO. **BG2011 - 30**

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 2
(ADMINISTRATION) OF THE CITY OF BOWLING
GREEN CODE OF ORDINANCES TO UPDATE
DEPARTMENTAL DESCRIPTIONS AND TO MAKE
OTHER RELATED CHANGES

WHEREAS, from time to time changes occur in the organizational structure of the City departments; and,

WHEREAS, it is in the best interests of the City to amend Chapter 2 to more accurately reflect these organizational changes and to make other related changes.

NOW, THEREFORE, BE IT ORDAINED by the City of Bowling Green, Kentucky as follows:

1. Chapter 2 (Administration) is hereby amended as follows:

2-3 CITY MANAGER.

2-3.01 Form of Government Adopted.

Pursuant to a General Election held on November 8, 1966, and adopted by Ordinance on January 2, 1968, the City Manager Plan of Government is hereby legally and formally adopted together with all the provisions of the Kentucky Revised Statutes, which are applicable thereto as the legal form of government under which the City shall now be governed.

2-3.02 Office Created.

Pursuant to Ordinance adopted on January 2, 1968, the Office of City Manager of the City of Bowling Green is hereby created according to the adoption of the City Manager Plan of Government.

2-3.03 Qualifications.

The City Manager shall be selected solely on the basis of his executive and administrative qualifications. The choice of City Manager shall not be limited to citizens of the City or State.

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2-3.04 Appointment; Term of Office; Compensation.

The City Manager shall be appointed and hold office pursuant to the provisions of the Kentucky Revised Statutes. The compensation for the City Manager shall be established by the Board of Commissioners pursuant to the City Manager's employment agreement. In addition to other compensation increases that may be granted by the Board of Commissioners, the annual compensation for the City Manager shall be increased ~~by based on the change in the Governor's Office for Local Development Consumer Price Index used to determine the annual cost of living increase for the Mayor and City Commissioners, up to~~ the amount of the cost of living increase granted by the City in the current budget for classified employees.

2-3.05 General Duties of City Manager.

The duties of the City Manager shall be as follows:

- a. He shall be responsible for the administration of all of the affairs of the City.
- b. He shall see that the laws of the State and the ordinances of the City are enforced.
- c. He may appoint and remove heads of departments and subordinate officers and employees, however, all appointments and dismissals shall be confirmed by the Board of Commissioners.
- d. He shall be responsible for the discipline of all appointive officers and employees, and may without notice, cause the affairs of any department or conduct of any officers or employees to be examined.
- e. He shall prepare and submit the annual budget to keep the Board of Commissioners and shall keep the Board and the public fully advised as to the financial condition and needs of the City.
- f. He may make recommendations to the Board of Commissioners on all matters concerning the welfare of the City, and shall have a seat, but not a vote, in all of the public meetings of the Board of Commissioners.

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g. He shall perform such other and further duties as required by the laws of the State or by the ordinances of the City.

2-3.06 Agent of the Board of Commissioners.

a. The City Manager shall be the chief administrative officer and exercise those executive powers and duties delegated to him by ordinance and State law. The City Manager, or his authorized designee, shall be delegated the authority to execute contracts and agreements on behalf of the City of Bowling Green for any lease, purchase or other transaction in any amount of less than twenty-five thousand (\$25,000) dollars.

b. The City Manager is authorized to designate an Acting City Manager to serve in his absence.

2-4 DEPARTMENTAL ORGANIZATION OF CITY.

2-4.01 Departments, Divisions, Offices Established; Enumerated.

The following named departments, divisions and offices are hereby established for the administration of the affairs of the City:

a. Office of City Manager.

1. Office of Assistant City Manager/City Clerk.

2. Office of Internal Auditor.

~~b. Department of Citizen Information and Assistance.~~

~~1. Citizen Information and Assistance Director.~~

~~2. City Central.~~

~~3. Neighborhood Action.~~

~~4. Office of Public Information.~~

be. Department of Finance.

1. Chief Financial Officer.

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2. Treasury ~~and Licensing~~ Divisions.
3. License Division.
4. ~~Purchasing,~~ Accounting and Payroll Divisions.

cd. Department of Information Technology.

de. Department of Human Resources and Risk Management.

