

## CHAPTER 31: DEPARTMENTS

### Section

#### Police Department

- 31.01 Established
- 31.02 Police Commission
- 31.03 Police Chief; other officers and employees
- 31.04 Budget
- 31.05 Police Reserve Force
- 31.06 Reports to City Council

#### Fire Department

- 31.15 Established
- 31.16 City Manager; Fire Chief
- 31.17 Other officers and employees
- 31.18 Administrative regulations

#### Public Works Department

- 31.30 Established
- 31.31 Public Works Commission
- 31.32 Jurisdiction and duties of Commission
- 31.33 Superintendent of Public Works; other officers and employees

#### Editor's Note:

The city no longer uses a Public Works Commission. The current Public Services Department operates under the direction of the City Manager pursuant to § 30.02(H) of this code.

#### POLICE DEPARTMENT

##### § 31.01 ESTABLISHED.

There is hereby established a Police Department which shall be known as the Ferrysburg Police Department.

(Ord. 31, passed 11-4-71)

Editor's note:

Spring Lake-Ferrysburg Police Department created pursuant to Public Act 25 of 1951 as amended, being M.C.L.A. § 124.1, and Public Act 8 of 1967, as amended, being M.C.L.A. § 124.531.

#### § 31.02 POLICE COMMISSION.

The management and control of the Police Department shall vest in a commission of three members to be known as the Police Commission. One of the members of the Police Commission shall be a member of the City Council and one shall be a resident of the city, both of whom shall be appointed by the City Council and serve at the pleasure of the Council. The third member shall be appointed by the first two so appointed, with the same qualifications, and shall serve at their pleasure. The City Council may in its discretion appoint two additional members to the Police Commission who shall also be residents of the city, and who shall also serve at the pleasure of the City Council.

(Ord. 31, passed 11-4-71)

#### § 31.03 POLICE CHIEF; OTHER OFFICERS AND EMPLOYEES.

The Police Department shall be managed by a Police Chief, who shall be appointed by the Police Commission with the approval of the City Council, and such other officers and employees as shall be approved by the Police Commission. All officers and employees of the Police Department shall serve at the discretion of the Police Commission, except the Chief of Police, who shall serve at the discretion of the City Council.

(Ord. 31, passed 11-4-71)

#### § 31.04 BUDGET.

The Police Commission shall annually prepare a budget of personnel and proposed expenses of the Police Department and present it to the Budget Officer prior to March 15.

(Ord. 31, passed 11-4-71)

Cross-reference:

Similar provision, see Charter § 6.2

#### § 31.05 POLICE RESERVE FORCE.

The Chief of Police shall have authority to organize an auxiliary or part-time Police Reserve Force subject to the rules and regulations that are adopted from time to time by the Police Commission. Such Force shall be available for police work at the call of the Police Commission or the Chief of Police.

(Ord. 31, passed 11-4-71)

§ 31.06 REPORTS TO CITY COUNCIL.

The Police Commission and the Chief of Police shall report once each month in writing to the City Council relative to their activities of the previous month. The City Council may require additional written or oral reports in its discretion by giving written notice of its request.

(Ord. 31, passed 11-4-71)

FIRE DEPARTMENT

§ 31.15 ESTABLISHED.

(A) There is hereby established as the City of Ferrysburg Fire Department.

(B) The duties of said Department shall be to protect persons and property from fire and other disasters.

(Ord. 4, passed 1-20-64)

§ 31.16 CITY MANAGER; FIRE CHIEF.

(A) The management of the Department shall be under the City Manager. The City Manager, with the approval of the City Council, shall appoint a Fire Chief to be head of the Department.

(B) The Fire Chief shall perform all the duties imposed upon a Fire Chief, Fire Marshall, or other officer in charge of fire protection equipment and such department as prescribed by state law and in such capacity shall be a representative of the city.

(Ord. 4, passed 1-20-64; Am. Ord. 63, passed 9-26-79)

§ 31.17 OTHER OFFICERS AND EMPLOYEES.

