

CHAPTER 2: CITY ADMINISTRATION

Article 1. DEPARTMENTAL ORGANIZATION: APPOINTED OFFICIALS

Section 2101. Superintendent

2101.1 In addition to the duties prescribed by the City Charter, or specifically designated elsewhere in this Code, the Superintendent shall have the following functions:

- a) Director, Department of Public Works
- b) Director, Volunteer Fire Department
- c) Administrator, Marina Authority
- d) Street Administrator
- e) Traffic Engineer

2101.2 He/she may appoint, with the approval of the Council, another person to any one or more of the above-named positions, which person or persons shall be under the direction of and responsible to the department concerned. The Superintendent may delegate to such appointee such authority as he/she shall deem necessary.

2101.3 The Superintendent shall have the power to hire employees for any department under his/her control, and to suspend without pay for a period not to exceed thirty (30) days, or otherwise discipline, any employee of the departments under his/her control.

2101.4 At all regular meetings of the Council, the Superintendent shall report to the Council on the operation of departments under his/her control.

Section 2102. Volunteer Fire Department

2102.1 The Volunteer Fire Department shall consist of a Fire Director, a Fire Chief, one or more Assistant Chiefs, and such firefighters as the Director shall deem necessary.

2102.2 The Fire Department shall be under the jurisdiction of the Fire Director. The Director shall appoint a Fire Chief subject to the approval of the Council. The Fire Chief shall appoint the Assistant Chiefs subject to the approval of the Director.

2102.3 In addition to the duties imposed by law, the Fire Department is charged with the prevention and extinguishment of fires, the protection of life and property against fire, and the removal of fire hazards, and to this end, is responsible for the maintenance and operation of all fire-fighting equipment except hydrants.

2102.4 The Medical First Responder Unit shall be a separate unit of the Fire Department under the direction of Fire Director or Fire Chief, and shall provide such medical first responder services as permitted by law.

Section 2103. Police Department

2103.1 The Police Department shall consist of a Police Chief and such additional personnel as the Police Chief, subject to the approval of the Council, shall deem necessary.

2103.2 The Police Department shall be under the jurisdiction of the Police Chief. The Police Chief shall issue such regulations relative to the conduct of the Department as he/she shall deem necessary, and shall have the same power to hire, fire, and discipline employees of the Police Department as the Superintendent has pursuant to Section 2101.3.

2103.3 The Police Department shall enforce the penal provisions of this Code, and shall cooperate with other officials charged with administering the supplementary remedies of the Code, including the service of any order or notice required by this Code.

Section 2104. Department of Public Works

2104.1 The Department of Public Works shall consist of a Director and such employees as the Superintendent, subject to the approval of the Council, shall deem necessary.

2104.2 The Department of Public Works shall be under the jurisdiction of the Superintendent, who shall be the Director.

2104.3 The Department of Public Works shall be responsible for the construction, management, maintenance, and operation of the physical properties of the City, including, but not limited to, streets, alleys, sidewalks, buildings, parks, sewers and drains, and the water supply system. The Department shall also be responsible for the maintenance and operation of all equipment and vehicles necessary to perform this work.

Section 2105. Clerk-Treasurer

2105.1 The Clerk-Treasurer shall have all the duties and functions prescribed by law, the City Charter, and this Code, for both the office of the City Clerk and City Treasurer.

2105.2 The Clerk-Treasurer may, with the approval of the Council, employ such additional assistance as may be necessary in the conduct of the office.

Section 2106. Assessor. The Assessor shall have all the duties and functions prescribed by law, City Charter, and this Code for assessing officers.

Section 2107. Building and Zoning Administrator. The Council shall appoint a building and zoning administrator, who shall have all the duties prescribed by law, this Code and other ordinances of the City. In addition, the Building and Zoning Administrator shall also serve as Land Division Administrator under the Land Division Act, MCL 560.101, *et seq.* This Section shall not be construed to prevent the Council from appointing the Superintendent, Police Chief, or other public official, or any combination thereof, to the office of Building and Zoning Administrator.

Section 2108. Planning Commission; Zoning Board of Appeals. The membership, duties, and functions of the Planning Commission and Zoning Board of Appeals shall be governed by the specific ordinances or Code Chapters creating these positions, regardless of whether said ordinances are actually codified, or whether these are preserved pursuant to Section 1105.

Section 2109. Election Commission; Marina Authority; Board of Review. The membership, duties, and functions of the Election Commission, Marina Authority, and Board of Review shall be as prescribed by law and the City Charter.

Section 2110. City Attorney. The Council may from time to time appoint a person or persons to act as City Attorney. The duties of this office shall be set forth by contract or memorandum of bid. Nothing in this code shall preclude the City from employing outside counsel in addition to the City Attorney.

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Article 2. COMPENSATION

Section 2201. Officials Authorized by Charter; Employees. Except where compensation is fixed by the City Charter, the Council shall have sole authority to set the compensation of officials authorized by the City Charter and employees of all City departments.

Section 2202. Other Officials; Independent Contractors. The compensation of other officials, part-time employees, and independent contractors, shall be as prescribed by contract, or by resolution of the Council.

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Article 3: LABOR RELATIONS: CITY EMPLOYEES

Section 2301. Labor Relations Committees. All employee grievances and employee contract negotiations shall be the responsibility of a committee or committees appointed by the Mayor; provided that no contract negotiated by such committee or committees shall be binding on the City until ratified by a three-fifths vote of the Council.

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Article 4. ELECTIONS

Section 4.101. Nominations. As provided in Section 6.7 of the Frankfort City Charter, the method for nomination for all candidates for City elections shall be by petition. To comply with State election law, petitions shall be filed with the City Clerk no earlier than the 14th Tuesday and no later than 4:00 p.m. on the 12th Tuesday preceding either a regular or special election.

Section 4.102. Governing Law. Except as provided above, elections shall be conducted in accordance with the City Charter and State law.