1. Human Resources Director.
2. Human Resources Management Division.
3. Employee Benefits and Wellness Division.
4. Risk Management Division.

ef. Department of Law.

fg. Department of Public Works.

1. Public Works Director.
2. Planning and Design ~~Engineering~~ Division.
3. ~~Field Engineering Division.~~
4. ~~Operations~~ Division.
45. Fleet Management Division.
56. Facilities Management Division.
7. ~~Special Projects Division.~~

gh. Department of Police.

1. Chief of Police.
2. Police Administration.
3. Support Services Bureau Division.
 - i. Special Operations Division.
 - ii. Professional Standards Division.

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4. Field Operations ~~Bureau~~ Division.
 - i. Criminal Investigations Division.
 - ii. Patrol Operations Division.
 - iii. Communications Division.
- hi. Department of Fire.
 1. Chief of Fire.
 2. Fire Administration.
 3. Fire Suppression Division.
 4. ~~Fire Inspection and Prevention~~ and Fire Code Enforcement Division.
 5. Fire Training Division.
- ij. Department of ~~Housing~~ Neighborhood and Community Services ~~Development~~.
 1. ~~Housing-Neighborhood~~ and Community Services ~~Development~~ Director.
 2. Neighborhood Services ~~Administration and Planning~~ Division.
 3. ~~Housing Assistance~~ Division.
 4. Building and Inspection Division.
 5. Code Enforcement ~~Grants Management~~ Division.
- jk. Department of Parks and Recreation.
 1. Parks and Recreation Director.
 2. ~~Parks/Cemetery~~-Maintenance Division.
 3. Landscape Division.
 4. Recreation Division.
 5. Sports and Wellness Division.
 6. Golf Course Division.
 7. Cemetery Administration Division.

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2-5 OFFICE OF CITY MANAGER.

2-5.01 Office of City Manager.

As chief administrative officer, the City Manager shall carry out those duties and responsibilities assigned to his office by ordinance and State law. He shall coordinate the activities of all departments and agencies of the City. All requests for appropriations shall be approved by the City Manager.

2-5.02 Office of Assistant City Manager/City Clerk.

a. ~~The Office of Assistant City Manager/City Clerk shall be managed by the Assistant City Manager/City Clerk who shall be~~ responsible for the performance of all acts and duties assigned to the City Clerk by State law, ordinances and City regulation. This office shall be responsible for maintaining the official records of the City of Bowling Green, recording the actions of the Board of Commissioners, and coordinating and managing the budget process, including the planning and preparation of the annual operating budget.

b. The Purchasing Agent shall operate under the Office of Assistant City Manager/City Clerk and shall be responsible for ensuring compliance with applicable City, State and federal regulations and laws with regard to purchasing activities.

2-5.03 Office of Internal Auditor.

The Internal Auditor shall be responsible for the examination, investigation and analysis of internal controls for City operations. ~~The Internal Auditor shall also act as purchasing agent for the City and ensure compliance with applicable City, State and federal regulations and laws.~~

~~2-6 DEPARTMENT OF CITIZEN INFORMATION AND ASSISTANCE.~~

~~2-6.01 Citizen Information and Assistance Director.~~

~~The Citizen Information and Assistance Director shall be responsible for this Department subject to the supervision of the City Manager. The Director is responsible for the general supervision~~

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~~of the functions and activities of the Department and coordinating citizen services including the offices of City Central, Neighborhood Action and Public Information.~~

~~2-6.02 City Central.~~

~~The City Central Coordinator shall provide information to citizens and act as a liaison between the citizens and various City departments. City Central shall also process requests and complaints filed by citizens through this office and forward them to the proper City department for execution.~~

~~2-6.03 Neighborhood Action.~~

~~The Neighborhood Action Coordinator shall coordinate the City's role in delivering City services to neighborhoods, by acting as liaison between neighborhood groups and all the City departments.~~

~~2-65.04 Office of Public Information.~~

~~a.—The Executive Assistant/Public Information Officer ~~Coordinator~~ shall be responsible for the dissemination of ~~disseminate~~ public information to create a positive image of City government by informing citizens through various means, including but not limited to the City's cable government access channel and social media websites, about the projects, programs and people associated with local government. This office is also responsible for the planning, coordinating and fulfillment of the City government's public relations activities, such as special events, informational programming, promotional literature, news releases and similar related matters.~~