(A) The following officers shall be appointed by the Fire Chief, subject to the approval of the City Council and budget limitations:

- (1) Fire Inspector (with the rank of Assistant Fire Chief);
- (2) Operations Officer (with the rank of Assistant Fire Chief);
- (3) Medical Officer (with the rank of Lieutenant);
- (4) Dive Officer (with the rank of Lieutenant); and
- (5) Engineer Officer (with the rank of Lieutenant).

(B) The Fire Chief shall also appoint such firefighters as required to operate the Department, subject to City Council and budget limitations.

(Ord. 4, passed 1-20-64; Am. Ord. passed 7-20-64; Am. Ord. 63, passed 9-26-79; Am. Ord. 214, passed 6-7-04; Am. Ord. 267, passed 12-6-10)

Cross-reference:

Budget submission, see Charter § 6.2

#### § 31.18 ADMINISTRATIVE REGULATIONS.

The Fire Chief shall establish such rules and regulations as may be necessary for the regulation of the Fire Department, a copy of which shall be filed with the City Clerk at all times and the City Council shall have the right to suspend, amend or modify such rules and regulations at any time.

(Ord. 4, passed 1-20-64; Am. Ord. passed 7-20-64; Am. Ord. 63, passed 9-26-79)

#### PUBLIC WORKS DEPARTMENT

#### § 31.30 ESTABLISHED.

There is hereby established a Public Works Department to be known as the Ferrysburg Public Works Department.

(Ord. 35, passed 9-11-74)

#### § 31.31 PUBLIC WORKS COMMISSION.

The Public Works Department shall be under the control of a board known as the Public Works Commission consisting of three members, all of whom shall be appointed by the Mayor with the approval of the City Council. One member shall be appointed from either the administrative staff of the city or from the City Council in the discretion of the Mayor and two members shall be appointed from the city at large. All of the members shall be required to be residents of the city. The terms of the members of the Commission shall be for a period of two years, provided, that of the first appointments, one shall be for one year and one for two years. The member appointed from the Council or administrative staff shall hold office for an indefinite term or until his or her successor is duly appointed and qualified. All terms of members of the Commission shall begin on July 1 in the year of appointment.

(Ord. 35, passed 9-11-74)

#### § 31.32 JURISDICTION AND DUTIES OF COMMISSION.

(A) The streets and water and sewer systems and parks together with all recreation facilities of the city shall be under the jurisdiction of the Public Works Commission unless otherwise provided by contract or city ordinance. The general function and duties of the Commission shall include the following:

(1) To maintain all streets, alleys and public rights-of-way as well as parks and recreation facilities;

(2) To keep records of street and highway work for state gas weight funds, according to state law;

(3) To work with the city engineers on all street and highway projects;

(4) To prepare and submit a plan for improvements on city units under its jurisdiction annually or as directed by the City Council.

(B) The Commission shall negotiate contracts for improvement, extension, repair, and maintenance of these facilities subject to approval and appropriation by the City Council. The Commission shall hold a meeting not less than one quarter-annually and shall report to the City Council on its activities.

(C) The Commission shall draw up rules and regulations and bylaws to govern its meetings, and procedures which shall be followed in all meetings. The Commission shall annually prepare a budget of personnel and proposed expenses of the Public Works Department and present it to the Budget Officer prior to March 15 of each year.

(Ord. 35, passed 9-11-74)

#### § 31.33 SUPERINTENDENT OF PUBLIC WORKS; OTHER OFFICERS AND EMPLOYEES.

The Public Works Department shall be managed by the Superintendent of Public Works who shall be appointed by the Public Works Commission with the approval of the City Council, and such other officers and employees as shall be approved by the Public Works Commission. All employees of the Public Works Department shall serve at the discretion of the Public Works Commission except the Superintendent of Public Works and the City Engineer, who shall serve at the discretion of the City Council.

(Ord. 35, passed 9-11-74)