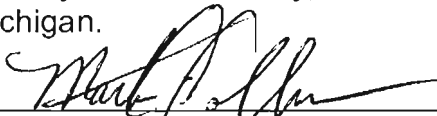


	CITY OF TRAVERSE CITY ADMINISTRATIVE ORDER TITLE: Public Services Department Functions	POLICY NO: 08-AO
		SUBMITTED BY: Penny Hill
		APPROVED BY: <i>Martin Colburn</i>
Adopted Date: 08-09-2017 Effective Date: 08-09-2017 Supersedes No: 334 dated Jul 1 2004 Procedure Reference No: N/A		HISTORY: Initial Adoption Date: July 1, 2004 Amended Date: October 2010 Amended Date: August 2017

I hereby certify that this Administrative Order was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.


 Martin Colburn, City Manager

August 9, 2017
 Date

- I. Purpose:
The purpose of this Administrative Order is to comply with Section 39 of the Charter for the City of Traverse City by establishing regulations, duties and procedures to be followed in each department of the City.
- II. Additional Authority
 - City Charter Section 39
- III. Scope/Applies to
Public Services Department
- IV. Responsibility
Department of Public Services Director
- V. Definitions/Acronyms
 - 1) State: means the State of Michigan
 - 2) Charter: means the Charter for the City of Traverse City
 - 3) Ordinance: means the Code of Ordinances for the City of Traverse City
- VI. Statement
The Public Services Department of the City of Traverse City shall perform the following functions:
 - 1) Public Services that are prescribed by State Law, by City Charter, and by Ordinance.
 - 2) Public Services such as are traditionally or customarily performed by the Department of Public Services, such as all matters relating to the

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management, maintenance, and operation of the physical properties of the City.

These services shall include:

1. Managing, operating, maintaining and repairing all City-owned parklands, fixtures, buildings and grounds, including:
 - a. Oakwood Cemetery
 - b. Duncan L. Clinch Marina
 - c. Brown Bridge property
 - d. City-owned rental properties
 - e. Hickory Hills ski area, including tows, lodge and related facilities
 - f. Department of Public Services buildings and properties
 - g. Senior Center
 - h. Carnegie Building
 - i. Union Street Dam
2. Planting and maintaining City trees, flowers and lawns
3. Building and maintaining ice-skating rinks
4. Organizing, controlling and supervising community recreation and leisure services including competitive team sports, passive recreational activities and major competitive events
5. Operating a summer day camp program
6. Recruiting, training and supervising lifeguards provided for public beaches
7. Maintaining, repairing, constructing and reconstructing all public streets, alleys, sidewalks, public parking areas, parking meters and other related fixtures; bridges and other rights-of-way, including street markings, signs and other related fixtures
8. Removing leaves and snow from streets and sidewalks; repairing damaged or deteriorating sidewalks
9. Purchasing, maintaining, repairing and providing fuel for all City-owned vehicles and equipment
10. Providing maintenance and welding services to other departments

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The Director of the Department of Public Services shall act as head of this department and shall, subject to approval by the City Manager, prescribe rules and regulations consistent with the City Charter and Administrative Orders (collectively, the "Administrative Code") for further administration of this department.