~~b.—The E-Gov Coordinator shall maintain the City's internal and external websites.~~

~~2-76 DEPARTMENT OF FINANCE.~~

~~2-76.01 Chief Financial Officer.~~

~~a. The Chief Financial Officer shall be in charge of the Department of Finance subject to the supervision of the City Manager. The Chief Financial Officer ~~or his designee~~ shall be responsible~~

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for the general supervision of all financial affairs of the City, including but not with limitation nor restriction, ~~purchasing~~, accounting, auditing, financial reporting, multi-year financial forecasting and custodianship of receipts and expenditures, tax assessment, billing and collection, payroll activities and all other related duties as may be required.

b. The Chief Financial Officer is also hereby designated as the City Treasurer for the City of Bowling Green and shall be responsible for the performance of all acts and duties assigned to the City Treasurer by State law, ordinances and City regulations, including the preparation of budgetary revenue forecasts and monitoring revenue estimates against actual collections.

~~2-76.02~~ Treasury and ~~Licensing~~ Divisions.

a.—The Treasury Division shall be responsible for the collection and recording of all City receipts, including occupational license fees, property taxes, special assessments, transient room taxes and other miscellaneous municipal receipts.

2-6.03 License Division.

b.—The ~~Licensing~~ Division shall be responsible for ~~licensing~~ the registration of individuals, partnerships, limited liability companies, and corporations, and other entities undertaking business activity inside the corporate limits of the City and enforcing the City's occupational license fee codes, including the billing and auditing of employee withholding taxes and net profit license fees. This Division also works with the Alcoholic Beverage Control Administrator in the collection of all alcohol license fees. The Occupational License Manager shall be responsible for the daily operations of the ~~Licensing~~ Division.

~~2-76.034~~ ~~Purchasing~~, Accounting and Payroll Divisions.

a.—The ~~Purchasing and Accounting~~ and Payroll Divisions shall provide the necessary ~~purchasing and accounting~~ controls for all City departments and manage the City's compensation systems, including the distribution of payroll checks and/or direct deposits, processing related

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payments and processing special payrolls, and serving as plan administrator for the closed Police and Firefighter's Retirement Fund. The Comptroller shall be responsible for the daily operation and management of the City's accounting and payroll-s payable activities, plus maintaining the official general ledger, including accounting entries, budget transfers, budget amendments, bank reconciliations and financial reporting.

~~b. The Payroll Division shall be responsible for managing the City's compensation systems, including the distribution of payroll checks, processing related payments, checking enrollments for employee fringe benefit programs and processing special payrolls. The Payroll Manager, under the supervision of the Comptroller, shall be responsible for daily operations of this Division, as well as serving as plan administrator for the closed Police and Fire Fighter's Retirement Fund.~~

2-7A DEPARTMENT OF INFORMATION TECHNOLOGY.

The Chief Information Officer shall be in charge of the Department of Information Technology subject to the supervision of the City Manager. The Chief Information Officer shall be responsible for daily operations, supervising of staff and recommending the City's technology plans to the City Manager. The Department operations include technical operation and support of the City's information systems and internal and external websites, including the local area and wide area networks, remote communications, indoor and outdoor wireless networks, hardware installation and maintenance, system and application software installation and support, help desk support, security maintenance, backup systems and disaster recovery procedures.

2-8 DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT.

2-8.01 Human Resources Director.

The Human Resources Director shall be in charge of the Department of Human Resources & and Risk Management subject to the supervision of the City Manager. The Human Resources

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Director shall be responsible for the general supervision of the functions and activities of the Department, including administration of the City's personnel merit system. He shall carry out those duties and responsibilities assigned to his office by ordinance, municipal order and administrative order. Chapter 17 further enumerates the duties and responsibilities of the Human Resources Director with regard to Personnel Policies.

2-8.02 ~~Department Functions~~ Human Resources Management Division,

The ~~Department of Human Resources and Risk Management~~ Division is responsible for the following municipal government services:

- a. employee recruitment, testing and selection, including public safety promotional testing;
- b. compensation, classification and performance evaluation program management;
- c. revision and interpretation of personnel ~~and safety~~ policies and rules; and,
- d. coordinating ~~management of employee benefits and health programs~~;
- e. ~~managing employee workers' compensation program, municipal liability and property insurances and other risk management~~;
- f. ~~employee and workplace safety and training, including compliance with related Federal and State regulations; and~~,
- g. ~~coordinating~~ general supervisor training and employee development.

2-8.03 Employee Benefits and Wellness Division.

The Employee Benefits and Wellness Division is responsible for management of employee benefits and health programs including:

- a. managing the employee health care program, including flexible spending and health reimbursement accounts;
- b. coordinating other employee benefits, including dental, vision and life insurance,

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retirement, deferred compensation and voluntary benefits;

c. orienting and educating employees and providing customer service to employees and family members regarding their benefits;

d. implementing employee wellness programs and benefits; and,

e. managing employee benefit enrollment and other aspects of personnel and benefits administration, including family medical leave and COBRA.

2-8.04 Risk Management Division.

The Risk Management Division is responsible for planning, developing and implementing the risk management policy and program including managing:

a. the employee workers' compensation program;

b. general, public officials and law enforcement liability insurance, property insurance, and other municipal insurance;

c. loss control and prevention; and,

d. safety training.

2-9 DEPARTMENT OF LAW.

2-9.01 City Attorney.

The City Attorney shall be in charge of the Department of Law subject to the approval of the City Manager. The City Attorney shall be the chief legal officer of the City for the administration of its legal affairs.

2-9.02 Qualifications; Duties.

a. The City Attorney shall be a regularly licensed attorney in the Commonwealth of Kentucky and shall possess the qualifications to be a City officer as prescribed by law.

b. The City Attorney shall devote his entire time to the discharge of his duties and shall not, except as permitted by the City Manager, engage in the private practice of law.

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c. The City Attorney shall:

1. Serve as the legal advisor to the Board of Commissioners, City Manager, and officers and employees of the City;
2. Ensure that legal representation of the City is provided in all cases wherein the rights of the City are involved in federal or state courts and before any administrative board;
3. Give all necessary legal counsel and advice when required to the Board of Commissioners and other appropriate City boards, agencies and commissions not represented by counsel as directed by the City Manager;
4. Attend all regular meetings of the Board of Commissioners and all other meetings when requested by the City Manager;
5. Supervise or prepare all contracts to which the City may be a party;
6. Approve title to all real estate purchased by the City; and,
7. Perform all other legal services that he may be called upon to perform in the proper conduct of the legal affairs of the City.

2-9.03 Maximum Hourly Rates for Non-City Attorney Services.

When a need occurs for the services of an attorney not associated with the City's Law Department, such as a need for specialized legal services or when a conflict of interest develops with the City's Law Department, a the maximum rates of one hundred thirty-five (\$135.00) dollars for partners, one hundred twenty-five (\$125.00) dollars per hour for associates and sixty-five (\$65.00) dollars per hour for paralegals are hereby established for such legal services. ~~These~~ ~~This~~ maximum rates shall apply at all times when the legal services are paid from City funds. The maximum rate may be exceeded only with approval of the Board of Commissioners.

2-10 DEPARTMENT OF PUBLIC WORKS.

2-10.01 Public Works Director.

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The Public Works Director shall be in charge of the Department of Public Works subject to the supervision of the City Manager, and may also carry the title of City Engineer, if a registered professional engineer in Kentucky.

2-10.02 Planning and Design Engineering Divisions.

~~Two Engineering Divisions within the Department of Public Works are hereby created, a Division of Planning and Design Engineering and a Division of Field Engineering.~~

a. The Division of Planning and Design ~~Engineering~~ shall be responsible for the preparation of plans, specifications and estimates for the superintending of the construction of public improvements thereof, and surveying and engineering work incidental thereto. The staff of the Division shall advise the City Manager and other City officials on engineering problems and public works of the City. The ~~Assistant~~ City Engineer ~~or a Civil Engineer may~~ shall be responsible for this Division.

b. The Division of Planning and Design ~~Engineering~~ shall be responsible for providing engineering services for the City and ~~all~~ to other boards and commissions created by the Board of Commissioners as needed, except the Bowling Green Municipal Utilities Board.

c. All plans and specifications for improvement projects to be constructed on City owned properties, rights-of-way or easements, as well as private development, shall be submitted to the Division of Planning and Design ~~Engineering~~ before construction is commenced. ~~There shall be no charge for submission of plans and specifications.~~ Copies of the plans and specifications for City funded projects shall be kept on file by this Division.

d. ~~The Field Engineering Division or~~ A representative authorized by the City Engineer shall inspect and supervise all projects constructed on City owned properties, rights-of-way or easements, except those sponsored by an investor owned utility or the Bowling Green Municipal Utilities Board; provided, however, that all projects financed under KRS 107, shall be subject to this

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Section. Provided further, the Bowling Green Municipal Utilities Board or the Warren County Water District shall have the right to finally inspect and accept all water and sewer lines constructed under Chapter 107 of the KRS before the Bowling Green Municipal Utilities Board or the Warren County Water District accepts any responsibility for such lines and mains.—~~The City Surveyor shall be responsible for the Field Engineering Division.~~

e. ~~Both~~The Divisions shall be reimbursed for services rendered based upon actual costs for time and materials. All funds received for engineering services by the divisions shall be deposited to the general fund. All capital improvement projects undertaken by the City shall be administrated through the City Engineer ~~and by the two engineering divisions.~~

f. The City Engineer, Assistant City Engineer and/or other licensed staff engineer shall prepare minimum design standards and specifications for all public improvement projects which include, but are not limited to, roads, curbs, sidewalks, driveways, entrances, medians, traffic signals, drainage infrastructure and easements, except those projects sponsored by the Bowling Green Municipal Utilities Board or the Warren County Water District. The City Engineer shall develop the City of Bowling Green Traffic Management Manual (TMM) and other standards and specifications, which shall be kept on file in the office of the City Engineer. The City Engineer shall have the authority to update the Traffic Management Manual and any other standards as needed.

g. The Division shall be responsible for administering the Stormwater Program for the City. The staff of the Division shall inspect and enforce private development within the City with regard to stormwater ordinances and regulations.

h. The Division shall be responsible for maintaining the mapping data for Bowling Green's Geographic Information System (GIS) and providing assistance to other City departments and officials. Division staff shall serve as the liaison with non-City agencies for GIS-related activities.

2-10.03 Operations Division.

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The Operations Division shall be charged with the care, cleaning, safety, drainage and maintenance of the streets, alleys, sidewalks, traffic controls and public ways of the City. The Operations Division Manager shall be responsible for this Division.

2-10.04 Fleet Management Division.

The Fleet Management Division shall ~~purchase and~~ maintain City vehicles and equipment through a lease rate with departments which reflects operating costs and replacement costs. The Fleet Manager shall be responsible for this Division.

2-10.05 Facilities Management Division.

The Facilities Management Division shall be responsible for City-wide facilities management for building and plant maintenance as assigned by the City Manager. The Facilities Manager shall be responsible for this Division.

~~2-10.06 Special Projects Division.~~

~~Capital and interdepartmental projects, departmental policy and training development, City-wide radio communications and facility/strategic planning as assigned by the City Engineer shall be coordinated by the Special Projects Division. The Assistant to the Public Works Director shall be responsible for this Division.~~

2-11 DEPARTMENT OF POLICE.

2-11.01 Chief of Police.

The ~~Department of Police shall be supervised by a~~ Chief of Police shall be in charge of the Police Department appointed by the subject to the supervision of the City Manager subject to approval of the Board of Commissioners. The Chief of Police shall be responsible for enforcing all ordinances relating to traffic and crimes, and he shall perform other duties assigned by ordinance and State law. The Chief of Police shall be designated as the Alcoholic Beverage Control Administrator for the City.

2-11.02 Police Administration.

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Police Administration, which includes the office of the Chief, shall supervise departmental planning and research, allocation and distribution of available resources, annual budget development, development of policies and procedures, organization, direction, general management of the department and the setting of goals and objectives.

2-11.03 Support Services Bureau Division.

The Support Services Bureau This Division is responsible for maintaining the activities of the Special Operations Division, including Department's central records, evidence and property, and the Professional Standards Division related to criminal investigations and crime prevention.

2-11.04 Field Operations Bureau Division.

The Field Operations Bureau Division is responsible for the activities functions of the Criminal Investigations Division, and traffic and Patrol Operations Division and ~~This Division~~ includes ~~the operation of a~~ Communications Division program which provides telephone and radio communications for the Police and Fire Departments, including County-wide 911 emergency.

2-12 DEPARTMENT OF FIRE.

2-12.01 Chief of Fire.

~~The Department of Fire shall be supervised by a Fire Chief~~ shall be in charge of the Fire Department appointed by the subject to the supervision of the City Manager subject to approval of the Board of Commissioners. The Fire Chief shall be responsible for enforcing all ordinances relating to fire prevention and firefighting, and he shall perform other duties assigned by ordinance and State law.

2-12.02 Fire Administration.

Fire Administration, which includes the office of the Chief, personnel management, equipment maintenance and building maintenance, shall supervise departmental planning and development. This Division shall provide for the efficient use of all available resources to accomplish the Department's mission.

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2-12.03 Fire Suppression Division.

The Fire Suppression Division includes the Department's emergency service activities. This Division responds to all types of fires, auto injury accidents, technical rescue incidents confined space, hazardous material releases incidents, ~~and general rescue~~ and first responder calls. Suppression is responsible for the coordination of ~~coordinates~~ the City's response to City-wide emergencies and disasters. This Division also performs inspections, pre-plans and public education classes.

2-12.04 Fire ~~Inspection and Prevention~~ and Fire Code Enforcement Division.

This Division performs loss reduction activities including fire code inspections/enforcement, plan review, fire investigations, juvenile fire setter intervention, school safety education and adult public education.

2-12.05 Fire Training Division.

The Fire Training Division coordinates and conducts training to facilitate the objectives of all response activities. This Division shall maintain all training records for the Department ~~strive to maximize all available resources to reduce expenses and prevent duplication~~.

2-13 DEPARTMENT OF HOUSING NEIGHBORHOOD AND COMMUNITY SERVICES DEVELOPMENT.

2-13.01 Housing Neighborhood and Community Development Services Director.

a. The Director of the Department of Neighborhood and Community Development Services shall supervise the activities of the Department subject to the supervision of the City Manager, which include the administration of City ordinances relating to health, property maintenance, housing, and construction of buildings and electricity. The Department shall perform those additional functions in the general realm of community and economic development as may be from time to time directed by the City Manager.

b. The Director ~~or his designee~~ shall be designated as the City's Grants Manager and shall

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~~assume the role of compliance officer for all City grants, including all pass-through grants to local agencies responsible for performing necessary environmental assessments and environmental impact statements as may be required in conjunction with physical development projects performed by the City.~~

e. ~~The Director Code Enforcement activities provide property maintenance code enforcement related to the protection of the public health, safety and welfare in all existing buildings and premises. These activities include but are not limited to ordering of substandard structure repair or demolition, weed mowing and trash or inoperative vehicle removal.~~

~~2-13.02 Administration and Planning Division.~~

~~The Administration and Planning Division shall also be responsible for planning, programming, and administering:~~

1. ~~The and preparing applications for Community Development Block Grants program to which the City may be entitled as authorized by the U.S. Department of Housing and Community Development (HUD) Act of 1974 (Public Law 93-383, 42 USC 5301 et. seq.); and,~~

2. ~~Any other grants or community development programs as may be determined in the best interest of the City.~~

~~2.13.02 Neighborhood Services Division.~~

~~The Neighborhood Services Coordinator shall coordinate the City's role in delivering City services and information to citizens and neighborhoods, by acting as liaison between the neighborhood groups, citizens and all the City departments. The Division shall also process requests and complaints filed by citizens through the office of City Central and forward them to the proper City department for execution.~~

~~2-13.03 Housing Assistance Division.~~

~~The Housing Assistance Division is responsible for administering the federally funded~~

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Section 8 ~~Rental Assistance~~ Housing Choice Voucher Program within the corporate limits of the City. This Division is governed by the U.S. Department of Housing and Urban Development (HUD) ~~(Housing and Urban Development)~~ regulations and local policy as ~~outlined~~ adopted in the Administrative Plan. This Division shall provide management and development services for assisted housing in the City.

2-13.04 Building and Inspections Division.

The Building and Inspection Division issues building and electrical permits and makes all levels of inspections on all new construction and remodeling with structural or occupancy changes. This Division performs field inspections to insure work is done within the minimum guidelines set forth by all applicable codes. This Division is also responsible for reviewing the plans submitted by contractors, architects or owners for all structures for design compliance with the requirements of the Kentucky Building Code.

2-13.05 Code Enforcement ~~Grants Management~~ Division.

The Code Enforcement Division shall provide enforcement related to the protection of the public health, safety and welfare in all existing buildings and premises, including the enforcement of property maintenance and zoning regulations. These activities include but are not limited to ordering substandard structure repair or demolition, weed mowing, and trash or inoperative vehicle removal. ~~The Grants Management Division is responsible for the development and staffing of the Enterprise Community Strategic Plan under the USDA Rural Development Agency. This Division is responsible for the development and annual update of the Department's three year strategic plan. The Grants Manager assumes the role of compliance officer for all City grants, including all pass-through grants to local agencies.~~

2-14 DEPARTMENT OF PARKS AND RECREATION.

2-14.01 Parks and Recreation Director.

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a. ~~The Department of Parks and Recreation shall be supervised by a Director of Parks and Recreation who shall be in charge of the Parks and Recreation Department subject to the supervision of appointed by the City Manager subject to approval by the Board of Commissioners.~~ The Director shall be responsible for the proper administration, operation and maintenance of all the City's parks, playgrounds, golf courses, swimming pools, cemeteries and all of its other recreational facilities in accordance with KRS 97.405 through 97.485. He shall also be responsible for the development of the Comprehensive Recreation Plan and all other duties as assigned to the Department by ordinance and State law.

b. The Department shall seek and consider the advice of the Board of Park Commissioners, and the Director shall meet with and serve as an advisor to the Board of Park Commissioners.

~~c. The Department shall enforce all City ordinances and State laws relating to cemeteries and burial. The Cemetery Administrator shall be responsible for the administrative operations of the City cemeteries.~~

2-14.02 Parks/~~Cemetery~~ Maintenance Division.

The Maintenance Division shall be responsible for the maintenance of parks grounds, equipment, buildings and special facilities. This Division shall oversee construction projects related to the Parks and Recreation Department. This Division shall also be charged with the care, improvements and maintenance of the City owned and/or operated cemeteries.

2-14.03 Landscape Division.

The Landscape Division shall be responsible for the beautification of designated areas within the City by providing landscaped areas and their maintenance. This Division shall also be responsible for arborist activities within the City parks or designated areas.

2-14.04 Recreation Division.

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The Recreation Division shall provide a variety of programs and special events through aquatics, ~~arts and crafts, ceramics,~~ special populations, community recreation centers, ~~Community School Recreation, Playschool,~~ public relations and marketing programs ~~and park policing.~~

2-14.05 Sports and Wellness Division.

The Sports and Wellness Division shall provide organized year-round youth and adult sports programs, and promote healthy lifestyles through management of the fitness center. This Division also manages the playground replacement program.

2-14.06 Golf Course Division.

The Golf Course Division of the Parks and Recreation Department is responsible for operating and maintaining the municipal golf courses.

2-14.07 Cemetery Administration Division.

The Cemetery Administrator shall be responsible for the administrative operations of the City cemeteries and shall enforce all City ordinances and State laws relating to cemeteries and burial.

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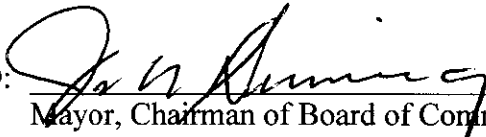
2. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared invalid, such declaration of invalidity shall not affect the validity of the remainder of this Ordinance.

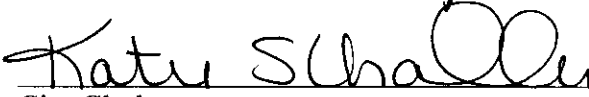
3. All prior Municipal Orders or Ordinances or parts of any Municipal Order or Ordinance in conflict herewith are hereby repealed.

4. This Ordinance is adopted pursuant to KRS 83A.060 in that it was introduced on June 21, 2011, and given final reading on June 27, 2011, and said Ordinance shall be in full force and effect upon signature, recordation and publication in summary pursuant to KRS Chapter 424.

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ADOPTED: June 27, 2011

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

SPONSORED BY: Kevin D. DeFebbo, City Manager, 06/14/2011, 11:00 a.m.